

FOREWORD

This handbook has been developed as a guide so the students and parents will be thoroughly familiar with the operations, procedures, and expectations necessary for the safe, smooth, and efficient operation of Brewster Middle School.

The Department of Defense Education Activity (DoDEA), Defense Domestic Elementary and Secondary Schools (DDESS), and Camp Lejeune Dependents Schools regulations, policies, and procedures have precedence. Therefore, if any information in this handbook should conflict with any information published or communicated by these organizations, we will adhere to the regulation, directive, mandate, or policy from these organizations.

The operations, procedures, and expectations described herein are subject to modification, revocation, suspension, or termination by the school administration at any time with or without notice. Furthermore, the school administration has the exclusive authority to, in its discretion, interpret the operations, procedures, and expectations contained herein and determine whether to apply them in any given situation.

Emilio Garza, Jr.
Principal
Brewster Middle School

Brewster Middle School Student Handbook

Policies, Expectations, and Standards

School Colors: Royal Blue and White

Mascot: Bulldog

School Phone: (910) 451-2561 Fax (910) 451-2600

School Address: 883 Stone Street, Camp Lejeune, NC 28547

School Website: <http://www.am.dodea.edu/lejeune/BMS/>

GradeSpeed Website: <https://dodea.gradespeed.net>

Lunch Pre-Pay: <https://lunchprepay.com>

Brewster Middle School Vision:

Communities combining their strengths to promote success for all students.

DoDEA and Brewster Middle School's Mission Statement:

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

PRINCIPAL'S MESSAGE

I have completed my first school year at Brewster Middle School, and it has been a great experience. I look forward to working with our staff, students, and parents during School Year 2012-2013. Providing a quality education and a safe and orderly environment will continue to be our key areas of focus. Mastery of the DoDEA curriculum standards will be stressed, and our continuous school improvement process will aim to increase student achievement. Challenging academic and developmentally appropriate activities will be common practice at Brewster Middle School. Student knowledge and skills will be assessed and evaluated regularly, and appropriate interventions will be implemented. Students are expected to submit their work in a timely manner to their teachers.

School safety and security are daily priorities for us. We ask for the involvement and help of each student, staff member, and community member in maintaining a safe, orderly, harassment-free, clean, and healthy environment that will assist our true mission – teaching and learning. Behavior expectations will be taught, and guidance will be provided to the students as we work collaboratively for a successful school year.

We encourage the students to take advantage of the extracurricular opportunities that we offer, including after-school tutoring, clubs, chorus, band, intramurals, and sports. Involvement in extra-curricular activities makes school years more enjoyable, builds social skills and provides lasting memories. Thus, we strongly encourage students and parents/guardians to become active in school activities.

The staff and I are eager to assist students in meeting the challenges of the upcoming year and to help them attain a quality education.

Emilio Garza, Jr.

This planner belongs to:

NAME: _____

HOMEROOM TEACHER: _____

GENERAL INFORMATION

SCHOOL HOURS OF OPERATION

Office Hours: 7:30 a.m. - 4:00 p.m.
Class Start Time: 7:50 a.m.
Student Dismissal Time: 2:30 p.m.
Breakfast: 7:20 a.m. – 7:50 a.m.
Earliest Student Arrival: 7:30 a.m. (If participating in the school breakfast program, students may arrive at school at 7:20 a.m. and go directly to the cafeteria through the cafeteria side door.)

Maintaining a safe and orderly learning environment is one of Brewster Middle School's top priorities. In keeping with this philosophy, it is essential that we ensure our campus and facilities are adequately supervised during normal business hours, as well as when students are scheduled for classes. Teachers are on duty at 7:30 a.m. Students may not arrive at school before 7:30 a.m. unless they participate in the school breakfast program. At dismissal time, students must leave the campus unless they are under a school staff member's direct supervision for a school-sponsored activity. All this is intended to prevent school safety issues.

In this student handbook, the term 'parent' is used, and it refers to the student's parent, guardian, and/or custodian.

COMMUNICATION

Brewster Middle School uses various forms of communication with parents. Communications include: newsletters, teacher and school email, orientation meetings, report cards, report card conferences, student planners, telephone calls, letters, notes, home visits, team conferences, parent/teacher meetings, Open House, mid-quarter progress reports, monthly lunch menus, GradeSpeed parent portal, school website, and One Call Now messages.

GENERAL POLICIES

ARRIVAL TO SCHOOL

As indicated previously, students are not to be on campus prior to 7:30 a.m., unless they are participating in the school breakfast program. Upon arrival at 7:30 a.m., students will go directly to their homeroom. Students are tardy if they arrive after 7:50 a.m.

Students who arrive at school after 7:50 must report to the front office, and they must be signed in by their parent or an authorized adult who is on the student's emergency contact list. After checking in at the front office, the student will be provided a pass to the class in session. Should the parent or authorized adult not be with the student when checking in, the student must present a note signed by the parent explaining the reason for the tardiness.

EARLY CHECK-OUT / SIGNING-OUT STUDENTS

Students are not permitted to leave the school during school hours unless they are signed out by their parent or an authorized adult. An authorized adult is an adult whose name is on the emergency contact list of the student's school record. If a student needs to be signed out, the parent or authorized adult must come to the front office to do this. Photo identification, such as a drivers license or military ID, will be checked by the front office staff, and the staff member will check the emergency contact list on the student's school record. After this, the staff member will call the student to the office for sign-out. Students will be called to the office only after the parent or authorized adult arrives. Students must be

checked out through the front office before they may leave the campus. Students may not walk home based upon written instructions or phone calls. Students will be released only to an adult whose name is on the emergency contact list. In cases of special custody arrangements, parents must provide written instructions to the office regarding who may pick up the student. If returning to school during school hours, the student would have to be signed in at the front office by his/her parent or authorized adult.

Parents should schedule appointments for their children after 2:30 p.m. whenever possible.

STUDENT INFORMATION / EMERGENCY CONTACT

It is very important that we have accurate information on each student, including his/her correct address and parents' home telephone number, work telephone number, cellular telephone number, pager number if available, emergency contacts, and email. Parents need to notify the school immediately if their contact information changes. This may be done by sending a note to the student's homeroom teacher or by calling the school office. If an emergency occurs that involves a student, we must be able to contact his/her parent immediately.

Parents shall designate one or more (adult) emergency contacts by entering the adult's name on their child's emergency contact form. This information will be entered in the student's school record. Should an emergency or urgent situation occur that involves a student, the school office will contact the emergency contact(s) if the parents cannot be reached. It is very important to keep all emergency contact information current. An emergency contact should be someone who resides in the local area.

ACCIDENTS AND ILLNESSES

The school nurse treats minor medical situations and maintains immunization records. The nurse will notify parents when students become ill or are injured at school. If the parent cannot be reached, the nurse will notify the emergency contact. The 911 emergency operations center will be called in the event of a serious or possible life-threatening incident.

VISITORS / PARENT VISITATION

For safety reasons, all visitors must report to the school front office immediately upon entering the school. A visitor is someone who is not a school employee or student at Brewster Middle School and enters the school between 7:30 a.m. and 4:00 p.m. Visitors are required to sign in at the front office, relinquish an item of value (e.g. drivers license or car keys) to the front office staff member, write their destination on the sign-in register, and obtain a "visitor badge" which is to be worn prominently at all times. Visitors may go only to the area they indicated as their destination. Any change to this must be cleared through the front office before visiting a different location. Upon finishing their visit, visitors must check out at the office, return the visitor badge, receive their item of value, and exit the school.

Parents are welcome to visit the school and classrooms to observe our programs in action. These visits should be arranged with the teachers. Visits or observations cannot interrupt or disrupt classroom instruction. Discussions about a student's progress or school programs need to be scheduled during the teacher's non-instructional time. Teams encourage parent visitations throughout the year to view projects and to participate in special team activities.

Students may not bring visitors from other schools, siblings who are not students at Brewster Middle School, nor other visitors without the permission of the Principal.

Other than greeting students, visitors may not interact or have discussions with students who are not their children. If visitors want to eat lunch with their child, they may sit only with their child at a designated table and no other students. Visitors may not reprimand or discipline any student. Instead, the visitor needs to notify the nearest teacher of any inappropriate student behavior.

Visitor entry to the school before or after school hours is not authorized unless accompanied by a school employee or arrangements have been made with the school administrators. The school staff will make arrangements for parent and visitor entry to the school or other facilities for extracurricular activities and other school-sponsored activities.

If an emergency safety drill or actual procedure (such as a lockdown or fire drill) should have to be initiated while visitors are in the school or on the campus, we ask all visitors to follow our directions and remain calm.

TELEPHONE CALLS

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

PETS/OTHER ANIMALS

For safety reasons, pets, insects, and/or any other animals or wildlife may not be brought to the school's campus.

BICYCLES, SKATEBOARDS, ETC

Bicycles, skateboards, scooters or electric scooters, roller-skates/blades, wheeled shoes or mopeds are not allowed to be ridden on campus. If students ride their bicycles to school, they will have to "walk" the bicycles upon entering the campus.

SCHOOL CANCELLATIONS / UNANNOUNCED DISMISSAL

If it becomes necessary to close schools, to delay the school day start time or to dismiss students early, the announcement and instructions will come from the DDESS North Carolina District Superintendent's Office. In case of inclement weather that results in school cancellation or early dismissal, an announcement will be made by the Superintendent's Office via One Call Now message. The Base Cable Information channel will be notified as soon as decisions are made regarding early dismissal or cancellation. ***If no announcement is made, school will open as usual.*** Please do not call the school office, as this will tie up the school lines of communication.

In case of early dismissal due to inclement weather or other unforeseen situations, parents should make plans ahead of time so their children will know what to do. We encourage parents to discuss their plans with their children to avoid last minute confusion. If school is dismissed early, children should know if they are to ride their assigned bus, walk home, or wait for a parent at a neighbor's house.

BIRTHDAY CELEBRATIONS

While we recognize the importance of students' birthdays, we have to protect instructional time, and no birthday parties will be held in the classroom. Subject to the teacher's discretion, parents may bring simple store-bought birthday treats, which would be distributed **only** after lunchtime. Store-bought cupcakes, rather than ice cream cakes or cakes that have to be cut, work best for such treats. Items with peanuts and peanut products are prohibited, since some students could have peanut allergies.

DELIVERIES

To avoid interruption of instructional time, flowers, balloons or other gifts for students may not be delivered or brought to the school. If a delivery is received for a student, we will notify the student's parent and hold it in the office until dismissal time.

CONFERENCES

Parents can request conferences with teachers and administrators, and this can be arranged on an appointment basis. Conferences with the teachers can be scheduled directly with the student's teacher(s). The main purpose of a parent-teacher conference is to review the student's grades, progress, behavior, and other information. When scheduling an appointment with a teacher, we ask that it be scheduled during the teacher's non-instructional time. Teachers cannot conduct conferences during instructional time or class transitions. Conferences with the Assistant Principal or Principal should be scheduled through the office automation clerk or secretary. If you must cancel or postpone an appointment with a teacher or administrator, please notify the office as soon as possible.

Two district-wide parent-teacher conferences (PTC) are scheduled on the district school calendar. One is scheduled for the fall and the other for the spring. Attending the fall conference is required. The spring conference is mainly for parents of students who are having difficulty. Teachers keep a register of parents who visit on these conference dates.

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 Assistant Principal.
3. The Principal.
4. Assistant Superintendent's Office
5. Superintendent's Office

Parents with a concern or grievance about their child should communicate with the appropriate teacher first. If the concern or issue is not resolved, the parents should meet with the Assistant Principal, or if necessary the Principal. Concerns about the school or which are general in nature should be made directly to either the Assistant Principal or Principal.

STUDENT ENROLLMENT ELIGIBILITY / REGISTRATION

In accordance with section 2164 of title 10, United States Code, Congress authorized the Secretary of Defense to provide for the education of eligible dependents of military members and certain Federal civilian employees. Both 10 USC § 2164 and DoD Instruction 1342.26 provide the eligibility criteria for enrollment of dependent children in DDESS. DDESS student eligibility rules are primarily governed by statute and, as such, are generally not subject to waiver or requests for exception to policy.

Dependent children who live with their military sponsor in designated family housing at Camp Lejeune, Midway Park, Tarawa Terrace, and the Marine Corps Air Station and who are otherwise eligible may attend the Camp Lejeune Dependents Schools. Parents must complete an enrollment packet for each of their children seeking enrollment in Brewster Middle School. Parents will be asked to provide a photo ID card to verify their identity. This is done to protect our students. Parents are requested to bring school records or report cards from their child's last school.

To enroll or register students at Brewster Middle School/Camp Lejeune Dependents Schools, parents must present the following to the school registrar:

1. Certified birth certificate: A birth certificate must be issued from the Department of Vital Statistics of the state of birth. The certificate must include the parent's(s') name(s). A copy of the certificate will be retained.
2. Military orders: The sponsor's current military orders dated within 36 months.
3. Housing Lease Agreement: The base housing lease agreement must show the sponsor's housing assignment in permanent quarters or a 90-day letter from the appropriate housing office. The document must list the child as a dependent with authorization to live in housing. **No child will be permitted to start school without this documentation.**
4. Immunizations: Newly enrolled students will have 30 days once notified by the school nurse to be in compliance of immunization regulations or the student will be withdrawn from our school. Currently enrolled students who are found to be non-compliant with immunization requirements will have 10 days to obtain immunizations before disenrollment occurs.

If the enrolling sponsor is not the biological parent, additional paperwork is required. The child's dependency and custody determination must be documented before enrollment is approved. The following are required documents:

1. DD Form 1746, Application for Assignment to Housing
2. Custody document showing the spouse has 'physical custody' of the child; or Statement of Fact if never married and no custody document exists.

MOVING OFF BASE / WITHDRAWAL OF STUDENTS

If a parent decides to move off base, he/she should notify the school front office prior to the move. For the dependent to continue attending school, the parent must submit to the Principal a request for continued enrollment. The request will be sent to the Superintendent for a final decision.

If leaving Camp Lejeune due to permanent change of station (PCS) orders or other reason(s), parents will need to notify the school front office, provide a copy of the orders, and secure a student clearance form. This notification needs to be done as soon as the parent knows of the impending departure, but at least five school days prior to the student's last day at Brewster Middle School. The student clearance form provides the withdrawal procedures. We ask that parents complete these procedures, clear their child's records at school, and sign a records release form. When completed, parents will need to give a copy of the withdrawal form to the Brewster Middle School registrar and to the new school. Students will receive grades only if they have attended 22 or more days during the quarter.

The student withdrawal process also includes checking with the Information Center (library) and cafeteria. If your child has any books checked out, the books would need to be returned. If a book is lost or damaged, it must be replaced with the same title or a book of equal value. If there is a balance on your child's meal account, you would need to pay the balance.

Parents should complete the withdrawal procedures prior to the end of the school year if they plan to leave Camp Lejeune during the summer months.

ACCELERATED WITHDRAWAL

The school district will provide the accelerated withdrawal date on each year's school calendar to help students who have to

leave Camp Lejeune prior to the end of the school year due to their military sponsor's PCS. The accelerated withdrawal date is the earliest date when students can be withdrawn from school, receive credit for completion of the school year, and, if in good standing, be promoted to the next higher grade. To receive approval for this, the parent must submit an application with copies of the PCS orders to the district Superintendent prior to the desired withdrawal date in sufficient time for the application to be considered and returned to the parent with an appropriate response. If the accelerated withdrawal application is approved, the student's parent will need to complete the withdrawal procedures.

CAFETERIA AND MEALS

Breakfast and lunch are served in the school cafeteria. Monthly menus are sent home and published on the school homepage. 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.

Lunch Prepay is a one-stop automated school meal account management system. For more information, parents and students can look at www.lunchprepay.com or contact the Child Nutrition Central Office at 451-2447. Parents need their child's student number, not the serving number, to register for the service. This information can be provided at the school office or by calling the Child Nutrition Central Office.

Our school participates in the National School Lunch Program. Applications for free and reduced price meals are always available and applications must be resubmitted each year.

Rules Regarding the Cafeteria:

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 may not be moved to other tables or locations.
4. The floor, table, and chair where you sat will be left clean.
5. Before being dismissed to put up trays or dispose of trash, students will raise their hands to wait to be recognized and given permission prior to leaving their lunch table.
6. Take your trash to the disposal area and exit in an orderly manner.
7. All food will be eaten in the cafeteria.

EMERGENCY SAFETY DRILLS

Fire drills are conducted monthly to familiarize students with emergency exits and procedures. When a fire drill is initiated, the students will exit the building in an orderly manner to a designated point. Fire drills, lockdown drills, and other emergency safety drills are conducted in accordance with DoDEA instructions to provide for student safety.

MEDICATION

If your child takes medication that must be given during school hours, Camp Lejeune Dependent Schools 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, the parent/sponsor MUST:

1. Ensure that school administration and the school nurse are 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 left after this period will be discarded. Medications will NOT be sent home with students.

Students may not have any medication in their possession at school. This includes non-prescription drugs such as Tylenol and aspirin.

STUDENT ABSENCES

DoDEA Regulation 2095.01, School Attendance, states that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college. School attendance is mandatory. Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parents should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher. If this section should have conflicting information regarding attendance, the provisions of DoDEA Regulation 2095.01 will take precedence.

Per DoDEA policy, the Principal has final authority to identify an absence as excused from school. Parents should schedule appointments for their children after the school day to minimize disruption of the educational environment. Absences or tardiness may be excused for the following:

- Personal illness.
- Medical, dental, or mental health appointment.
- Serious illness in the student's immediate family.
- A death in the student's immediate family or of a relative.
- Religious holidays.
- Emergency conditions such as fire, flood, or storm.
- Unique family circumstances warranting absence and coordinated with school administration.
- Pandemic event.

Attendance is taken in every class period, including extended learning time and advisory periods. If a student is absent or tardy, written documentation must be provided to the school front office staff when the student returns or arrives to school. The documentation (note) needs to be provided within three school days of the absence or tardy. The documentation (note) must be from the student's parent or a doctor's office, and it must have the student's name and the date and reason for the absence or tardy. The parent's note needs to include the parent's signature. A note from a doctor or medical facility needs to include the name of the doctor or medical facility and the signature of an authorized staff member from that office or facility. An absence or tardy will be recorded 'unexcused' if no written documentation is provided to the school office.

The school will notify the parents if their children have absences and/or tardies. A message will be sent when an absence is recorded for their child. A letter or email will be sent if the child accumulates five or more unexcused absences and/or tardies. Subsequent letters or emails will be sent if the child accumulates additional unexcused or excused

absences or tardies. Appropriate action will be taken in cases of excessive or chronic student absenteeism or tardiness, whether excused or unexcused.

- a. A student with seven or more absences may be referred to the student support team (SST) to review the academic and social emotional progress of the student and other pertinent information. Our staff will work collaboratively with the student's parent to identify the reason(s) for the absenteeism and in assisting the parent whenever possible.
- b. The school administrator may request Command assistance for students with chronic absenteeism and/or tardiness.
- c. Students are expected to complete the assignments that were missed during any absence. Unless otherwise directed, an assignment that is submitted after the due date will be late, and the teacher will deduct the equivalent of a letter grade for each day the assignment is late. If an assignment is not turned in to the teacher, the student may receive a zero or an F for that assignment.
- d. In a case of excessive absenteeism, a school administrator will meet with the parent to discuss the student's educational, social and emotional development during the current school year and develop an educational plan that may include a non-routine placement, in accordance with DoDEA Regulation 2000.3, "Student Grade Level Placement." This refers to possible retention of the student.
- e. Unexcused absences may result in disciplinary action if the student does not comply with an intervention plan.

Being absent or suspended from school may affect the student's participation in interscholastic athletic programs. Participation in Interscholastic Athletic Programs must be in compliance with DoDEA Regulation 2740.1. Enclosure 2 to DoDEA Regulation 2095.01 includes the following information:

- a. Students are required to be in school the full day on the day of a weekday game, consistent with DoDEA Regulation 2740.1. The only exception is for an appointment approved by the school administration in advance.
- b. A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance.
- c. A student who is "unexcused absent" on the day of a scheduled athletic program is ineligible for participation in that event.
- d. A student suspended from school is not eligible, at the minimum, for the next scheduled competition.
- e. Students are responsible for identifying and making up all classroom activities or assignments which were missed as a result of being out of school while traveling to or from, and participating in, an Interscholastic Athletic Program.

If a student needs an extended absence (more than five school days), his or her parent must coordinate with the Assistant Principal or Principal seven school days in advance. Upon the principal's approval of the absence, a school counselor will provide the DoDEA Educational Monitoring Plan form to the student's homeroom teacher for the team's completion of the plan. Then, the counselor will schedule time for the parent, the teacher(s), and an administrator to review and sign the plan. Prior to approving absences, the school administrator will consider the student's academic standing, record of consistent school attendance during the current school year, and impact of previous absences on the student's current, educational program. Also, the administrator must confirm with the parent or sponsor's Command, if dates of any extended absence are mandatory or discretionary.

- a. During the extended absence from school, the student is expected to complete and submit all assignments identified in the DoDEA Educational Monitoring Plan. It is imperative that the parent and student understand the assignments when the plan is signed.
- b. Assignments submitted after the due date will be late, and the teacher may deduct the equivalent of a letter grade for each day of lateness. If an assignment is not submitted, the student may receive a zero or an "F" for that assignment.

ACADEMIC PROGRAM / CURRICULUM INFORMATION

DoDEA/DDESS and the school district mandate the overall academic program of Brewster Middle School. The DoDEA curriculum standards are used to provide a quality, integrated instructional program. The DoDEA standards specify what students should know and be able to do. The DoDEA standards parallel the standards developed by the National Council of Teachers of Mathematics, the National Council of Teachers of English and the International Reading Association, the National Council of Social Studies, and the National Research Council's National Science Education Councils. The DoDEA standards are online at <http://www.dodea.edu/curriculum/index.cfm>.

At Brewster Middle School, we stress mastery of the DoDEA curriculum standards. The students' schedule includes class periods of language arts, math, science, and social studies. Students receive instruction in these core content areas on team. Language arts classes emphasize literature-based instruction and communication skills. Writing skills are emphasized in all areas of the curriculum. Math classes include number relations, equation and non-equation problem solving, aspects of probability and statistics, and pre-algebra concepts. Algebra I is offered based on student readiness. AVID and gifted education students will be screened to determine viability for placement in the next higher math class, including Algebra I. Science classes focus on physical, life and earth concepts. This curriculum emphasizes processes of science, as well as the knowledge of science. Social studies in the sixth grade focuses on ancient and medieval civilizations, seventh grade focuses on world geography, and eighth grade social studies focuses on U.S. history.

In addition to the core curriculum courses (math, language arts, science, and social studies), Brewster Middle School offers exploratory and special classes. Input from the parents is solicited for their child's assignment to exploratory and special classes. As parents submit their requests, it is important to remember that student schedule changes will not be made after the third day of class, unless the class is over full or the class enrollment is too low to have the class. The following is a list of our exploratory and special classes:

- Music (General music for 6th graders; chorus, guitar, piano for 7th and 8th graders; depends on enrollment)
- Band
- Art
- Physical Education (PE) – includes Health concepts
- Applied Technology
- Reading Lab - Utilizes Read 180 program, which is a reading intervention for students whose reading achievement is below the proficient level. Although students can be in this class all year, they could improve their skills and exit the program within a grading period.
- ISP Math - Math support class for students whose math achievement is below the proficient level. Although students can be in this class all year, they could improve their skills and exit the program within a grading period.
- Spanish I

HIGH SCHOOL CREDIT COURSES

Students may be placed in Spanish I and/or Algebra I for high school credit. Placement can be made based on teacher recommendation (with the parent's consent) or parent request (challenge by choice). The Spanish and math teachers will provide the criteria for placement in these classes and for receipt of high school credit. Placement will be made only after the parent signs the referral letter, acknowledging that the student will complete all requirements on time.

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, and/or self-nomination. The school Gifted Review Committee will review all referrals, and the gifted education teacher will send a letter to the parents, stating whether or not the student is identified as gifted. 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.

Gifted education students who transferred from another DoDEA or non-DoDEA school will be eligible for inclusion in our gifted education program.

Gifted education students will be offered the opportunity for accelerated placement in math and science in the next higher grade after being tested in that content area. Depending on the student's ability and capacity, the student may be considered for placement in the next higher grade. A student placement committee would be convened to consider such a request and submit a recommendation to the Principal for a final decision.

EXTENDED LEARNING TIME

The school master schedule includes extended learning time for students. This time will be used by teachers for re-teaching concepts that have not been mastered. Also, students may receive enrichment during this time. Extended learning time is not free time, silent reading time, or homework completion time. However, teachers can use some of the time to assist students with concepts that are on their homework or to make up work that was missed previously. The team teachers will coordinate with each other to ensure students receive the extra assistance they need.

ADVISORY

Advisory sessions will be conducted at least once weekly, unless otherwise directed by the Principal. The advisory program will consist of thematic lessons, which can include anti-bullying information and developmental guidance. Also, team building activities and team or grade level meetings can be conducted during advisory time to address specific matters.

HOMEWORK

Homework is an important part of every student's instructional program. It is intended to help the students master the DoDEA curriculum standards. It provides the student with the individual opportunity to apply critical thinking skills, to review and reinforce what was taught by the teacher, and to develop good study habits, which will promote lifelong learning. Team teachers work together to ensure students are not overburdened with assignments or projects assigned at the same time. Each team will send a letter to parents stating the team's homework policy. 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. Homework will not always involve pencil/pen and paper tasks. It could encompass such activities as reading for a time period at home or working on a project.

Students are expected to complete and turn in homework on time. 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 one-half hours for grade 8.

Every student is issued a planner where assignments can be recorded daily. Parents are urged to check the planner daily to check assignments, homework, and other information.

PROGRESS REPORTS / REPORT CARDS

Students will receive a progress report at the mid-point (four-and-one-half weeks) of the nine-week grading period. As indicated on the school calendar, a report card will be issued after each nine-week grading period. Parents can request a conference with their child's teacher(s) to discuss any concerns or to get information regarding the child's progress.

HONOR ROLL

Two levels of honor roll are used at our school. The "A" Honor Roll is achieved by having an overall grade of A in each class. The second level, "A/B" Honor Roll, is achieved by having at least one overall grade of A and no overall grade less than B in any class. Honor roll certificates are issued to students following each nine-week grading period.

PROMOTION AND RETENTION OF STUDENTS

Promotion or retention of each student must be considered on an individual basis, and decisions must be based on criteria that reflect positive concern for individual characteristics, strengths, and needs of the student. One criterion must be the extent to which the student can succeed at the next higher grade level or in subsequent courses.

Guidance on promotion and retention is provided in DoDEA Regulation 2000.3. If retention is being considered, a student placement committee would be convened to consider all information and submit a recommendation to the Principal. 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 final decision on each student's grade and program placement is the responsibility of the Principal.

SCHOOL ACCREDITATION

Brewster Middle School is accredited by Advance Education (AdvancED), the parent organization for the North Central Association Commission on Accreditation and School Improvement (NCA CASI), Northwest Accreditation Commission (NWAC), and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement. As part of the process, the administration and staff complete a self-study on the school programs, facilities, staff qualifications, resources, and other areas that have impact on the quality of the education. An AdvancED visiting team evaluates our practices and evidence of school improvement and verifies our self-study information.

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.

CHILD ABUSE / NEGLECT

DoDEA which provides administrative services and support to the DDESS has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9, enclosure 2).

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.

ELECTRONIC DEVICES / ITEMS

Cellular telephones, I-Pods, MP3 players, CD players, laser pointers, and other electronic devices are NOT allowed to be used by students at school under normal circumstances. If students bring cellular telephones or other electronic devices to school, the students will need to turn off and secure their telephones and electronic devices in their lockers. If a student is seen using or handling a cellular telephone or electronic device anywhere on the school campus without prior permission from a staff member, the item will be confiscated and turned in to the front office, and the parent would need to claim the item. The student's refusal to relinquish the item and/or a subsequent incident would result in an office referral.

If students bring cellular telephones or other electronic devices to school, the school will not be responsible if the items are lost, damaged, or stolen.

INTRAMURAL PROGRAM – After School

All students are invited to participate in the after-school intramural program on Monday, Wednesday, and Thursday from 2:35 p.m. to 3:30 p.m. Information will be published regarding the sports or activities that will be conducted each "season". Students must be picked up or depart the campus on time.

PERSONAL BELONGINGS

Students are to bring books, school supplies and clothing appropriate for regular and physical education classes. Students are responsible for all their personal property and for any textbooks and other items issued to them by school staff. Students should not bring large amounts of money or items of high value to school. If they do, the money and items should be properly secured. The school is not responsible for the loss, damage, or theft of any personal property or items issued to the student by the staff.

Guns, knives of any size, or other weapons, alcoholic beverages, alcoholic beverage containers, drugs, drug paraphernalia, and all tobacco products and paraphernalia are strictly forbidden. This includes matches and lighters. Also, students may not bring other items, such as ammunition, smoke bombs, or explosive or incendiary items or devices of any kind. Bringing any such item to school, whether or not it is used, will result in disciplinary action.

LOCKERS

Students are assigned wall lockers near their homeroom. Individual locker numbers and combinations should be kept confidential. Students should report locker problems to their homeroom teacher. Students may not share lockers. No student may tamper with or get into someone else's locker. 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 encouraged to bring their private locks to secure their clothing and personal items in the gym lockers. Private locks must be removed at the end of every PE class.

Students are responsible for the security of their lockers. Lockers may be subject to search, inspection, or inventory by school officials based on the relevant facts and circumstances. Prior to a locker search, a student shall be given an opportunity to be present at the search. If, however, school officials have a reasonable suspicion that the locker contains materials that pose a threat to the health, welfare, and/or safety of students in the school or the school environment, a student's locker may be searched without prior warning. Such materials may be used as evidence against the student in disciplinary proceedings.

Students will be responsible to clean their lockers at the end of the school year or at the time they are withdrawn from school, whichever is sooner. Each student will be responsible for any damage to his/her locker.

LOST AND FOUND

Items found on the buses and around the school should be turned into the office. For quickest return, students should put your name on their notebooks, jackets, and all items they bring to school. Unclaimed items will be donated to the Thrift Shop, Navy Relief or other appropriate agencies.

PTA

The PTA supports numerous school activities throughout the school year, including school dances. The PTA executive board meets monthly. Parents are welcome to join the PTA.

DANCES

Attendance to all dances is restricted to students who currently attend Brewster Middle School. Music will be

supplied by a disc jockey, and refreshments can be purchased. Parents are invited to chaperone or assist with the PTA in food sales. Students must adhere to the student dress code at school dances; any exceptions require administrative approval. Students who are serving an out-of-school suspension, in-school suspension, or expulsion on the date of the dance are not permitted to attend the dance.

The following are the Brewster Middle School dance rules:

1. The student discipline policy and school rules will be in effect during dances, and all students must comply with them, as well as any instructions or expectations for the dance.
2. Once the student arrives on campus, he/she must enter the building and remain in the designated dance area(s).
3. Access to the office may be granted with staff supervision. No long distance calls may be made without approval from the staff member.
4. Once in the building, students will not be allowed to leave unless they are departing and not returning. Students who exit the building must leave the school grounds.
5. Students will help to keep the school and dance area clean. Trashcans will be used to discard items.
6. Only music that is considered to be in good taste will be played. No vulgarity, obscene language, or profanity.
7. Students will respect each other, the teachers, school administrators, and chaperones.
8. Noncompliance with the dance rules will result in immediate exclusion from the dance and possible disciplinary action and/or exclusion from future activities.

TESTING PROGRAM

The Terra Nova Test is administered to students in grades six, seven and eight. This test is given in early spring to obtain percentile scores that can be compared to local, state, and national norms. Counselors assist in the coordination of achievement testing. Counselors and teachers can review and discuss test results with parents.

Eighth-grade students will take the NAEP on designated years. Also, eighth-grade students who are in AVID will take the PSAT at the beginning of their eighth grade year. These tests do not determine promotion to the next grade; however they show student achievement in the specific areas.

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 should be utilized to reduce wear. Parents are responsible for replacing lost or damaged books.

STUDENTS' RIGHTS AND RESPONSIBILITIES

DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," dated April 17, 2012, prescribes the students' rights and responsibilities. It is DoDEA policy that:

1. The following rights are retained by students:
 - a. Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160, Director of DoDEA Memorandum (subject: Executive Order 13160 Guidance; Ensuring Equal Opportunity in Federally Conducted Education and Training Programs) dated March 18, 2003, DoDEA Administrative Instruction 2500.14, and DoD Instruction 1342.12 without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.

- b. Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyberbullying), drugs and alcohol, and other unwanted conduct, consistent with the written directives stated in subparagraph '1a' above and DoDEA Director Memorandum "Safe and Drug Free Schools".
 - c. Rights of freedom of speech, expression of views, and assembly under Amendment I of U.S. Constitution; freedom from unwarranted search and seizure under Amendment IV of U.S. Constitution; and due process under Amendment V of U.S. Constitution. These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.
 - d. Right fair and appropriate discipline in accordance with DoDEA Regulation 2051.1.
2. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.
 3. The Administrative Instruction shall not be construed to limit the authority of DoDEA or its employees to maintain order and discipline in accordance with DoDEA Regulation 2051.1.
 4. Schools allow equal access to school facilities by student sponsored noncurriculum related activities if a school allows any such student group access to school facilities in accordance with the standards set forth in Enclosure 4 of Administrative Instruction 2051.02.
 5. The Administrative Instruction creates no rights or remedies other than those already in law or other regulation, and does not establish a basis independent of such other law or regulation and may not be relied upon by any person, organization, or other entity to allege a denial of any rights or remedies in any administrative, judicial or other forum.

DISCIPLINE POLICY

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 and orderly learning environment resulting in responsible, productive, and respectful members of society. This section outlines the expectations for behavior and the consequences for failure to follow rules. This section is in accordance with DoDEA Regulation 2051.1, Disciplinary Rules and Procedures. If there is any conflict with the information in this section, the provisions of DoDEA Regulation 2051.1 will take precedence.

BELIEFS

1. The interaction of environment, instinctive needs, and experiences influence behavior.
2. When behavior is reinforced, it will be repeated.
3. Expectations of the educational community influence behavior.
4. School discipline is successful when combined with effective teaching practices.
5. Students are responsible for their own actions according to their ages and levels of maturity.
6. Students must be helped to make connections between their behavior and consequences.

Core Expectations for Staff, Parents, and Students

Staff members are expected to:

1. Exhibit proper and adequate control of students, including students not directly under their supervision.
2. Be responsible for the instruction of students and parents concerning school and classroom rules and regulations for proper conduct.
3. Work cooperatively with other staff members, parents and students and treat them with respect and courtesy.
4. Enforce school rules and policies fairly and consistently, while respecting the dignity of students, parents and other staff members.
5. Be responsible for establishing an atmosphere of proper school behavior by modeling and setting guidelines for such behavior.
6. Create a positive and safe learning environment for all students, staff and other adults.
7. 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:

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

Students are expected to:

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

Consequences for 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 infraction may result in a severe penalty based on the nature of the incident. The school administrators and/or teachers 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. For minor offenses, the Principal or designee may assign consequences appropriate for the offense and in accordance with the development and maturity of the student involved. All

consequences will be consistent with DoDEA Regulation 2051.1.

Disciplinary Committee

At the request of the Principal and in consultation with the District Superintendent, a disciplinary committee will be appointed and will conduct a hearing. The Principal or designee, the student's parent, and student will attend and present information regarding the infraction(s). Other personnel may be invited to attend if their information will assist the committee. The incident(s) and proposed non-punitive and punitive actions against the student, up to and including expulsion, will be discussed. At the end of the hearing, all attendees will be excused, and the committee members will form their conclusion(s) and submit their recommendation(s) to the Superintendent for final action.

GROUP I 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 Vulgarities 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 OFFENSES

- a) Defiance of Authority and/or the Use of Vulgarities 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) Bullying
- e) Cyber bullying
- f) Misrepresentation or Forgery of a Signature and/or An Excuse
- g) Smoking, Possession of Tobacco, Cigarettes, Cigars or other Tobacco Products on School Grounds or at School Activities.
- h) Stealing
- i) Cheating and/or Plagiarism
- j) Truancy
- k) Fighting and/or Mutual Fray
- l) Hazing, Harassment, and/or the Malicious use of Slurs Based on Race, Gender, Religion, Ethnicity, Language Against Another Background and/or National Origin
- m) Sexual Harassment
- n) Lying or Participating in a Deception which may lead to an Adverse Action Against Another (false accusation)
- o) Use or Possession of Alcoholic Beverages

- p) Extortion
- q) Vandalism
- r) Possession of Paraphernalia Related to the Use of Illegal Drugs
- s) Instigator or Accomplice to GROUP II Violation
- t) Chronic Unexcused Tardiness to School and/or Class
- u) 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 10 days
Suspension of Bus-riding Privileges
Parental/Sponsor Monitoring During School Day
Referral to the Disciplinary Committee
Long-term Suspension of More than 10 Days
Expulsion
Juvenile Discipline and Rehabilitation Board
Possible Prosecution in Federal Court

GROUP III 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

Long-term Suspension of More than 10 Days
Restriction of Privileges
Referral to the Disciplinary Committee
Suspension of Bus-riding Privileges
Referral to Appropriate Law Enforcement Agencies
Expulsion
Juvenile Discipline and Rehabilitation Board
Referral for Mental Health Assessment
Possible Prosecution in Federal Court
*A minimum 1-year expulsion is required for the possession of firearms.

Out-of-school suspensions are reported to the Assistant Superintendent and may be reported to the Base Commander's Office. They may be considered part of the dependent's record aboard the base and could be used by the Command Inspector when considering punitive action.

DISCIPLINE AT BREWSTER MIDDLE SCHOOL

The students will be taught the behavior expectations at the school level and at the classroom level at the beginning of the school year. The behavior expectations will be reinforced throughout the school year, and students may be re-taught the expectations as necessary. Each classroom teacher will post

class rules and consequences. Teachers will make these rules available to the parents upon request. We will stress a positive rather than a negative approach.

BREWSTER MIDDLE SCHOOL RULES

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself
- Show respect to the school employees, students, and school property at all times.

Fighting: There is no justification for fighting at Brewster Middle School. Students must learn to walk away -- to tell a teacher if others are bothering them. We have an obligation to help our students and our children settle differences without fighting. Students will be disciplined for fighting, and all students involved in a fight will be disciplined.

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 environment. Parents will be notified if their child participated or was involved in a fight and received disciplinary action.

TEACHER RESPONSE TO STUDENT VIOLENCE

Brewster Middle School aims to provide an 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.

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 will not be tolerated. Any student who participates in a fight while on school grounds, aboard school buses, or at school activities and/or is told by a staff member to stop fighting and refuses such a command will be subject to disciplinary action 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 and SRO.

BUS RULES

The bus rules that are addressed in this section are important to the safety of all students who use bus transportation. We request that parents support us in maintaining proper conduct on school buses. Student violation of the bus rules outlined below can result in an office referral. The Assistant Principal or Principal may administer the disciplinary action indicated below or other appropriate disciplinary action consistent with DoDEA Regulation 2051.1.

- Warning issued and/or bus suspension.
- Possible suspension from bus for five school days
- Suspension from bus for 20 school days
- Suspension from bus for 30 school days
- Suspension from bus for remainder of the school year

The student's parent will be informed if the student is suspended from the bus. Parents must provide transportation for students during the suspension period.

On occasion, it might be necessary for students to ride a bus other than their assigned bus. In such a case, students must present to a school administrator a signed note from their parent requesting permission to ride another bus. Students

may not ride a bus if they are not bus riders, unless there is a verifiable emergency or special permission is granted by an administrator. Bus drivers need to ensure compliance with the maximum passenger capacity of the bus.

BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

1. Comply with all school rules with the "Behavior Standards for School Bus Students."
2. Board and exit the bus in an orderly, safe manner.
3. 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 or monitor'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, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
9. Engage in public displays of affection.
10. Eat, drink, or litter on the bus¹.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver's seat, or touch bus operating devices or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

¹ Students may drink water and may eat snacks on any daily commute bus that travels one-way in excess of one hour between the first pickup and drop-off. However, littering on the bus is still prohibited and students are required to take their litter off the school bus. Any student who litters on the bus shall be disciplined in accordance with DoDEA Regulation 2051.1.

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.

STUDENT 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 students' attire while at school, at school events, and on field/study trips:

1. Wearing footwear is mandatory. Footwear shall be appropriate for class and PE activities. House slippers are unsafe and are prohibited. Also, shoes with wheels or "heelies" are not allowed.
2. See through clothing may not be worn.
3. Shirts or blouses that expose the back or midriff may not be worn. This includes, but is not limited to, tank-tops, spaghetti straps, cropped or cut-off tops, modified sleeveless shirts, halter tops, tube tops, etc. Blouse/shirt straps should be a minimum of 3 inches wide.
4. Pajamas, swim wear, or undergarments are not to be worn as outer garments.
5. Clothes that have holes, are torn, ragged, excessively dirty or that reveal undergarments (this includes bra straps) may not be worn. Repaired clothes are acceptable if holes have been appropriately sewed shut or holes have been covered with a cloth patch that is appropriately sewn and no skin that is supposed to be covered by the garment is visible. Undergarments may not be visible at any time.
6. Clothing that is skintight, low-cut with any visible cleavage, has thigh-high slits, and/or shorts or skirts shorter than 3" above the top of the knee cap may not be worn. Also, spandex pants/skirts or tops may not be worn as outer garments.
7. "Sagging" trousers are not allowed. Trousers will be worn at the waist.
8. Hats or any other headgear including sweatbands, scarves, and bandanas will not be worn. Also, sunglasses may not be worn anywhere on the student's head.
9. Chains attached to wallets or trousers/pants are prohibited.
10. Clothing that is suggestive of or contains messages/images relating to drugs, alcohol, illegal substances, weapons, violence, sex, gang affiliation, or inappropriate language, etc. is prohibited.
11. Excessively long chains or jewelry with spikes may not be worn.
12. The school administration and staff determine if student attire is inappropriate, distracting, or dangerous. If a student's choice of dress is deemed inappropriate, the student will be given an opportunity to correct the problem, or the parent must bring appropriate attire. In this scenario, the student will be given an alternate seating location until attire is appropriate for school. In some cases, the Principal or Assistant Principal may be able to offer an acceptable article of clothing in the event that another solution cannot be reached. Repeat offenders may be subject to an office referral.

OFF LIMITS AREAS

The school and grounds are off limits before 7:30 a.m. and 30 minutes after school or when an evening event concludes. The campus is patrolled by MPs. Students caught trespassing, breaking and entering, vandalizing, etc., are handled by the military police. School telephones are for official business, and students may use them only with a staff member's permission.

Offices and empty classrooms are off limits to students. Also, any teacher's desk and items are off limits, unless the teacher gives the student permission to retrieve an item.

VOLUNTEERS

Parent volunteers are welcome in our school. Prior to volunteering, all volunteers are required to have a completed background check and have to complete the Level 1 Anti-terrorism training. The Anti-terrorism training is an online training, and the website for it is <https://atlevel1.dtic.mil/at/>. During Open House, volunteers should sign up with their child's homeroom teacher or the PTA and obtain the required

forms. The forms are available in the front office. Volunteers are reminded to sign in and out on the visitor sign-in register. Volunteers can help in different ways, such as the following:

- Assist in the Information Center (library)
- Work with groups of students
- Prepare materials for teachers
- Share special talents
- Assist with or provide support for special school activities, such as award assemblies, dances, field day, etc.
- Be a chaperone during field/study trips

In order to assist us in maintaining a safe and orderly environment, volunteers are asked to follow these instructions:

- Stay in the area which you signed in to serve. If you need to go to another area, please inform the front office. Also, do not make inappropriate comments around students.
- Wear attire appropriate for your volunteer work.
- Follow the teacher's instructions regarding interaction with the students and the staff.
- Other than getting the teacher's instructions, please do not engage in long conversation(s) with the teacher during instructional time. If you need to have a conference with the teacher, please schedule a time with the teacher.
- You may not reprimand or discipline any student. Instead, notify the teacher discreetly of any inappropriate behavior.
- Turn off or set your cell phone on vibrate upon entering the building. If you need to receive or to make a call, please step outside the school to do so.
- If an emergency safety drill or procedure is initiated, remain calm and follow the teacher's directions.

FIELD / STUDY TRIPS

Field/Study trips at Brewster Middle School serve important functions. They are intended to supplement and/or enhance what our students are learning. Parents sign permission slips for each field trip. Failure to return the signed permission slip will mean that the student will be unable to go on the trip with the class. Students must travel on a school bus with the class, not in privately owned vehicles.

Parents and adult volunteers are welcome to be chaperones. All chaperones must complete the process to be recognized as a volunteer prior to the field/study trip. Chaperones will need to make arrangements for care of any other children they may have in their family outside the school. Siblings who are not Brewster Middle School students and brothers or sisters from other classes may not accompany the chaperone on field/study trips.

ASBESTOS

As required by the Asbestos Hazard Emergency Response Act (AHERA), a notification of asbestos containing materials in our school is being provided. Brewster Middle School does not contain any asbestos building materials. A copy of the AHERA report is kept in the administrative office and is available for review. If you have any questions or concerns, you can contact the school front office.