

# West Point Middle School

## Student & Parent Handbook

2008-2009

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1997-98



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## Section

## 1

## Department of Defense Education Activity

West Point Middle School is part of the Department of Defense Education Activity (DoDEA). DoDEA operates over 200 schools in 14 districts located in 12 foreign countries, seven states, Guam, and Puerto Rico. All schools within DoDEA are fully accredited by U.S. accreditation agencies. Approximately 8,700 educators serve more than 88,000 DoDEA students. The DoDEA instructional program provides a comprehensive prekindergarten through 12th grade curriculum that is competitive with that of any school system in the United States. DoDEA maintains a high school graduation rate of approximately 99 percent.

West Point Middle School is a member of the New York-Virginia district of the Domestic Dependents Elementary Schools (DDESS) branch of DoDEA. The DDESS system serves an estimated 25,500 students in 63 schools located in seven states, Guam, and the Commonwealth of Puerto Rico. The district superintendent for West Point Schools is located at Marine Corp Base Quantico, VA.

### DoDEA Vision Statement

***Communities Investing in Success for ALL Students!***

### DoDEA Mission Statement

***The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare ALL students for SUCCESS in a***

<b><i>GLOBAL ENVIRONMENT.</i></b>	
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<b>DoDEA 2006-2011 COMMUNITY STRATEGIC PLAN</b>	
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**GOAL 1****HIGHEST STUDENT ACHIEVEMENT**

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

**OUTCOME A: Student Performance and Assessment**

All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continuously measured using multiple internal and external performance-based assessments.

**OUTCOME B: Opportunities to Learn and Citizenship**

All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to ensure continuous learning and productive citizenship.

**GOAL 2****PERFORMANCE-DRIVEN, EFFICIENT MANAGEMENT SYSTEMS**

DoDEA will use a performance-driven management system that operates in a timely, efficient, and equitable manner; places resource allocation and decision-making at the lowest operational level; and facilitates a safe environment conducive to optimum student achievement.

**OUTCOME A: Efficient Management System of Facilities, Equipment, and Materials**

All levels will participate in the development and implementation of an equitable plan to identify and schedule maintenance, life-cycle replacement, and upgrades to facilities, equipment, technology, and materials that support an environment conducive to learning.

**OUTCOME B: Resource Allocation/Academic and Student Support Services**

An annual budget plan will be designed and implemented at all levels in direct support of the CSP. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to meet academic standards.

	<p style="text-align: center;"><b>OUTCOME C: Secure and Safe Environment</b></p> <p>All DoDEA levels will have a safe, secure, and well-managed environment conducive to learning.</p>
<p style="text-align: center;"><b>GOAL 3</b></p>	<p style="text-align: center;"><b>MOTIVATED, HIGH PERFORMING, DIVERSE WORKFORCE</b></p> <p>The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.</p> <p style="text-align: center;"><b>OUTCOME A: Personnel Management Practices</b></p> <p>In support of student achievement, administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly diverse, motivated, and committed workforce.</p> <p style="text-align: center;"><b>OUTCOME B: Continuous Professional Development and Training</b></p> <p>Personnel at all levels will participate in ongoing professional development and training to support standards that enhance job performance.</p>
<p style="text-align: center;"><b>GOAL 4</b></p>	<p style="text-align: center;"><b>PROMOTING STUDENT DEVELOPMENT THROUGH PARTNERSHIPS AND COMMUNICATION</b></p> <p>Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development.</p> <p style="text-align: center;"><b>OUTCOME A: Partnerships</b></p> <p>All levels of the organization will develop, promote, and maintain partnerships to enhance social, emotional, and academic growth.</p> <p style="text-align: center;"><b>OUTCOME B: All schools, districts, areas, and headquarters will effectively communicate using a planned, systematic approach</b></p> <p>All levels of the organization will develop and implement a multimedia communication plan to enhance dialogue and promote trust among staff, parents, students, and the community.</p>

## Section

## 2

## Enrollment and Attendance

### DDESS Legal Requirements for Enrollment

Attendance is limited to dependent children of parents living in designated family housing at West Point, New York. However, DoD Directive 1342.16 and 34 CFR 22.15 provides that where a member of the Armed Forces is assigned to an installation on which there is a Section 6 School Arrangement (old title, now DDESS) and assigned on-post family housing that is expected to be available for occupancy and to be occupied within 90 school days, the member's children may be permitted to attend the school while residing in an area adjacent to the installation. Transportation for such children is the responsibility of the parent.

Only those children meeting statutory and regulatory requirements for enrollment may attend the DDESS Schools; there is no provision for a waiver of the enrollment requirements. Therefore, enrollment of children whose sponsors are awaiting family housing must be limited to 90 school days and cannot be extended if family housing on the installation is not available and occupied on or before the expiration of the 90 school-day authorization. The initial housing list on which a member's name appears, indicating housing will be available within 90 school days, must be used by the school in determining eligibility of children under the 90 school-day limit

Students not residing on-post after 90 school days will be withdrawn and permitted to attend the DDESS Schools only after on post family housing is occupied.

### Attendance

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

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

admission slip from the secretary in the office admitting the child to class until a note from home is provided.

For an anticipated absence, please send a note to the classroom teacher ahead of time. Should illness or other unexpected needs require that a youngster be absent, please notify the school, at your earliest convenience. We will attempt to follow up on any absentees whose parents have been unable to notify us. We look forward to your cooperation in providing this additional safety margin for the youngsters you entrust to our care.

## Hours of Attendance

The school day begins at 7:45 AM and ends at 2:09 PM. Lunch/recess periods are 40 minutes long. Actual time in the cafeteria varies from one class to another; older students generally require less time to eat.

Students who are engaged in special programs, extra curricular activities, need extra help or must make up work due to absence may be required to attend an extra period from 2:15 to 3:00 PM. Students must use the shuttle bus or have their parents provide transportation to their home.

## Tardiness

It is important that students arrive at school and to class on time both to make maximum use of instructional time and to establish good habits for punctuality. If a student is tardy to school for reasons other than a late bus, the student must report to the office with a note from their sponsor. An admission slip will be provided by the office staff.

Since the middle school operates on a block schedule, all students must travel from room to room. They are responsible to be punctual as they move between classes. If a teacher causing the student to be late to the next class detains a student, the student should ask that teacher for a late pass. Students who are marked tardy to class more than four times per quarterly marking period will be assigned detention with the principal.

## Arrival at School

Supervision of students begins at 0730. Students are not to arrive at school before 0730. The doors to the school open at 0745. Any student wishing to enter the building prior to 0745 must have a valid pass from a teacher. Band students are allowed to drop off their instrument upon arrival and then return outside to await the 0745 bell. During inclement weather, students wait for the 0745 bell inside the auditorium.

## School Closing Information

On days the West Point Schools will be closed due to inclement weather, the news media will make appropriate announcements. Sources include:

**RADIO STATIONS**

Station	Freq.	Station	Freq.
WGNY	1220 AM	WHUD	100.7 FM
WBNR	1260 AM	WLNA	1420 AM
WALL	1340 AM	WSPK	104.7 FM
WJJB	98 FM		

**TELEVISION CHANNEL**

Post Television Cable Channel 23

**SPECIAL TELEPHONE NUMBER**

938-7000

Please do not call the school. The decision to close school is made independent of other school districts, i.e., Highland Falls. School authorities in the surrounding communities may or may not close their schools. On days when weather is inclement, parents are urged to insure that school will be in session prior to dropping their children off at school.

West Point children who attend off-post schools will follow that districts schedule when on a delay or closing. This information will be provided to the post TV cable Channel 23.

**Early Dismissal**

When picking up a child for an appointment or early dismissal, parents should send a note in with the child and then report to the office to pick up their child/children. The teachers will be notified when the parent has arrived and the child will be sent to the office to be signed out.

We hope it will not be necessary for school to be released early during the school day due to inclement weather or mechanical failures. However, to prepare for this unlikely event, parents are asked to discuss *alternative plans* with their children in case a parent is not at home at the time of an early dismissal. Children should know where they are to go if they come home to an empty or locked house.

**Parent Transferred**

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

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

Parents who depart from West Point on PCS orders prior to the end of the school year but after 15 May should notify the school at least two weeks prior to departure so that their children's work can be accelerated and final grades prepared. Children who depart after 30 April but before 16 May will be given a report card indicating that "If school work were to have continued at the present level, \_\_\_\_\_ would have been promoted to/retained in grade \_\_\_\_\_."

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

Written Guidance to attend DoD Domestic Dependent Elementary and Secondary Schools under the new authorization:

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

## Section

## 3

## Curriculum

### General

**T**he middle school is an accredited institution. The accrediting agency is AdvancED, formerly known as the North Central Association Commission on Accreditation and School Improvement (NCA CASI). AdvancED accredits every DoDEA school around the world.

The West Point School system is made up of two schools. One is an elementary school (Grades preK-4) and the other is a middle school (Grades 5-8). The middle school was the recipient of the prestigious National Blue Ribbon School Award for school year 1997-1998.

The middle school curriculum is in alignment with DoDEA Curriculum standards. All students are offered instruction in language arts, mathematics, social studies, science and health, art, music, physical education, and computer skills. Students in Grades 7 and 8 are eligible to enroll in Spanish classes for high school credit. The school also offers a nationally certified AVID (Advancement Via Individual Determination) program for eligible students.

The school year runs from mid-August to early June, in accordance with the USMA cadet calendar. School offices are open from 6:30 a.m. to 3 p.m.; call 938-2923 for information.

West Point Middle School serves children who would benefit from additionally advanced instruction. Identification for the gifted education services follows DoDEA-issued guidance, including a review of student performance on nationally standardized achievement tests, ability tests, grades in the five major subject areas, and teacher recommendations.

All students, in line with Gardner's multiple intelligences, participate in the enrichment program. Students study the five major world cultures Asian, African, Hispanic, European and Native American through creative and higher level thinking skills in art, music, literature and drama. Additionally, study trips are conducted throughout the year in order to enhance the learning experience of our students.

### Middle School

- **Language Arts:** A variety of texts and children's literature are employed to provide an integrated approach to reading, writing, listening and speaking.

- **Mathematics:** The program is based on the NCTM guidelines which demand that students reason and communicate mathematically, become mathematical problem solvers, become confident in their mathematical abilities and learn to value math. A selection of mathematics texts, manipulative materials, and computer software are used to advance these goals.
- **Science:** Aimed at preparing students to be literate in scientific concepts and the scientific process, students acquire a broad base of facts and understanding in physical, chemical, earth and life sciences. The program prepares students to make intelligent science-related decisions that will impact on the quality of life based on an awareness of their environment, its potential and its limitations.
- **Social Studies:** Committed to teaching democratic values, the program encourages students to know, take pride in and call upon historical roots, to encourage active civic participation, to provide the knowledge necessary to function in our political and economic institutions and encourage a healthful recognition of other cultures and value systems throughout the world.

## Special Education Program

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

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

Additionally, the West Point School District provides an enrichment program for our students. The enrichment program currently utilized is based on the idea that all students have high functioning areas. The enrichment program seeks to provide all students with higher level thinking skills and provides guidance and support to students wishing to pursue a project in depth.

## Counseling

A full-time counselor provides special help to students who have expressed needs for counseling, consults with parents and teachers, and serves as a liaison for referrals to outside agencies. The counselor provides ideas to teachers and carries out classroom guidance activities. The counselor can help with many problems and concerns related to families and children. In addition, the counselor can arrange for assistance from other agencies.

## Physical Education

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

### PHYSICAL EDUCATION DRESS STANDARDS:

GRADES	DRESS REQUIREMENTS
5 - 8	Students must bring a change of clothes - Tee-shirt, shorts or sweats, and socks. For safety sake, slip-on sneakers, sandals, hiking boots, and shoes are not acceptable. Students must wear sneakers that tie up or Velcro tightly with non-marking soles. No jewelry will be permitted in the gymnasium. Students should leave jewelry, watches, bracelets, etc. at home on the days they are scheduled for PE.

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

Children wearing a cast will not participate unless a doctor's note states it is safe for the child.

## Study Trips

Excursions to advance academic goals are an integral part of the school program. The school hopes the community meets each opportunity for participation by the children with a positive response. In all cases, the parent can expect to be given two weeks prior notice of the trip detailing destination, purpose and any cost to the home. Classroom teachers will arrange for volunteer chaperones if the trip requires additional adult supervision beyond that which school personnel can offer to insure the safety and needed guidance of the students.

At registration, parents are invited to sign a blanket permission form allowing participation by their children on trips planned by the school. Parents may withhold permission for their child's participation in any or all trips. ***If the parent does not wish their child to participate in the trip, the teacher must be notified at least two days prior to the trip so the non-attending student can be placed in a classroom for that day.*** The school, however, requests that parents give reasons for such action so factors prompting a decision to withhold permission may be most positively addressed.

Some field trips require the financial support of the home. If assistance is needed, parents should call the Principal.

Adult chaperones (non-school employees) will have to pay their own expenses if they choose to help with a field trip. Fiscal law prohibits schools from paying for these expenses.

## Grades

All DoDEA schools follow the same grading scale:

A= 90- 100%

B= 80- 89%

C= 70- 79%

D= 60- 69%

F= 0- 59%

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

Report cards have specific entries which evaluate/report the child's commitment to the completion of study and preparation for school instruction at home.

## Homework

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

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

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

Ordinarily, it is expected that work missed due to absences will be made up. For internet access, please refer to the homework web address at: [http://www.am.dodea.edu/NY\\_VA/westpoint/middle](http://www.am.dodea.edu/NY_VA/westpoint/middle)

Or you may arrange with a friend of your child's to pick up the homework for your child. If you wish to pick up your child's homework, please notify the school office prior to 0800 hours so that homework assignments can be gathered for pick up between 2:00 PM and 3:00 PM at the school office.

Additional guidelines for developing good study habits and monitoring homework will be included in our information packet at the start of the school year.

## Information Center (IC)

Materials are available in the IC for pleasure as well as to augment the instructional program.

Books may be borrowed from the IC according to sign-out procedures. Their return in good condition is the responsibility of the student. Should a book be damaged or lost, funds for its replacement are the student's responsibility.

## Maturation Education

The maturation program formally begins at grade four and is a part of the comprehensive health education curriculum through grade eight.

Each term, parents are invited to attend screening meetings at school prior to the maturation program's beginning to preview the materials used by the staff to impart the concepts and understandings which are central to this curriculum.

West Point Middle School participates in the Drug Abuse Resistance Education (D.A.R.E.) program at the fifth grade level. Parents are invited to preview or attend any of the D.A.R.E. sessions.

## Reporting Student Progress

At the end of the fourth week of every grading period, teachers will submit a current letter grade for each student to the office for placement on an individualized progress report. The report will be sent home by the end of the fifth week of the grading period. Parents are urged to discuss the report with the child and with the teacher when progress is less than expected. The assignment of grades is a subjective judgment at best and should be a beginning point for further discussion and exploration when there is a question or concern.

Report cards will be issued to all students approximately one week following the end of the marking period as noted in the official school calendar. Parents or teachers of students in any grade may arrange for a conference at any time to address pupil progress concerns.

## Textbooks

Textbooks are provided to students without charge. Students are responsible to take good care of the books issued to them and return them in the same condition in which they were received. Students are required to cover books to minimize wear and tear. Students who lose or abuse textbooks will be required to replace them.

## Supplies

The school provides some materials needed by students. However, a list of supplies has been created and provided to the PX for your purchasing convenience. Please see your child's teacher or the school office for the list.

## Section

## 4

## Educational Services and Policies

### Extra Curricular Activities

**S**tudents may join any planned after school activity of interest to them. The school does offer students access to the computer labs, the library and club programs. Staff members offering after school opportunities to students will advertise such programs so the student and family may consider participation. As school representatives, students are expected to behave appropriately in order to participate in a co-curricular activity.

In addition to the athletic activities listed below in more detail, students have the opportunity to participate in Instrumental Band and a variety of after-school clubs. The clubs will be announced in the school newsletter.

#### **CROSS COUNTRY:**

Sign-ups for cross-country teams are accomplished in August. Participation is open to all students in grades 7-8. Athletes in grades 7-8 comprise the travel squads that compete in Orange County meets. The cross-country season runs from September to the first week in November. In a typical season there will be eight meets with one home meet included. All runners are provided a team shirt, team sweats, and transportation by the school to all meets. The purchase of running shoes and shorts is each athlete's responsibility.

#### **BASKETBALL:**

In partnership with West Point MWR's Child and Youth Services sports office, WPMS will offer boys and girls basketball for the first time this school year. The teams will compete with other Orange county middle schools of similar enrollment size. Per OC-BOCES guidelines, the size of the team will be limited to the travel squad. Depending upon the number of interested students, try-outs may need to be held and cuts made. As this is a pilot program, its continuation will be evaluated at the end of this school year.

#### **TRACK AND FIELD:**

Sign-ups for track and field are done in February. Participation is open to all students in grades 7-8. This sport's season runs from March to May. Typically the Orange County season consists of 8-10 meets that are held from April to May. All meets are away except for our annual West Point Invitational held at Shea Stadium, USMA, on the second Friday

in May. Each athlete is provided a team shirt, team sweats, and transportation by the school to all meets. The purchase of running shoes and shorts is each athlete's responsibility. During the season, practices are held after school from 2:09 PM and may run to 4:00 PM.

## Health Services (Wellness)

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

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

Children occasionally become ill or injured at school. This pamphlet will contain some basic information about the school clinics. If you have special concerns about your child's health and how it may affect his/her school day, please call the school nurse at your child's school:

Elementary: 938-2313 or Middle: 938-2923

## GOING HOME

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

Children will be sent home if they have DIARRHEA OR VOMITING at school. Children MUST be free of fever, vomiting, diarrhea for a full 24 hours BEFORE returning to school.

All students must be signed out by the parent/emergency contact for dismissal.

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

## LET YOUR CHILD KNOW YOUR PLANS

It's wise to tell your child any special plans for your day before he/she leaves for school. Occasionally it helps us find a needed parent. In addition, you may want to send a note to school to

let us know where you can be reached during the day if you have plans to be away from your home or work site.

## ABSENCES

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

## ASTHMA and ALLERGIES

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

## KEEP YOUR CHILD HEALTHY

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

## WHEN TO RETURN TO SCHOOL

Chicken Pox: after all the blisters have scabbed over. This usually takes 5-7 days.

Conjunctivitis (Pink Eye): following 24-hour appropriate treatment and a permission note from the doctor.

Fever: following 24 hours of a normal temperature without the use of Tylenol or Motrin.

Head Lice: following appropriate treatment. No nits may remain for your child to re-enter school. He/she must be checked by the school nurse prior to returning to the classroom.

Impetigo: following 24 hours of antibiotics and with a permission note from the doctor. Sores must be covered at school until healed.

Ringworm: following appropriate treatment and a permission note from the doctor. Patches of ringworm on the skin must be covered while at school. This covering should be removed when your child goes home so the area will heal properly.

Strep Throat: following 24 hours of antibiotics and with a permission note from the doctor.

## MEDICATION

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

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

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

## EMERGENCIES

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

## Lunch & Cafeteria Services

The lunch program provides each pupil the opportunity to eat a hot lunch at school. Currently, the schools provide a USDA hot lunch program. Children may also bring lunch from home and purchase milk, fruit, etc., to supplement their nutritional requirements.

A prepay system for lunch and milk is in effect. All hot lunches include milk. However, milk can be purchased separately. Student purchases are recorded daily and parents are notified when the balance is low. A lunch payment normally lasts for about two weeks. Lunch payments can be made each morning in either school office with checks being made payable to the "West Point School Fund." Unused amounts are returned at the time of PCS.

## Transportation

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

Bus schedules are carefully developed dependent upon residence. Therefore, students are allowed to ride only the bus to which they are assigned. PARENTS MUST MAKE THEIR OWN

## TRANSPORTATION ARRANGEMENTS FOR AFTER SCHOOL ACTIVITIES. (I.E. BROWNIES, BOY SCOUTS, VISIT A FRIEND.)

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

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

**Parents who transport students by POV are reminded that it is illegal to pass a stopped school bus when the red lights are flashing.**

### **BICYCLES:**

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

## Insurance

The West Point Schools do not carry insurance to pay medical costs in the event a child is injured at school. Parents who desire such coverage should make arrangements privately.

## Lost and Found

Articles found at school are to be placed in the Lost and Found box located in the auditorium. Valuable items, which are found such as, watches, rings, and glasses should be turned in to the respective school offices.

Students who have lost items should check the Lost and Found boxes. Parents are encouraged to mark their children's clothing and belongings. Many times lost articles can be returned to the owner if they are clearly and properly labeled. This is particularly true with lunch boxes. Those items not claimed will be donated to a charitable organization for distribution to those in need.

## Parental Visits

The school staff welcomes parents to visit their child's classroom. Parents are also encouraged to participate in parent faculty activities, to observe school assemblies, to eat lunch with their child, and to participate in conferences with school personnel.

If you wish to visit a particular segment of your child's day, we ask that you send a note to the teacher/s involved to avoid scheduling conflicts. Parents are welcome to observe at any time when testing is not in progress and provided the normal teaching process is not interrupted. Parents visiting classrooms are asked not to engage the teacher in conversation as this takes away from the instructional process. If you wish to confer with the teacher, please call the school and schedule an appointment. **The teacher school day hours are from 7:30 AM to 3:00 PM.**

To insure the safety of all children, it is imperative that all visitors sign in at the school office. Parents' visits to classrooms are limited to the classes in which their children are enrolled. Parents are not to take siblings to the classroom when observing.

## Parking/Student Drop-Off and Pick-Up

Parking for parents and visitors is permitted only in the lower parking lot to the right just before the school marquee. Signs clearly indicate this area. Handicapped parking is located in the bus loop and is clearly marked for use by drivers with valid handicapped parking permits displayed in accordance with NY law. The "15 minute" parking spaces are to be used only at times other than when school buses are dropping off or picking up students. Only buses may travel beyond the marquee from 7:30- 8:45 a.m. (MS and ES arrival) and 2:00- 2:45 p.m. (MS and ES dismissal).

In the interest of safety for all children, it is imperative that parents drop their children off using the clearly designated drop-off procedure. Questions regarding the procedure should be directed to the school principal. The USMA School Liaison Officer will be notified when community members disregard the procedure, which may also result in notification of the Military Police.

## Smoking Policy

In accordance with Federal and State laws promulgated in 1994, it is the policy of the West Point Schools to prohibit smoking or other use of tobacco and all tobacco products at any time in the school buildings, school vehicles, vehicles on school property, and within the boundaries of the school grounds. Accordingly, the West Point Schools shall be considered smoke free.

## Student Standards of Conduct

Everyone is responsible for conducting himself or herself in a manner that respects the rights of others. Honesty, integrity and trust are the keys to the establishment of our way of life. Any actions to the contrary, such as stealing, cheating or lying cannot be accepted at West Point Middle School.

Violations of any of the standards of conduct listed below will result in disciplinary action deemed appropriate by the principal after a careful review of all facts and possible mitigating circumstances.

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

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

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

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

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

**DRESS CODE:** The dress code applies at school and school-sponsored functions. Dress is the responsibility of the student and the parent and must never interfere with the educational process. It's important that student clothing be safe, neat, clean, and modest. We hope that the dress code will guide students as they learn to develop their discretion and good judgment. Parents will be contacted upon the first incident of a dress code violation. Repeated violations will result in disciplinary action.

- Clothing designs, logos, and text should not promote or contain references to sex, drugs, alcohol, tobacco, violence, profanity, racism, sexism, discrimination, or hate speech. Jewelry, accessories, notebooks, or backpacks must not violate our school's values of sobriety, inclusion, and respect.
- Dresses, skirts, and shorts should be long enough to reach at least to mid-thigh. A quick check is that the item should reach at least to the end of the fingertips when the arms are held straight by the sides.
- Blouses, shirts, and tops should be tucked in and fit properly so that cleavage is not exposed. Shirts should be buttoned to cover chest. Tops should also be long enough to be tucked in to keep the midriff covered while seated or in motion.
- Pants should fit properly. There should be no excessive bagginess or sagging that reveals undergarments while seated or in motion.
- No revealing clothing is allowed. Examples include, but are not limited to see-through, backless, strapless, thin straps, (NO LESS THAN THREE FINGERS IN WIDTH), or made of fishnet. Underwear should always be concealed.
- No pajama type clothing or slippers.
- For safety, slippers or Heelies (sneakers with wheels) and similar styles must not be worn. The wearing of strapless sandals and flip-flops is discouraged, as these types of shoes come off easily and can cause slips and falls. Bare feet are not allowed. Also for safety, shoes with ties should be tied.
- Students will not wear sunglasses, hats, other headwear, or outdoor clothing in the classroom and / or building.
- Students will not wear chains attached to their garments. These include wallet, security and dog chains, including any form of spiked and/or studded accessories.
- Clothing for physical education class may have further restrictions. The physical education teachers will communicate this to parents and students.

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

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

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

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

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

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

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

**NUISANCE ITEMS:** The display or use of items which are disruptive to the learning environment is not permitted. These items include, but are not limited to, cell phones, palm pilots, beepers, skateboards, roller-blades, scooters, radios, cassette players, CD players/MP3 players, water guns of any shape, and toys. Anything not germane to the educational program of West Point Middle School may be considered a nuisance item and shall be subject to confiscation. Students who bring any valuable items to school take full responsibility and must secure such items at all times. The school is NOT responsible for missing or lost nuisance items and will not engage in more than a basic investigation should one end up missing.

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

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

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

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

**SEXUAL INVASION OF PRIVACY:** Any individual who makes an unwanted deliberate sexual contact with another person that is offensive to that person, is guilty of sexual invasion of privacy.

This is different from sexual harassment in that it does not have to be repeated for the offender to be guilty.

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

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

### **SEVERE CONDUCT**

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

1. Fighting
2. Possession/sale of and/or being under the influence of drugs or alcohol
3. Willful, significant damage to school, community or others' property.
4. Abusive, hostile, harassing (to include sexual harassment), or malicious behavior.
5. Any action that is considered to violate local, state, or federal laws or installation rules or regulations.
6. Willful disobedience/insubordination.
7. To communicate a threat of violence toward faculty members or students.
8. Possession of a weapon (see below)

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

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

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

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

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

**DETENTION:**

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

### Guest Policy

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

APPENDIX A  
SCHOOL BUS SAFETY GUIDELINES

This policy was designed to make students and bus drivers aware of their responsibilities in maintaining school bus safety. The West Point School District considers each and every bus to be an extension of the school itself. It is with an educationally sound philosophy of transportation and the goal of safety in mind that this policy is written. **DRIVERS AND MONITORS HAVE BEEN ALERTED TO REPORT ANY VIOLATIONS.**

STUDENT RESPONSIBILITIES	CAUTION TO STUDENTS ON BUS	PARENT RESPONSIBILITIES
<p><b>Expected Behavior:</b></p> <ul style="list-style-type: none"> <li>• Be at <b>your correct</b> pick-up location on time. <b>STAND AWAY FROM CURBS.</b> Students are NOT to cross the road to go to other Stony Lonesome Courts, they must get on and off at their appropriate stop.</li> <li>• Wait for bus to come to a full <b>STOP</b> before approaching.</li> <li>• Go directly to your seat once you board the bus, sit down and stay seated until you arrive at school.</li> <li>• Develop a sense of responsibility for your actions</li> <li>• Cooperate with the bus driver/monitor at all times.</li> <li>• Follow directions without undue delay and in a cooperative manner.</li> <li>• Talk in a normal tone without distracting the driver. <b>REMEMBER</b> that the driver <b>MUST</b> listen for noises outside the bus.</li> <li>• Communicate with others in a responsible, honest and non-threatening manner without abusive language or physical violence</li> <li>• Respect other students' property and personable space by not exhibiting any unacceptable physical contact, vandalism, theft, hitting, pushing, etc.</li> <li>• Move away from the bus once you are discharged.</li> <li>• Report any damage in the vehicle immediately to the driver</li> <li>• Collect all belongings before departing</li> </ul>	<ul style="list-style-type: none"> <li>▪ Do not extend any part of your body out of an open window.</li> <li>▪ Do not yell out of the window.</li> <li>▪ Do not smoke.</li> <li>▪ Do not eat or drink on the bus.</li> <li>▪ Do not vandalize.</li> <li>▪ Respect others property and personal space by not exhibiting any unacceptable physical contact. (Vandalism, theft, hitting, pushing, public displays of affection, pulling hair, etc.)</li> <li>▪ Do not touch emergency doors, windows, and equipment unless absolutely necessary.</li> <li>▪ Avoid talking to the bus driver unless absolutely necessary.</li> <li>▪ Do not stand or move around the bus while it is in motion.</li> </ul>	<ul style="list-style-type: none"> <li>• Establish a set time to have your child leave home for morning pick up.</li> <li>• Allow for delays in inclement weather.</li> <li>• Stress to your child the importance of the following: <ul style="list-style-type: none"> <li>➢ Remaining seated on the bus</li> <li>➢ Remaining reasonably quiet</li> </ul> </li> <li>▪ Be responsible for the willful misconduct of your children.</li> <li>• Communicate with school personnel and students in a responsible and non-threatening manner, without abusive language or physical violence.</li> <li>▪ Be responsible for your child's understanding and exercise of self-discipline and independence.</li> <li>▪ Familiarize your child with all rules and regulations of safe school bus riding.</li> </ul>