

Kadena Middle School

Official Student & Parent Handbook



**School Year
2007-2008**

**Kadena Middle School
Okinawa District – Pacific Area**

*"Where all students increase their ability to problem-solve in all curricular areas."
"Where all students increase their literacy skills in all curricular areas."*

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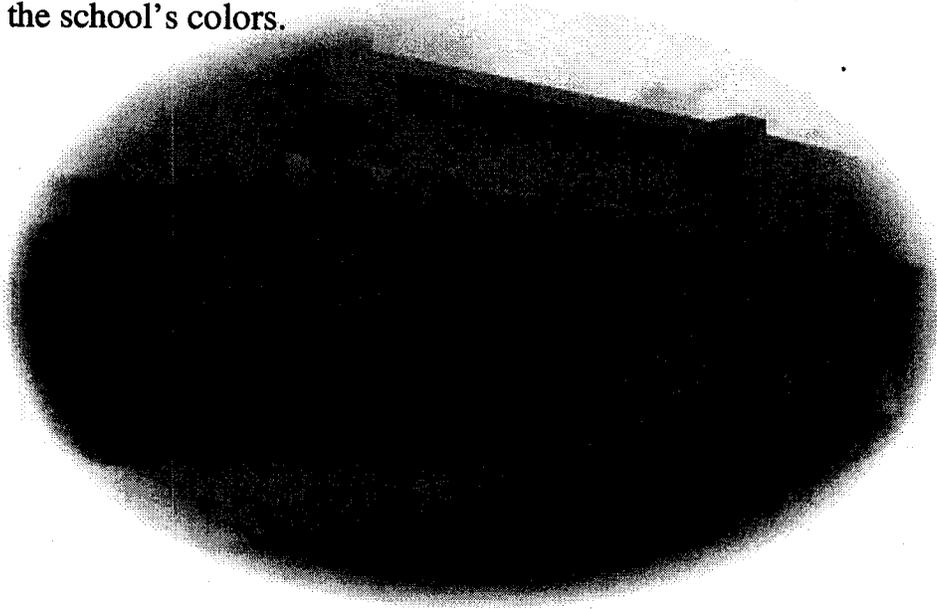
Kadena Middle School Background

"Partners in Education"

The doors opened in September, 1990 and the Middle School named for the base on which it is located - Kadena - has been serving seventh and eighth grade students from all branches of the United States Military and the civilian population ever since.

With a student population of approximately 600, 65 teachers and staff operate on the middle school philosophy that gathers children in HOUSE teams where they stay with that group of teachers throughout the school year. Only elective course teachers change for a student.

We're proudly wearing the KMS colors: **Red** and **Black** first selected by the class of 1991. The WOLVERINE is our mascot and Friday is "Spirit Day", when everyone can wear the school's colors.



Name: _____ **House:** _____

Grade: _____ **Home Phone:** _____

Principal – Mrs. Linda Connelly
Assistant Principal – Ms. Gladys Blount

School Hours
Doors Open at 0725
Instruction -- 0730-1400

Telephone Numbers:
Office 634-0217
Guidance 634-7433

Kadena Middle School

DoDDS Pacific 2007-2008 School Year Calendar

First Semester - (92 Instructional Days)

2007

Monday, August 27	Begin First Quarter and First Semester
Monday, September 3	Labor Day - Federal Holiday
Monday, October 8	Columbus Day - Federal Holiday
Thursday, November 1	End of First Quarter (47 days of classroom instruction)
Friday, November 2	No school for students - teacher work day
Monday November 5	Begin second quarter
Monday, November 12	Federal Holiday (Veterans Day) (Veterans' Day - November 11)
Thursday, November 22	Thanksgiving - Federal Holiday
Friday, November 23	Friday - Recess Day
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas - Federal Holiday

2008

Tuesday, January 1	New Year's Day - Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day - Federal Holiday
Thursday, January 24	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 25	No school for students - teacher work day

Second Semester - (91 Instructional Days)

Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Presidents' Day - Federal Holiday
Thursday, April 3	End of Third Quarter (48 days of classroom instruction)
Friday, April 4	No school for students - teacher work day
Monday, April 7	Begin Spring Recess
Monday, April 14	Instruction Resumes - Begin Fourth Quarter
Monday, May 26	Memorial Day - Federal Holiday
Thursday, June 12	No school for students - teacher work day
Friday, June 13	End of Fourth Quarter and Second Semester (43 Days of classroom instruction) Last day for non-administrative educator personnel

NCA Accreditation

Kadena Middle School is fully accredited by the North Central Association of Colleges and Schools and has achieved Candidate Status for Outcomes Based Accreditation. As part of the accreditation process the school has an active School Improvement Team (SIT), Mission statement, and a School Improvement Plan (SIP).

Okinawa District Mission Statement

Student centered
Unmatched customer service
Professional development
Partnerships
Oversee assessments
Resource allocation
Technology infusion

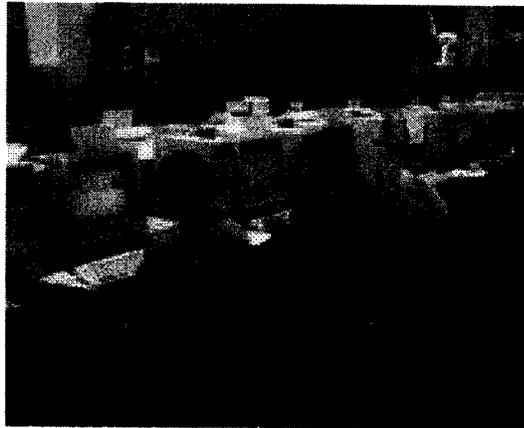
to



Equals

School improvement
Unique opportunities
Curriculum/Instructional support
Communications
Educational leadership
Special Education services
Safety and security

for



Support to Schools Equals Success for Students

Kadena Middle School Mission Statement



Kadena Middle School's "MAPP" for the future provides all students with skills to

- m**ake responsible choices.
- a**pply technology.
- p**roblem solve and reason.
- p**lan for the tomorrow.

Keep in mind as you read through this booklet, that our policies and guidelines governing students both written and implied are established for the purpose of preserving the educational setting as well as the rights of each individual student in their pursuit of an education.

WELCOME LETTER

Dear Students and Parents,

Welcome to School Year 2007-2008 at Kadena Middle School. KMS is proud of its reputation for commitment to development of the total student...academic, personal, and social. We have a highly professional staff of educators who believe in the middle school concept and more importantly who enjoy middle school students.

Our students represent the best of middle school students. They are active, inquisitive, and come to us ready-to-learn. DoDDS students, including KMS students, perform well on standardized tests. We believe that this is due in large part to the strong family, community, and educational support given to them. Each of our students has at least one parent gainfully employed, a real plus in the world of education and a luxury not all middle school students stateside have. Additionally, the strong base of volunteers and partnership units that support our school and our students is unparalleled. Lastly, we work hard to employ the best educators that we can hire. All of our teachers are fully qualified; many have advanced degrees.

KMS students take the four core subjects of language arts, math, science, and social studies; they are also afforded a broad spectrum of elective possibilities while at KMS. With the help and guidance of their parents and our educational staff, KMS students prepare for high school while enjoying all the opportunities that Okinawa and the Department of Defense Dependent Schools can offer.

It is my personal and my professional belief that students learn best when a partnership is established between home and school. You are always welcome to visit KMS and your child's classes. Research confirms that parent involvement is a significant contribution to overall student success. There are a variety of opportunities for you to volunteer in our school and to participate in your child's education. Please contact your child's teachers or the school's administrators for more information about how to be active in our school.

It is a pleasure to lead the teachers and students of Kadena Middle School. I look forward to working with you to make this year successful for your child and all KMS students.



Linda L. Connelly
Principal

Kadena Middle School

School Purposes And Objectives

The curriculum goals and objectives of Kadena Middle School (KMS) are designed to provide a learning environment specifically designed to meet the educational and social needs of the child in grades 7 and 8. Not only does KMS provide a firm foundation in basic educational skills and knowledge, but also accommodates a gradual transition between life in the elementary school and high school — a unique experience apart from both. This is centered on rapid growth and extensive maturation which occurs as young adolescents are confronted with physical, intellectual, social and emotional changes and forces which impact on their behavior, performance, and achievement. Our students require special attention because adult behavior, self-concept, learning interests, and values are determined during this period of development.

KMS is sensitive to the unique intellectual, physical, emotional and social needs of our students. The following initiatives receive high priority:

Strong emphasis is placed on learning and the instructional process. Acquisition of basic skills and knowledge appropriate for the intellectual development of our students is our number one priority.

The use of instructional Houses and related lesson planning emphasizes both content and techniques of learning.

Equal to the above goals and objectives is the development of a positive self-concept by providing social experiences fitting for 12-14 year olds.

Programs are designed for the full range of student abilities, recognizing our students as individual persons and as individual learners.

Experiences are designed which allow students to discover different interests and abilities. Students then use these to make additional decisions and choices. This process of exploration and enrichment provides students with more insight regarding themselves and those around them.

Opportunities for citizenship development are furnished through participation in student governments and school-wide activities. Guidance and control is highly organized to provide the clarity and direction so greatly needed by this age group.

A safe physical and psychological environment along with an environment free of substance abuse is our goal.

KMS WEB Site: <http://www.kadena-ms.pac.dodea.edu/>

Administrative Information

Telephone Numbers

School Office.....	634-0217
Guidance Office	632-7433/34
Attendance.....	632-7403
School Nurse	634-0512
Student Transportation Office - Camp Foster	645-7820
Student Transportation Office – Kadena AFB	632-9034/35
KMS Office Hours	Monday thru Friday 0700 - 1530

Communication Between School and Home

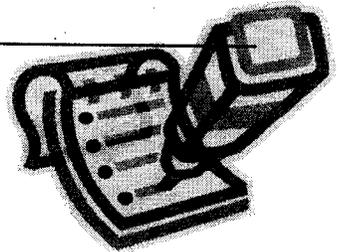
When parents have questions or concerns, they should contact the school. Calls will be directed to a staff member who can provide the most direct information. **Parents are encouraged to use e-mail to contact staff members.** All can be reached through the following address format: **FirstName.LastName@pac.dodea.edu** or you may find their email addresses by visiting the KMS Internet web site and navigate to KMS Intranet.

It is usually necessary to leave a message for a teacher to return a call. Whenever the concern involves a teacher or any other staff member, parents are asked to discuss this directly with that person before referring it to an administrator. If the concern is not resolved, parents should then ask for the assistance of a school administrator. Problems not resolved by first discussing them with the teachers and then KMS administrators, may be referred to the office of the District Superintendent.

The school provides a telephone for student use from 0710 – 0725 and from 1400 – 1415. This telephone is not able to call Cellular telephones. This telephone is in the hallway next to the school registrar’s office.

Chain of Command

Kadena Middle School
Unit 5166
APO AP 96368-5166
Mrs. Linda L. Connelly, Principal - Telephone: 634-0217
E-mail: mailto:Principal*KADENA.MS@pac.dodea.edu



District Superintendent's Office, Okinawa - Telephone: 634-1204
Dr. Gayle Vaughn-Wiles

Deputy Director DoDDS Pacific, Torii Station - Telephone: 644-5878/5879
Dr. Nancy Bresell

Department of Defense Education Activity, Director
4040 North Fairfax Drive
Arlington, VA 22203-1635
Dr. Joseph D. Tafoya

Daily Schedule

Earliest Student Arrival 0710 Supervision available
 Students Enter Building 0725 1st Bell Rings

"A" Day	"B" Day	A Lunch	Min	B Lunch	Min	C Lunch	Min
Block 1	Block 5	7:30 -- 9:00	90				
Block 2	Block 6	9:05 – 10:30	85				
Block 3 /lunch	Block 7 /lunch	10:30– 11:00	30	10:35 – 11:15	45	10:35 – 12:00	85
		11:05– 12:30	85	11:15 - 11:45	30	12:00 – 12:30	30
				11:50 – 12:30	40		
Block 4	Seminar	12:35 – 14:00	85				

Buses Depart 1412 From Kadena High School

Students must clear the school campus within ten minutes of the dismissal bell unless participating in an after school activity by working with a teacher or being in the Information Center (IC).

Students should not arrive at school prior to 0710 as staff is not on duty until that time. Students who arrive prior to 0725 gather in the main courtyard or obtain a pass and go to the library. During inclement weather, students report to the cafeteria which opens at 0710.

Students who arrive on buses between 0730 and 0740 are to go directly to their classes. Students arriving later than 0740 must secure a late pass from the main office before reporting to class.

Half Day Schedule – Students are dismissed at 1030 and buses are rescheduled to depart at 1037. Normally the buses depart from KMS bus lane.

Half Day Bell Schedule

(Example is for an A1 or B5 day)

Block 1/5	7:30 – 8:15	45 minutes
Block 2/6	8:20 – 9:00	40 minutes
Block 3/7	9:05 – 9:45	40 minutes
Block 4/S	9:50 – 10:30	40 minutes

Buses depart at 10:37

Partners In Your Children's Education

As partners we want the same thing for our students, the best possible education. The role of parent participation in the education of our children is an important one. In order to prepare our students for success in a dynamic global environment we need to form a strong bond between school and home. Our DoDEA Community Strategic Plan addresses parental participation by promoting the social, emotional, and academic growth of children.

School Advisory Committee (SAC)

Our school, like all DoDDS Schools, has a *School Advisory Committee*. All meetings are open to the public and are held monthly at the school.

The School Advisory Committee will be responsible for advising the principal on all matters affecting the operation of the school. Committee concerns will include school policy, instructional programs, staffing issues, budget, facilities, maintenance, administration procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, and other educationally related items. This committee is an advisory group. The principal retains the right to make all final decisions on school policy.

The SAC may:

- ❖ Review school policy and advise principals on curricula and budget issues
- ❖ Recommend solutions to a problem
- ❖ Determine the feasibility of implementing new programs
- ❖ Measure the effectiveness of a program through evaluation or surveys
- ❖ Use opinion polls to help develop proposals
- ❖ Keep the community aware of plans and programs initiated in the schools
- ❖ Hold forums on topics and invite community members to present their views
- ❖ Hold open houses
- ❖ Invite qualified speakers to address specific subjects
- ❖ Participate in briefings on school accreditation and school task groups

In order for issues to be discussed and acted upon by the School Advisory Committee, the individual must identify himself/herself to a SAC member and provide contact information for feedback. If they wish to have a concern presented anonymously, they must state so orally or on e-mail.

The SAC may not:

- ❖ Engage in political campaigns or issues
- ❖ Become a pressure group
- ❖ Decide on curriculum or choose textbooks
- ❖ Be a forum to air employee grievances
- ❖ Report independently to the public
- ❖ Function as a board of education
- ❖ Be involved in personnel actions of individual staff members, or participate in negotiations between DoDDS and its employees
- ❖ Engage in fund-raising activities for school equipment or special events, grant scholarships, or assume functions normally provided by Parent, Teacher and Student Associations, booster clubs or similar organizations

Parents of Kadena Middle School students and the professional staff are eligible to be candidates for the SAC. They may vote in the SAC election. The SAC also invites students to present and participate on issues brought to this forum. For further information, please contact the school office at 634-0217.

Kadena Middle School Wolverine Boosters

The Kadena Middle School Wolverine Boosters are a self-governing organization that plans programs and activities to meet the needs of our students and parents. The primary function of the Boosters is to bring the home and school closer together to raise monies to improve the education of our students. The KMS Wolverine Boosters are the only fund-raising agency for the school. The KMS Wolverine Boosters welcome parents, teachers, students, and all community members interested in promoting the well being of children and youth.

School Home Partnership & Parent Volunteer Program

The staff of Kadena Middle School encourages parent and volunteer participation in all aspects of the school program.

Parents and volunteers can make our school more successful by being co-teachers, classroom aides, office assistants, computer assistants, typists, lunchroom supervisors, sponsors for study trips, and many other important positions. Volunteers make a significant contribution to the staff and students each year. Volunteer workers also allow our staff to offer a better program for our students. Parents are welcome and encouraged to work with us as we pursue our instructional and developmental goals.

Registration Procedures

All students must be registered for school every year. Sponsors or parents should bring a copy of their orders which includes: the student's name, their ID cards, a copy of the student's records from the previous school, current immunization records, the student's social security number, and the name and phone number of someone **other than the sponsor or spouse**, who is authorized to sign the student out and to take responsibility for the student in case of emergency. Registration is held each spring for returning students. If the orders will be more than three years old when the student starts school, a copy of extensions or Confirmation of Status form is required. Registrations are also accepted through the summer. Students who arrive during the school year may be registered daily from 0730 until 1530 hours. Appointments are then scheduled with the counselors, who assist in course selection. Students do not begin attendance until a schedule has been developed, and teachers are notified, usually at least the second day after registration.

Revalidation

Students that will be attending Kadena Middle School in August 2007 must be in our school's computer system in order to receive a schedule when SY 07-08 begins. Revalidation of your child's registration starts in the spring for the following school year. If your child is not revalidated before the last week of school, he/she will automatically be dropped from the school's enrollment. Revalidation provides enrollment data used to provide adequate staffing, and to create a master schedule meeting the academic needs and elective course choices of students. Your child's course selection **WILL NOT** be processed until revalidation is completed. If you have any questions, contact the school's Registrar.

Documents required for revalidation are as follows:

- 1) If your DEROS is before September 1, 2007, you must provide extension orders to complete the revalidation process for your child for SY 07-08
- 2) If your DEROS is indefinite, you must bring in a letter from your commander stating that you will be on active duty for SY 07-08
- 3) If you are a DoDDS teacher, you must bring a copy of your most recent RAT orders
- 4) If you are a DoD civilian, you must bring a letter certifying your employment

Attendance Policy

It is expected that all students will attend school regularly and punctually. Regular attendance is vitally important as it promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace.

Although it is possible to make up reading and written assignments, it is not possible to replicate teacher directed lessons, class discussions, laboratory experiences, etc. Missing this instruction may adversely affect the student's learning and therefore, her/his grades. Sponsors are responsible for ensuring that students arrive on time and attend classes regularly unless they are ill, have medical or dental appointments, have followed procedures outlined below for Advanced Notification and Request for Excused Absence, or unless an emergency occurs. A doctor's written excuse is required and/or a parent conference with the counselor or administration when excessive absences or tardies are noted. Additionally, the names of students who fail to arrive to school on time or to justify excessive absences from school will be forwarded to Kadena Disciplinary Action Program administered by the 18th Mission Support Group.

Signing-In and Signing-Out

The parent or sponsor is the only person who may sign out students who leave school during the school day. Students will not be called to the office until parent or guardian is present, ID is validated, and has signed the logbook. Parents must sign their child back in upon return that day. Students will not be allowed to leave campus *without a parent or guardian present* to check them out. Deviation from this procedure will require a parent to make **prior** arrangements with the school by filling out a "permission to leave school" form. A school administrator must approval each request.

Kadena Middle School is a **closed campus**. Students are not permitted to leave the campus for any reason unless they have permission from their parents. To leave campus or teacher supervision without permission is considered truancy.

Excused Absence or Tardiness

Parents or sponsors must inform the attendance office by phone, 632-7403, before 0730 hours on the day a student will be absent from school if the absence is due to illness, appointment, or other short-term reasons. If an emergency prevents you from informing the school of short-term absences before 0730, please do so as early in the school day as possible.

Every excused absence or tardy to school must be documented by a phone call, note, or visit from the parent or sponsor to the attendance office. This information should include the reason(s) and the exact date(s) and/or time(s) the student was absent or tardy.

It is the student's responsibility **(1) to remind her/his parents that a phone call must be made to the attendance office, (2) to report to the attendance office before going to class the next morning.** If the school does not receive verbal confirmation from a parent regarding a student's absence, the student's sponsor will be called.

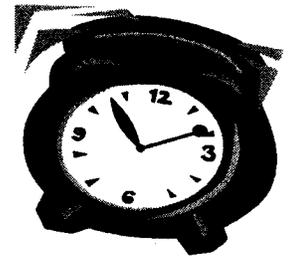
Advanced Notification and Requests For Excused Absence

If a student/sponsor desires to request that class work be provided during the prolonged absence, the request must be submitted through the Registrar's office at least three days *prior to departure*. When assignments have been provided, work must be turned in to each teacher within the first two days after their return to school. If it is not turned in as required, all missed assignments may be recorded as failing grades. Students will be required to sign a memorandum of understanding to this effect with the Registrar prior to departure. Please note: if a family requests Advanced Notification and Request for Excused Absence after the established authorized departure date for PCS'ing families, and/or will not be returning until after the last day of school, no class work will be provided and students will receive a grade to date for the quarter. If this is the case, students will be expected to turn in all textbooks and materials, clear their locker, and clear the Information Center (IC-library) before leaving (**except for high school credit courses which must undergo an accelerated withdrawal program for credit – see following**).

Early School Departure with PCS Orders

When students depart Okinawa before the end of the school year, two types of grades may be given. Determining which depends upon the time frame and the intentions of the student. A student who leaves before the early departure date of the semester will receive a "grade to date." A student who leaves after the early departure date will receive quarter and semester grades or a grade to date. The following guidelines apply for family vacation leave requests.

The following guidelines have been established to facilitate the early release of students (sometime within the last 20 instructional days of the first or second semester) due to PCS assignments and other mission-required contingencies. A request for early departure based on taking regular leave is strongly discouraged. Students taking High School credit courses who leave before the end of the school year (DoDDS established early release date) must request accelerated work. If students do not request accelerated work the student will get a grade to date for all work to the point of departure to be averaged in with their 3rd quarter grade for their semester average ~ Work not turned in may be counted as zeroes and averaged with current grades for their credit class final grade.



Early Departure dates are established each school year, and fall 20 days before each semester ends. If the student is departing the island within the last 20 days of a semester and has submitted PCS orders to the school at least 4 weeks prior to departure date, then he may receive a semester grade.

1. Inform the school as soon as possible of the pending PCS assignment. Sponsors must submit a copy of the PCS orders upon receipt of the orders. **Early departure for students is only authorized in the last 20 days of the 2nd and 4th quarters and then only for students who are on Permanent Change of Station (PCS) orders.**
2. Inform the school, in writing, of the necessity for early release based upon other

- mission-required contingencies.
3. Request assignments. It is the student's responsibility to obtain the assignments from the teachers.
 4. Submit work assigned to the respective teachers before the departure date. Work not accomplished by this date will be graded F and entered into the student's record. The final class grade will be based on all work assigned for the grading period in which the student is released early.

These guidelines are intended to help make your required move a little easier. Everyone, including students, knows this can be a difficult time. However, with some planning and advance work, a lot of the frustration and stress can be reduced or eliminated. The school is here to assist wherever possible and within the guidelines established by the DoD school system.

Make-Up Work

After an absence of three days or less, students should check with all of their teachers to make sure that class work is complete. It is the student's responsibility to take care of all make-up work within the allocated timeframe. The rule for time allowed for making up class work due to an absence will be as many days as the student was absent. Failure to do so may result in a failing grade. Each individual teacher will determine make-up procedures in his/her class.

When a student is absent over three days, class work may be collected with a request made through the registrar.

All KMS students are provided *Gaggle.net* email accounts through which they may also receive their homework assignments from teachers. They may also use these accounts to send homework into teachers. Electronic communication is the preferred tool for coordinating homework during absences.

Long-term homework requests should also be made through the registrar. **Homework requests received before 0730 hours will be available for pick-up at 1500 hours on the same day in the Registrar's office. Requests received after 0730 will be available for pick up the following day at 1500 in the Registrar's office. Students will have as many days to complete and turn in the work as days absent.** For example, if a student is absent two days, they have two school days to complete and turn in work.

Cases of prolonged illness will be given special consideration. In such cases, assignments may be obtained through the Registrar. Homebound instruction may be necessary in some cases. If parents have questions about this, they should call the Registrar or the Counseling Center.

Unexcused Absences or Tardiness

When late to school, all students must report to the main office upon arrival. A pass to class will be issued.

Examples of unexcused absence or tardiness are oversleeping, missing the bus, walking the dog, baby-sitting, going home for forgotten homework or school materials, or not having a parent call the school when a student will be absent or late. Students whose absences or tardies are unexcused will be allowed to make up work, however, appropriate disciplinary action may occur, which includes 18th Mission Support Group KDAP notification.

Late to Class

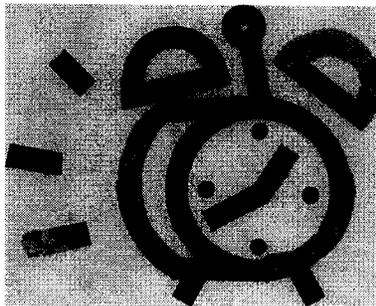
Students who are late to class miss the teacher's introduction of the lesson, initial instruction, and/or expectations for that day. They also disrupt instruction for the other students in the class. Unexcused tardiness during the school day is recorded as a violation of the school rules. In the event that a student is repeatedly tardy, parents will be contacted initially by the teacher(s).

Chronic, repeated or multiple tardies when going from class to class will not be tolerated. Teacher and administrator disciplinary action will result from multiple late to class tardy behavior

Disciplinary action progresses from warnings to after school detentions to Saturday school, to suspension and ultimately Kadena Disciplinary Action Program notification.

Truancy

Any student who is absent from school or teacher supervision without the prior knowledge and permission of her/his sponsor, parent or legal guardian, or school authorities is *truant*. Students who choose not to attend class(s) will receive an appropriate disciplinary action that may include detention and suspension.



Guidance Mission Statement

The role of the School Counselor is to be a **child advocate**. Counselors are in school to assist students with personal, social, academic, and other concerns they might have that inhibit their ability to reach their full potential. When students are upset and having problems, they are there to listen and help students find solutions. As educators, they teach social skills such as anger management, friendship skills, and solving social problems. Counselors also teach students how to define and identify bully behaviors, (including sexual harassment) and what to do if it is happening to them. Students are encouraged to talk to the counselors and let them provide guidance when they have a concern. Learning to seek help when you need it is another important life skill and we want our students to know that there are resources to help them. Parents are also encouraged to keep the counselors informed so that they might work together to better serve our students. The counselor's goal is to help ease the way while teaching skills that will benefit our students throughout life.

Counseling Services

Kadena Middle School is staffed with two certified guidance counselors and one ASACS (Adolescent Substance Abuse Counseling Service) Counselor. Each guidance counselor is assigned a grade level and stays with their grade level both years the students are at KMS.

These professionals are experienced in helping young adolescents and knowledgeable of the developmental milestones and age appropriate behavior of children.

Our counselor's jobs include:

- Individual counseling - personal, academic
- Small group counseling
- Consulting with parents and teachers
- Classroom guidance
- Schedule classes/make schedule changes
- Welcome/orient new students to KMS
- Recruit, train, assign buddies to new students
- Administer **Kindness Makes Sense** Program
- Coordinate and administer all standardized testing for KMS. Our testing includes:
 - Algebra I Quarterly Exam
 - Communication Arts (TPA)
 - National Assessment of Educational Progress (NAEP)
 - Social Studies End of Year Assessment
 - Terra Nova Testing
 - Writing Assessment
- Peer Mediation
- Gather information on students being referred for additional assistance.
- Behavior modification plans
- Orientation and transition programs from 6 to 7th, and 8th to 9th grades
- Coordinate Presidential Academic Awards

- Participate on committees/teams: AVID, Gifted, Placement, Pupil Personnel, CSC, K M S Houses

The Adolescent Substance Abuse Counseling Service (ASACS) provides a continuum of services for adolescents and their parents as bulleted below:

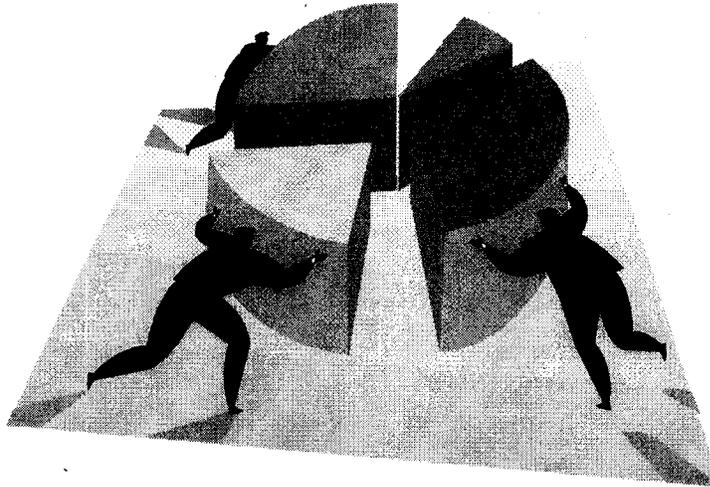
- ❖ Prevention/Asset Building Classes
- ❖ A six to ten session educational program designed to enhance strengths, build self-esteem, encourage problem solving and decision-making skills, examine values, and prevent substance abuse.
- ❖ Be a V.I.P. (Very Informed Parent) Series
- ❖ Bi-monthly information via Newsletters featuring a topic of interest to parents and professionals.
- ❖ Counseling
- ❖ Individual, group, and family counseling for adolescents who are using alcohol or other drugs and experiencing emotional or behavioral problems.
- ❖ Awareness Campaigns
- ❖ Red Ribbon Week is a national awareness campaign held in October. The goal is to promote a drug-free lifestyle. National Inhalant Week is a national campaign held in March. The goal is to increase community awareness about teenagers use and abuse of common household products and the dangers of these chemicals.
- ❖ Presentations and Consultation
- ❖ Presentations, activities, and discussion groups for students, adult groups, and agencies in the community on a variety of topics.

7th Grade Course Selection

Each student will have seven periods of classes and one seminar class. There are six required classes and one elective class period. Every effort will be made by the counselors to match a student's first choices in the elective course selection. Class size and availability of courses determine a student's final schedule

Required 7th Grade Courses

<i>Exploratory Wheel – Course changes each Quarter</i>
Art – Technology Applications – Study Skills – Family and Consumer Science
<i>Semester Classes – Course changes at Semester</i>
Physical Education - Keyboarding
<i>Year Long Core Classes</i>
Language Arts - World Geography – Science - Math



One Elective (2 Semester or 1 Yearlong)

<u>Semester</u>	<u>Class Choice Order</u>
AVID (Advancement Via Individual Determination)	
Drama	
Exploring Music	
Health	
Japanese Culture	
Humanities	
Journalism	
<u>Yearlong</u>	
Beginning Band	
Chorus	
Intermediate/Advanced Band	

8th Grade Course Selection

Each student will have seven periods of classes and one seminar class. There are five required classes and two elective class periods. Every effort will be made by the counselors to match a student's first choice in elective course selection. Class size and availability for course determine a student's final schedule.

Required 8th Grade Courses

<i>Semester Classes – Course changes at Semester</i>
Physical Education - Computer Applications
<i>Year Long Core Classes</i>
Language Arts - United States History – Science - Math



Two Electives in one of three configurations

2 Year long classes	1 Year long + 2 Semester Classes	4 Semester Classes
<u>Semester - .5 Credit Each</u>		<u>Class Choice</u>
Applied Tech		
Art		
AVID (Advancement Via Individual Determination)		
Drama		
Exploring Music		
Health		
Humanities		
Journalism		
Japanese Culture		
<u>Yearlong – 1 Credit Each</u>		
Beginning Band		
Chorus		
Intermediate/Advanced Band		
Japanese I or II *		
Spanish I or II *		

**Foreign Language courses require LA teacher recommendation regarding work habits and self motivation – High School credit may be earned*

The guidance counselors assist students in making their course selections. Students should be aware that once they are enrolled in a course, they may only drop a course for valid reasons determined by and with the recommendation of a staff member, placement committee, parent, or the administration. Final approval rests with the principal.

Placement Committee

A Placement Committee exists to collect information, discuss referrals, and make recommendations for student placement. This committee is tasked with working on the issue of double promotion and non-promotion (retention). In accordance with DoDEA Regulation 2000.3, paragraph D-2A, a parent or staff member can initiate a double promotion or non-promotion. Parents must put their request in writing to the school principal stating their desires and reasons. The school's Placement Committee chairperson will convene a meeting. For recommendations of non-promotion, the request must be initiated prior to the end of the 3rd quarter. The counselor will then do a complete record review, parent interview, and student intake. Parent consent for testing will be secured if insufficient data is available.

The placement committee will discuss the request taking into account all of the ramifications of the double promotion/non-promotion. The committee will make a recommendation to the principal. The principal will make the final decision and notify the parents in writing of her decision.

School Psychologist

KMS is staffed with a full time psychologist. The psychologist does psychological testing as well as individual, and group counseling. The psychologist works closely with the counselors and school administrators to offer a comprehensive continuum of student services. In addition, the psychologist is a member of the Case Study Committee and works with the academic teams on a regular basis. Parents are encouraged to contact the school psychologist if they have a concern about their child or want the school to be informed.

System-wide Testing Program

Students at Kadena Middle School participate in the DoDDS System-Wide Testing Program each school year. Copies of test results are mailed to parents. Data obtained from these tests allow parents, students, and staff to better understand each student's progress by providing a comparison with students throughout the United States. Counselors and teachers use this information to recommend student placement and course selection, and for referrals to the Talented and Gifted, Reading Improvement, and Special Education Programs.

School Programs

English as a Second Language (ESL)

The ESL Program is for non-native speaking English students who exhibit difficulty succeeding in content area classes. The student's previous ESL teacher, parent(s), teachers, counselors, or a student may request to enter the program. The ESL teacher

consults with the student, parent(s), and at least one classroom teacher prior to placement in ESL. The objectives of this program are as follows:

1. Develop confidence in all forms of verbal interaction.
2. Relate to and be able to discuss common life experiences.
3. Understand and be able to discuss concrete and abstract experiences.
4. Comprehend written English.
5. Demonstrate appropriate English in routine conversation.
6. Promote a positive self-worth and assume responsibility for further development.

ESL Study Skills

This course provides students with the necessary support to succeed in regular content classes. Students learn to maintain a daily assignment notebook, and to read and use textbooks from their content areas.

Gifted Education

The Department of Defense Education Activity (DoDEA) provides exemplary educational programs that inspire and prepare all students for success. Gifted students measure their success through the challenges they are able to receive, meet, and often surpass. The goal of the DoDEA Gifted Education activities is to identify students with high potential and exceptional performance and to develop challenges that match their strengths.

The DoDEA Gifted Education guidelines align with the National Association for Gifted Children's Pre-K – Grade 12 Gifted Program Standards and the latest research in gifted education. Appropriate educational practices for gifted students must meet the same test as those for all students. They must provide for individual student progress, continuous learning, and productive citizenship.

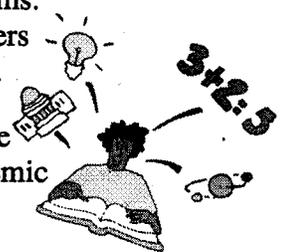
Special Education

Kadena Middle School has the resources and staff to accommodate the needs of a variety of special needs students. Students who are eligible for an Individual Education Plan (IEP) will be provided with the special education and related services required for maximizing educational success.

The special education services provide for the academic, social, emotional, and physical needs of students requiring specialized instruction. Teachers, parents, counselors, and community agencies may make referrals to special education.

Whenever appropriate, students receive instruction in the regular education classrooms. Special education instructors provide support as co-teachers in these classes. Teachers implement modifications based on each student's Individual Education Plan (I.E.P.).

Speech/language therapist provides instruction to increase understanding of language concepts and to introduce and support the vocabulary necessary for successful academic



achievement for students with communication problems. Speech and language support of special education students may be carried out in small group situations or in the regular classroom setting.

Special Education Learning Strategies

This course helps the student be successful in his/her regular classes. Students maintain a daily assignment notebook and receive assistance with their regular classroom assignments. Students also learn organizational and reference skills based on their IEP.

Moderate to Severe Learning Impaired Program

Students learn how to live independently in society. Instruction includes daily living skills such as telling time and using money. The course introduces students to the world of work through study trips, class work, and hands-on job experience. Whenever possible, students are encouraged to participate in the regular classroom and school-wide social events.

Case Study Committee

In order to implement the Department of Defense Educational Activity (DoDEA) compliance with Public Law 94-142 and the Individuals with Disabilities Education Act (IDEA) (PL 101-476), Kadena Middle School has established a Case Study Committee (CSC). The CSC refers to a multidisciplinary team of special educators, speech and language therapist, regular educators, related services personnel (counselors, nurse, Medically Related Services, school psychologist), administrators and parents, where appropriate. The Core CSC is personnel who are responsible for a variety of activities involved with the effective functioning of the special education program. The meet to consider referrals, plan and conduct assessments, determine eligibility, and develop programs for students who may need special education and related services.

Student Support Team (SST)

The student Support Team, comprised of school counselors, the school psychologist and school nurse, teachers, and administrators, identify interventions and services for students who may need support in the academic, emotional, or behavioral areas. Referrals to the team can come from teachers, staff members, learning specialists or administration. The team then determines the best approach the school can implement in order to meet the needs of the students.

Child Find

Child Find is the ongoing process used by DoDEA and the Medically Related Services department of the armed forces to seek and, with consent of parents, identify individuals (from birth to age 21, inclusive) who are eligible to receive special education and related services (speech/language, learning, physical, emotional). Child Find activities include the dissemination of information to the public as well as screening, referral and identification procedures. All referrals are confidential. Anyone who has a concern about such youth should contact the Guidance Counselors.

Information Center (IC)

The IC is open for student use from 7:15 – 3:15 for doing homework, research, checking out books, reading, etc. Students who enter the IC before school and at lunch must stay until the bell rings. If a student wishes to come to the IC during class, a pass must be obtained from the appropriate teacher.

During the first quarter, students will have an orientation of the Information Center and be trained to use the Library World (on-line collection database). They may also come in with their class to learn information technology skills, or to work on class assignments and projects.

Come to the Information Center and see what a wide range of books and other materials we have for you to use. The IC also has information on sports, hobbies, etc.

Information Center (IC) Conduct Expectations

Students have the right to utilize the IC and its resources. Therefore, students have the responsibility to:

1. Practice appropriate behavior
2. Return items checked out by the due date
3. Be careful not to damage or lose books or materials
4. Replace lost or damaged materials
5. Return materials in a timely manner
6. Have a pass from your teacher to be in the IC during class
7. Abide by all Internet protocol

Students that choose not to fulfill these responsibilities in the IC will lose IC privileges.

Acceptable Use Policy for Computer Technology

Kadena Middle School is fortunate to have access to computer technology that plays an important role in the education of our students and provides our staff with the latest tools with which to teach. Computer technology is defined as all hardware, software, and resources made available anywhere on campus through the services provided.

We expect that all students will treat all computer software, hardware, and resources in a responsible manner. Further, it is each student's responsibility to abide by the rules set forth in this policy.

In addition to a campus-wide local area network, Internet access is also available. The Internet is a global network connecting thousands of computers all over the world and millions of individual subscribers.

Students may have access to:

- 1) electronic mail communication for educational purposes
- 2) the World Wide Web and all of the resources available through this medium such as: commercial databases, university and college databases, government agencies, on-line periodicals, public domain shareware and software, and other resources too numerous to mention
- 3) Internal resources such as CD-ROM, data produced by staff and students, commercial databases, commercial software, printers, etc.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. KMS has taken precautions to restrict access to controversial materials or files that may impact system integrity. However, on a global network it is impossible to control all materials, and an industrious user may discover controversial information. KMS firmly believes that the valuable information and interaction available through computer technology far outweighs the possibility that users may procure material that is not consistent with the educational goals of the Department of Defense Dependents Schools (DoDDS). Internet access through computer workstations located at KMS is coordinated through a complex association of government agencies and regional networks.

The smooth operation of a network relies upon the proper conduct of the end users who must adhere to strict guidelines. All DoDDs students, employees and authorized users are required to read, sign, and adhere to the DoDEA Computer and Internet Access Agreement (DoDEA Form 6600.1-F2). Parents must co-sign this user agreement for enrolled students before user accounts can be established. Guidelines are provided so that each student is aware of her/his responsibilities when using the network and its associated resources, including computer software, hardware, and supplies. If a Kadena Middle School user violates any of these provisions, his/her access will be suspended and future access could possibly be denied. In addition, other administrative action may be taken consistent with the school's discipline policy.

Conditions for Computer Use at Kadena Middle School

- 1) **Acceptable Use** — Computer technology is made available at KMS to facilitate learning and to provide learning experiences consistent with, and in support of, the curriculum. Use for commercial activities is not acceptable. Federal regulations mandate that users protect and conserve government property and not use such property for other than authorized purposes.
- 2) **Privileges** — the use of computer technology and its associated resources is a privilege, not a right and inappropriate use will result in a cancellation of those privileges. Each student who is provided with access to computer technology will be part of a discussion with a KMS faculty member pertaining to the proper use of

computer technology resources. The system administrator will deem what is inappropriate use, and her/his decision is final. Also, the system administrator may deny access and/or close an account at any time as required. The administration, faculty, and staff of KMS may request the system administrator to deny, revoke, or suspend access to computer technology for individual users.

- 3) Network Etiquette – Students are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - a) Users who send inappropriate messages, visit inappropriate sites, or download inappropriate files will be denied access.
 - b) Transmission or access of material in violation of U.S., Japanese, or SOFA regulation is prohibited. This includes copyrighted, threatening, or obscene material.
 - c) Users are to be polite and not get abusive in their messages to others.
 - d) Users are to use appropriate language in all finished assignments. Do not swear, use vulgarities or any other inappropriate language.
 - e) Users will not reveal their personal address or phone numbers to other users.
 - f) Note that electronic communication is not guaranteed to be private. The system administrator has access to all mail and may, at her/his discretion provide access to administration and/or faculty.
- 4) Warranties – KMS makes no warranties of any kind, whether expressed or implied, for the service it is providing. KMS will not be responsible for any damages that students may suffer. This includes the loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions, regardless of the cause. Use of any information obtained via the Internet is at the students' own risk. KMS specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 5) Security – Security on any computer system is a high priority, especially when the system involves many users. If a student feels he/she can identify a security problem, he/she must notify a system administrator, teacher, or school administrator. Do not demonstrate the problem to other users.
 - a) Do not use another individual's account. Attempts to logon to a system, which is protected with software to deny access to students, will result in a suspension of user privileges for the person sharing their login info as well as the person using the computer with another person's login.
 - b) Any user identified as a security risk or having a history of problems with computer systems may be denied access to computer technology.
 - c) Downloading of .zip, .arc or .exe files to the KMS system compromises system stability and will not be permitted. Viruses frequently attach themselves to these types of programs. Violation will result in suspension of computer access at all KMS computers.
- 6) Vandalism – Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm, destroy, or abuse any computer technology or the data of another user. This includes, but is not limited to, transmitting viruses,

magnets on screens or CPUs, removal of a mouse ball, scratching or writing on computer parts surface, etc.

School Nurse

The school nurse is available to assess students who become ill or injured at school and to identify health problems that interfere with learning. The nurse ensures that student immunizations are current; screens for scoliosis, vision, and hearing and makes appropriate referrals; refers questionable contagious conditions or diseases; examines and reports any suspected cases of child abuse or neglect; confers with parents, administrators, and teachers regarding student health concerns or problems; provides liaison services with local medical facilities and consultant services for the Case Study Committee; coordinates care and medication for students during the school day, and maintains medical and first aid supplies for the school. To allow the nurse to perform these duties effectively, it is important that **PARENTS NOT ALLOW STUDENTS TO COME TO SCHOOL SICK**. A student who is ill or injured prior to coming to school should remain at home, or, if necessary, report to the clinic.

Students are to ask permission from your teacher if you must see the nurse during class time. **STUDENTS MUST NOT LEAVE SCHOOL (FOR ILLNESS OR INJURY) WITHOUT FIRST REPORTING TO THE NURSE AND SIGNING OUT IN THE ATTENDANCE OFFICE.**

Medication

DoDDS requires that no student carry any medication, prescriptions, or over the counter medicine to school. It is usually possible to schedule a student's medication so that it can be taken at home before and/or after school. In those rare cases when students must take medication at school, only a parent or the nurse can administer it. Any medication dispensed by the nurse requires a "Hold Harmless" form from the physician. All medication kept in school must be the original container from the pharmacy. The label must provide the following information:

- Name of Student**
- Name of Medication**
- Time to be taken**
- Dosage**
- Prescribing Doctor**

The school nurse must keep medication secured in locked status. Under no circumstances should a student self-administer medication. This includes aspirin, vitamins, over the counter medication and prescriptions.

The School Nurse does not:

Diagnose or treat any non-school related injury or illness, including Youth Services sports injuries, non-specific rashes and other vague skin conditions, or allergic symptoms, or dispense aspirin or other over-the-counter medications, and excuse students from participating in physical education.

Allergies/Chronic/Acute Conditions/Emergency Contacts

It is extremely important that parents have a current file at the school of at least one and preferably two emergency contacts (name, phone number, address) in addition to the home and duty phone number of parents/sponsors. This, of course, is necessary should there be an emergency at school. You will also want to inform the school and the nurse of any chronic or acute health problems, including allergies, asthma, seizures, diabetes, heart condition, orthopedic problems, or any condition that may require special attention. If a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Inhalers should be provided for students with asthma.

Drug-Free School and Learning Environment – DoDDS Policy

Possession of, being under the influence of or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus, during the school day, or during any school sponsored trip or activity is not permitted. Appropriate discipline will be taken if these standards are not met.

Emergency Contact Information

Parents should ensure that students know their sponsor's unit and both duty and home phone numbers. It is extremely important that the school has a least one emergency contact (name and phone number) in addition to the home and duty phone numbers of parents. Students who are ill or injured will be released to a parent or guardian or to the person designated on DS Form 600, Sponsor Pupil Registration. If these individuals cannot be contacted, it may be necessary to request the assistance of the sponsor's unit or Family Advocacy.

Child Abuse/Neglect

The Department of Defense Schools and community regulations mandate school officials' report suspected child abuse and neglect. Our primary job is to be a child advocate when faced with issues of child abuse and/or neglect.

Child abuse must be reported to the appropriate authorities. Neglect is considered a deprivation of necessities, including failure to provide nourishment, shelter, clothing, health care, education, and supervision. This includes leaving children unattended or without adequate supervision. A child under 10 years old must not be left unsupervised, and if under 12 years old must not supervise younger siblings. Children should not be kept home from school to supervise other children.

Suspected physical abuse or sexual molestation is immediately reported to the Family Advocacy Program.

Our responsibility and obligation at Kadena Middle School, as in schools across the country, is to report suspected cases of child abuse/neglect to the family advocacy committee. Their job is to investigate in order to determine if there is a situation where there is abuse and neglect and provide counseling for the family. A report to family advocacy of suspected abuse and/or neglect may jeopardize home/school relations in some situations, but we have to take that chance. Our primary responsibility is to our students.

Additionally, referral to family advocacy or family services in a "found" case is not a career-threatening situation. Meetings and counseling sessions are kept in strict confidence and not entered in military records. Their only purpose is to provide assistance to families, not punishment.

Questions of what kind of physical punishment is appropriate discipline and what is considered abuse should be referred to the Family Advocacy Center.

Crisis Intervention Action Plan

The purpose is to provide an action plan for crisis intervention at Kadena Middle School. The potential types are suicide or attempted suicide, death issues, traumatic accidents involving severe injury, natural disasters, and military actions.

There is a crisis plan in place and procedural steps for administration to follow in order to determine if a crisis exists and what to do next. It is imperative that accurate and factual information regarding any potential crisis be given via a prepared written document from the administrator's office or commander's office. Locations, services and personnel available to teachers, students and families who may seek assistance, advice and guidance will be available.



Student Progress

Grading System

Official reports of academic grades are issued at the end of each marking period. Parents and students should keep these reports. Letter grades are based on a great deal more than marks received on tests, quizzes, and semester exams. They include class discussion, laboratory or hands-on experiences, homework, projects, etc. Parents at APO should expect report cards to arrive through the Military Postal System approximately one week to ten days after the end of all marking periods; APO to FPO mail tends to take somewhat longer. Refer to the School Calendar for dates. The Incomplete (I) grade may be given when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive excused absence from school. This temporary

grade is not given to students who attended class regularly and could have completed the assignments on time. When a grade of "I" is given, the counselor and the teacher will determine the length of time needed to complete the work, but this should not extend beyond the number of days the student was absent from school and not to exceed two weeks. Once the deadline has been established and the required work is not completed the "I" will become an "F". In preliminary computations of the student's grade point average, the grade of "I" is equivalent to zero grade points.

Grade	DoDDS Grading Scale
A	90 – 100 percent
B	80 – 89 percent
C	70 – 79 percent
D	60 – 69 percent
F	59 percent and below
I	Incomplete (until removed)

Mid-Term Progress Reports

Progress Reports are sent to parents of students who are achieving below expected levels, or who show improvement or commendable progress. These reports are mailed mid-way through each marking period. Daily or weekly progress reports may be arranged through the teacher. The student planner is used to share daily progress. Parents should look each day at the planner for notes to parents and daily assignments, or email your child's teacher for current achievement progress.

Report Cards

Report Cards are issued quarterly, approximately every nine weeks (see the school calendar for end-of-quarter dates). A duplicate copy of report cards is kept in each student's confidential file.

Student Recognition and Honor Roll

Honor Roll students are determined at the end of each quarter for full time students. The honor roll will be published 1st, 2nd, and 3rd quarter. Parents of honor roll students will receive a letter of congratulations all four quarters. A failing grade in any subject automatically disqualifies the student from the Honor Roll, regardless of the grade point average. Fourth quarter Honor Roll letters will be mailed home to parents and students.

Principal's Honor Roll	G.P.A.	4.0
High Honor Roll	G.P.A.	3.50 - 3.99
Honor Roll	G.P.A.	3.0 - 3.49

National Junior Honor Society (NJHS)

Kadena Middle School has a chapter of the National Junior Honor Society. A student must maintain at least a 3.5 (88%) average in order to be considered for membership and to remain a member. Students must have attended one full semester at Kadena Middle School to be considered for membership. Selection is by the faculty and is based on the scholarship, character, leadership, and service criteria published by the National Junior Honor Society. NJHS students are required to attend regular meetings and to complete an annual service project. Election to the Kadena Middle School chapter entitles a student admission to another school's chapter upon transfer. Induction programs will be held once each semester.

Certificates Of Performance

Performance certificates are awarded to students in each course offering in school at Semester Awards Ceremonies. The course teacher or teachers will make the selection based on a standard set criteria that was developed by a school committee. Students may be recognized for Academic Achievement or Effort & Growth. The Outstanding Wolverine Award is presented to one boy and one girl from each House, House teachers and Administration review the candidates based on the specific criteria to make the selection.

Presidential Academic Fitness Awards Program

Certificates are given only at the exit grade of middle/junior high. The President of the United States and the U.S. Secretary of Education endorse this prestigious award. Silver and gold certificates are presented at the ceremony. Students must meet specific criteria with regard to grade point average, standardized test scores and time enrolled in school to be considered for these awards.

After School Activities Program

We design the activities program to be in harmony with our middle school philosophy and its goals and strategies. Care is taken to avoid emulating the high school activities program, especially in regard to athletics and activities surrounding athletics.

Students have an opportunity to explore a wide variety of activities in a non-threatening environment. The activities include both group and individual participation. These activities help the student make the transition from student playtime activities to group and individual participation in areas of interest now and as possible carry-over activities.

Three categories of activities exist at Kadena Middle School:

- Intramurals
- Clubs
- Social activities

The following activities are examples of and are not limited to, some of the extended education program offered:

- Academic Success Club
- Activity Nights
- Art Club
- Choral and Instrumental Music
- Club Zero
- Gifted and Talented Research Projects
- Intramurals - (volleyball, boys and girls basketball)
- Junior Science and Humanities Symposium
- National Geography Bee
- National Junior Honor Society
- PE Success Hour
- Public Relations/AV Productions
- Stock Market Club
- Student Council
- Swimming
- Yearbook Production
- Young Astronauts Club

Students participating in an after school activity must report to the appropriate area no later than 1405 hours. Any late arrivals to the activity will not be able to participate that afternoon and must immediately leave the campus. Students who are not participating in an authorized after school activity must leave the campus no later than 1405 hours.

Getting Home After School-Sponsored Activities

Parents are responsible for ensuring that students have transportation home immediately following any school-sponsored activity. Students should ensure they have parent permission to attend after school activities **prior** to the day they want to stay and that arrangements have been made for them to get home.

Activity Night Policy

Activity Night functions are held from 1800 to 2000 hours. Deadlines will be imposed after which students may not enter the events. School dress codes will be maintained. Loitering in the parking lot or other areas of the school campus will not be allowed. Once a student leaves the function he/she will not be permitted to re-enter and must immediately leave the campus. Parents are responsible for student's transportation home immediately after school functions.

AAFES Lunch Program

AAFES uses the AutoPay system to minimize cash handling and expedite meal delivery. Parents may establish a school meal account at AAFES which students access using a PIN pad. Student photos help verify and identify students as they go through the school cafeteria line. Valuable allergy information is contained within the system to help prevent unwanted reactions to prepared meals.

Information on AutoPay is provided at registration and AutoPay business is then handled by the AAFES Exchange. Parents may elect to continue to provide cash for their children to purchase lunches. Students in the Free or Reduced Program *must* use the AutoPay System.

The school does not provide free food or lunch money to students. Students will not be allowed to call home to ask to have lunch or lunch money brought to them. In these cases AAFES will provide a sandwich and drink to the student.

Lunch/Break/Cafeteria Procedures

A lunch / break period is scheduled for all students. Students will enter the cafeteria through the entrance door only. They will then get in line to buy food or sit to eat. This ensures that all students will be served a lunch before anyone is allowed to buy a second lunch. The lunch serving line will close ten minutes before the bell rings each lunch shift. Students will treat the cafeteria personnel with respect at all times.

Cutting in line is not allowed. Anyone caught cutting or allowing other students to cut will be sent to the end of the line. Once seated, students will remain seated until they finish their lunch. There will be no table hopping, standing to eat, food throwing, or eating off of other student's plates. It is also understood that shouting, yelling, screaming, running, play fighting, or other such activities is prohibited. Once finished, students will be responsible for cleaning their area and placing all trash and lunch trays in the proper receptacles. When returning trays to the designated window, students will be expected to stack the trays correctly, fitting them one on top of the other. Students who elect an outdoor break option will then be expected to depart the cafeteria through the exit door. No food or drinks may be consumed outside of the cafeteria.

Students may remain in the lunchroom seated and quietly visiting
Students may go to the IC or Counselors with a pass
Students may go to the supervised activity area

The rules of the school in the activity area will be followed and disciplinary actions will be taken when they are not followed.

AAFES policy is that all food taken from the lunch area must be on a tray and visible, whether the items are included with a meal or not. Students who leave the cashier area without paying for items will be reported by AAFES to Security Forces for theft.

Inclement Weather Procedures

On rainy day mornings, the cafeteria will be opened to accommodate students at 7:10. During rainy day lunch, students must remain in the cafeteria during their normal scheduled break period. On these days, crowded conditions require that students remain seated and visit with their friends once they have finished their lunch and cleared their table.

Student Information

Student Rights and Responsibilities

1. All students have a right to learn without being disturbed, and all students must accept responsibility for decisions relating to their own learning and educational progress.
2. All students have a right to attend school and to be in school without fear of physical or verbal assault or sexual harassment. Students have the right to feel physically and emotionally safe from any harm. Students have the right to be in a school with a drug free environment.
3. Students are entitled to enjoy the opportunity to participate fully in school unabridged and unimpaired because of race, religion, sex, creed, national origin, disability or intellectual ability. All students will be extended equal opportunities to participate in educational and school sponsored activities.

To guarantee your rights as a Kadena Middle School student, you are expected to be responsible for your own actions and abide by the rules contained in this booklet.

Middle school students are held more responsible for their actions because they are given more freedom and privileges than elementary school students. For example, middle school students usually have lockers for the first time, change classrooms several times during the day, and participate in after school activities and many other things younger students are not allowed to do. With these increased privileges come increased responsibilities.

Our policies governing students, both written and implied, are established for the purpose of preserving the educational setting as well as the rights of each individual student in his/her pursuit of an education.

Copies of DS Manual 2050.1, Students' Rights and Responsibilities In the Department of Defense Dependents Schools System may be obtained on or through the DoDEA website at www.dodea.edu. This pamphlet includes the topics: "Access to Learning," "Freedom of Expression," "Student Governance" "School Records," "School Discipline," "Protection of Personal Privacy", and "Community Resources."

Student Code of Conduct

Expectations for Student Behavior

Students, teachers, and other staff members have the right to a safe and orderly school environment. It is expected that students will be courteous to other students, staff members, and visitors to the school. Students will exhibit cooperation and respect for the judgement of their teachers and other school staff members.

At all times, students will be expected to conduct themselves in a safe and orderly fashion. Weapons at school, sexual harassment and racial comments will not be tolerated and carry severe consequences. Fighting, play fighting, pushing, shoving, shouting, scuffling, horseplay or running will not be tolerated. Any student who instigates, cheerleads, promotes, or displays behavior that encourages peers to participate in any unsafe and/or negative practices will be held accountable for their actions.

At all times, appropriate social behaviors will be expected. Kadena Middle School believes in and promotes mutual respect among staff, students, and parents. No verbal or written put-downs (slam books), teasing, name calling, vulgar language, harassment, racial or ethnic slurs will be tolerated. Students are expected to mediate any conflict with a peer only in the counselor's office or administrative office. Any student who fails to comply with this expectation will be held accountable for their actions

School policies and procedures for student conduct apply in the school, on school grounds, and in areas near the school grounds. This includes any time students are on campus before and after school, while students are participating in or observing school-sponsored activities, and on all school-sponsored trips.

The administration at Kadena Middle School believes that logical consequences for negative behavior should be progressive and unique to the situation and offense. After thoroughly investigating each incident, a logical and appropriate consequence will be assigned. Consequences are based on Disciplinary Rules and Procedures, DoDEA Regulation 2051.1 dated August 16, 1996.

School-Wide Expectations

Incident Reports

Students have the responsibility to report to administration anything that they feel needs to be addressed concerning any issue at school. Incident report forms are located in the front office. Additionally, if a student is referred to the office for a discipline reason, they are required to fill out an incident report. This allows students to share their point of view of an incident.

Classroom Conduct

Students have the right to learn in an atmosphere of mutual respect and courtesy. Therefore, students have the responsibility to:

1. Be on time
2. Complete assignments
3. Post assignment to their Success Planner
4. Bring supplies/books to class
5. Be respectful to everyone
6. Be respectful of school property and the property of others
7. Follow the classroom rules set by individual teachers
8. Not damage or lose text books
9. Not eat outside the cafeteria
10. Practice classroom safety

If a student chooses not to fulfill his/her responsibility, the adult in charge will take appropriate disciplinary action. This could include losing privileges in the classroom; serving a detention after school or on Saturday, being referred to the office or having parents come to school for a conference.

Assembly Conduct

Students have the right to enjoy a presentation and performance and not be annoyed, interrupted, or embarrassed by other students' behaviors. Therefore, students have the responsibility in assemblies to:

- Enter and leave in an orderly manner under their teacher's supervision
- Remain in their assigned seat
- Listen attentively
- Not throw objects or litter
- Remain silent during a performance
- Behave courteously toward speakers, performers, and guests to the school
- Show appreciation for the programs with appropriate applause

If a student chooses not to act responsibly in the auditorium, he/she will have to leave, miss the performance, and possibly lose the privilege of attending future performances. A student may face additional disciplinary action.

Common Area Conduct

Students have the responsibility to respect the rights of others at all times. This includes but is not limited to walking to and from school, on the courtyard, on the playing field, in the activity area, in the bathrooms, at any school-related activity on or off campus, and at bus stops on and off base. If students choose not to behave responsibly,

action will be taken to correct behavior. Students have the responsibility to:

- Not run, push or play fight, or engage in unsafe behavior
- Not write, draw on or damage school property
- Not have glass or open containers at school
- Not eat food, candy or gum
- Not drink anything but water outside the classroom or cafeteria
- Not leave class without a pass
- Follow Fire and bomb drill procedures
- Not block or obstruct hallways and stairwells
- Refrain from public display of affection on campus
- Not litter at any time and keep the campus clean
- Be to class on time
- Practice good safety habits at all times

Students, who choose not to fulfill their responsibilities, will face disciplinary action.

Discipline Procedures/Guidelines

Management of student behavior is a responsibility shared by students, parents, the school, and the community, and consists principally of teaching and reinforcing positive student attitudes and behaviors.

Discipline is handled first by the classroom teachers/specialist/paraprofessional. For repeated offenses or more serious infractions, the student is referred to the administration. At times, the counselor(s) may be called upon to suggest intervention strategies and conflict resolution/peer mediation. Each classroom teacher has an approved behavior plan that addresses expectations in the classroom. House/Team approved behavior plans may be used in lieu of individual plans. Classroom behavior plans are shared with parents at the beginning of the school year.

Infractions are categorized as minor and major and consequences range from a verbal warning, conferences, "time out" rooms, school service programs, community service, counseling programs, lunch detention, work detail, after school detentions, and other behavior modification techniques that are within the experience of the teacher, to in-school suspension, out-of-school suspension, and in extreme cases expulsion. The above mentioned behavior modifications techniques may be implemented prior to resorting to disciplinary consequences that remove a child from the school, except when a child poses an immediate threat to his or her safety or the safety of others in the school.

The following procedures are administrative guidelines for disregard of school and classroom rules.

- Students will be removed from the area and a discipline referral will be sent to the office immediately.

- After an investigation, consequences are assigned and the parent/sponsor will be contacted.
- In cases dealing with stolen items (non-educational or personal), substance abuse and/or life endangering situations, the security police may be called and a report filed. Parents of students making a report to or questioned by the security police will be notified.

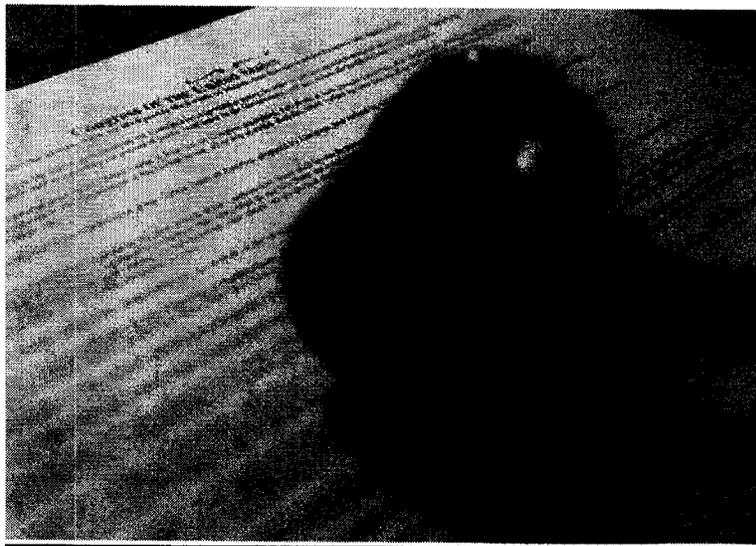
Student Due Process Rights

In enforcing attendance and discipline policies, it is essential that due process be followed. DoDEA 2051.1, "Disciplinary Rules and Procedures", dated August 16, 1996, defines the DoDDS policies on student discipline and due process. In essence, due process affords students the right to protection from arbitrary, capricious, and unreasonable decisions. Four important elements in due process procedures are

1. Students have the right to be informed in writing of the rules which regulate behavior as well as situations that will result in disciplinary measures.
2. Students have the right to an informal hearing in all disciplinary actions, including the suspension process.
3. Students have the right to a formal hearing in the expulsion process.
4. Students have the right to appeal all decisions and be informed of all appeal procedures available to them

Corporal Punishment

Corporal punishment is not practiced or condoned in DoDDS. Permission to administer corporal punishment will not be sought by school officials or accepted from any parent or guardian.



Teenage Crimes In Okinawa

Message from the Kadena Law Office – Americans in a foreign country are not immune from serious consequences if you choose to commit crimes.

According to the Status of Forces Agreement (SOFA), which is an agreement between the Government of Japan and the US Government, the Japanese authorities have the right to prosecute military and civilian dependents while in Japan, even for offenses that occur on base. If you are involved in any kind of criminal activity, you can be called in for questioning (without the right to have your parents or even an attorney present during questioning), arrested by the Japanese Police, and even confined. In fact, the local police and prosecutors can keep you in confinement for several weeks before deciding whether or not they will actually bring charges against you.

Several teenagers on Okinawa have been in Japanese prisons for extended periods of time, and have even been charged as adults. Although persons under twenty years old are generally considered minors in Japan, the Japanese Government recently passed a law that allows them to charge minors as young as 14 years old as adults and send them to an adult prison facility.

Tens of thousands of dollars in damages have been paid by teenagers and their sponsors to victims of crimes committed by American teenagers on Okinawa. Some teenagers and their sponsors have been sued in a Japanese civil court as a result of damage caused by foolish teenage pranks. In addition, persons suspected of crimes are usually placed on international hold, which means they cannot leave Okinawa for any reason until their case is completed. This has resulted in sponsors not being able to retire or PCS when expected. Duty assignments and vacations have also been cancelled or delayed, all as a result of teenage misconduct.

The bottom line is that you should seriously consider the consequences of your actions before you decide to commit any crimes, either on or off base. Should you have any questions regarding your SOFA rights or any other issues regarding your rights or responsibilities while here in Japan, you may contact the Kadena Law Center International Law Division at 634-2785.



Non-Educational and Personal Items

Students should bring to school only those items that are needed in order to do their schoolwork. Non-educational and personal items are distracting to their owners and to other students. They are a safety hazard and present an unnecessary temptation to other students to take or misuse them.

The following are **examples** of, but not limited to, items, which are not allowed on school grounds, school buses, study - incentive trips, or at any school sponsored activity:

- **Aerosol products** (binaca, body sprays, shaving cream, air freshener, cheese, etc.)
- **Alcohol**
- **Bandanas/Headbands/Do-Rags** or other items which might be considered gang or exclusive group regalia
- **CD players**
- **Cellular phones, Beepers** (should be turned off and stored in bookbags or lockers)
- **Chains** of any weight or length
- **Clothing**, book bags or tote bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products or offensive messages
- **Collectible Cards** (baseball, football, Dragonball, etc)
- **Drugs** or other **controlled substances**
- **Electrical equipment** (hot rollers, irons, etc.)
- **Electronic games**
- **Fireworks or poppers**
- **Hypodermic needles**
- **Laser pens**
- **Matches or lighters**
- **Medications** (except those kept for students by the nurse)
- **Personal sports items or equipment**
- **Radios, Stereos, Walkmans, iPods, MP3 players**
- **Razor blades**
- **Skates** (roller blades), **skateboards, scooters, and heelies**
- **Slam books**
- **Stuffed animals** of any size or for any use (pajama bags, purses, book bags)
- **Tobacco** or **tobacco products**
- **Toilet items** (deodorant, body sprays, after shave, hair items)
- **Toys, Water guns**
- **Weapons** or **Weapon Replicas**

These and other non-educational items will be confiscated, secured and only returned to a parent or sponsor. Although school personnel will make every reasonable effort to ensure the security of confiscated items, the school will not accept responsibility for the security and/or replacement of these items that should not have been brought to school.

Repeated disregard of the above will result in disciplinary action. Any potentially illegal or stolen items will be turned over to the Security Police. Unclaimed confiscated items will be donated to civic groups after publishing in our newsletter recovery procedures.

In the event a non-educational item is lost or stolen, it will be the responsibility of the student, in concert with their parents, to search for it and file the necessary police reports.

While cameras are a non-educational item, we recognize that our student body is transient. Students PCS'ing will be permitted to bring cameras to school on their last day at school. However, this will be done at the users own risk. In the event that a camera is lost or stolen, it will be the student's responsibility in concert with their parents, to search for it and file the necessary security police reports.

Detention Outside School Hours

Individual teachers, Houses/Teams, or administration may hold detention sessions after school. Parents will be notified by phone, e-mail, or written note when a detention is assigned. When a student is assigned a detention after school, bus regulations prohibits the student riding the after school activity bus. Parents will be responsible for their child's transportation home from school. Failure to attend assigned detentions will lead to consequences which may include suspension.

Possession and/or Use of Weapons

Student possession or use of any item considered to be a dangerous item, or any item resembling a weapon, e.g. toy guns, BB guns, etc. to injure others or instill fear is prohibited at school or at any school activity on or off school property. This applies to all students regardless of age. A weapon is defined as a laser pen, club, chain, knife, gun or any object that may be used to cause injury to another person. Offenders will be immediately suspended for at least 4 days at the first offense. Law enforcement and 18th Mission Support Group officials will be notified and may take actions in addition to school consequences.

Upon any second offense, there will be an automatic request for expulsion. A due process hearing will be held with the school principal or other school authorities, the student, and his/her parent(s)/guardian (must be in attendance for all suspensions or expulsion actions due to possession or use of a weapon). Disciplinary action for a student on an IEP will be in accordance with DSM 2500.13-R, Chapter 10.

Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

Grade Level	(1) Inherently Dangerous Weapons	(2) Dangerous Weapons				(3) Potentially Dangerous Weapons				
		First Offense		Second Offense		Third Offense	First Offense	Second Offense	Third Offense	Fourth Offense
	All Cases	No Injury	With Injury	No Injury	With Injury	All Cases				
7 – 8	36 week Expulsion	20 day Suspension	30 day Suspension	30 day Suspension	18 week Suspension	18 week Expulsion	4 day Suspension	6 day Suspension	6 week Suspension	18 week Expulsion

1. Inherently Dangerous Items: Deadly Weapons

- Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at a school activity. It is not necessary to determine if the student was going to use the weapon.

2. Dangerous Items: Replicas And Other Items Used In Such A Way As To Injure Others Or Instill Fear

- Small pocket knives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

3. Potentially Dangerous Items: Replicas Or Other Items Inappropriate On School Grounds Not Used To Injure Others Or Instill Fear

- Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons.
- Small pocket knives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

Severe Problems

Severe problems that could carry suspension consequences include, but are not limited to the following:

- Possession or furnished dangerous items, fireworks, “poppers”, knife, gun, rubber bands, razor blade, laser pens
- Sexual Harassment
- Racial or negative ethnic comments

- Committed any lewd, indecent act, habitual profanity or vulgarity, obscene clothing, words, or actions
- Caused, attempted to cause, or threatened to cause harm to self or others, e.g., fighting, play fighting, socking, hitting, biting, belting, pinching, pushing, poking, body bumping, slamming, slapping, sliding on wet courtyard, running, wrestling, intimidation, or harassment
- Possession, furnishing, using or being under the influence of tobacco, alcohol, or illicit drugs
- Selling any prohibited items
- Forgery, cheating or plagiarism
- Insubordination, to include arguing, yelling, and/or refusing to obey the reasonable request of any adult
- Theft or destruction of personal or school property

Drug Free Environment

Smoking by students at DoDDS schools is not permitted. Violation will result in appropriate disciplinary action. This policy extends to the school, school grounds and areas near the school (bridges, wall across the parking lot). It includes, but is not limited to, the entire school day. It will be enforced for all school-sponsored programs, activities, and trips. We must also remind parents that smoking around students is prohibited at any time on or around schools.

Kadena Middle School supports a drug free environment and does not tolerate the use of tobacco, alcohol, or prohibited drugs. Any student found to be using or in possession of tobacco, alcohol, or prohibited drugs will be subject to disciplinary actions that include suspension. This policy is enforced during all school activities.

Suspension

A student may be suspended from school for a period of time that usually does not exceed ten days. Students who are assigned Out-of-School Suspension are permitted to make up all class work and homework assignments. Our objective in assigning punitive actions is to modify inappropriate student behavior. It is not our goal to jeopardize academic growth. Please refer to Make-Up Work, under the Attendance section of this handbook for student's procedures and responsibilities after an absence.

At the discretion of the administration, and with the cooperation of the parents, students may be assigned service to the school on non-instructional days, such as teacher workdays, in-service days, or holiday recess periods. Students may be assigned to picking up trash in and/or outside the building, washing school vehicles, washing or painting walls, returning trays in the cafeteria, or other duties as appropriate. We encourage direct parent escort with students to all classes in lieu of suspension when appropriate. Suspensions may be deferred, however, all detentions, suspensions, or other disciplinary actions will be served in a timely manner.

If a student is to be suspended from school, the student and parents/sponsor are informed of the suspension and the reason(s) for this action. The sponsor is notified in writing. Copies of suspension notices are sent to KDAP and may also be sent to the sponsor's Command. A re-admission conference may be requested by administration.

The purpose of suspension from school is to communicate clearly to the student that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that students be under the direct supervision of an adult when out of school. Suspended students may not be on, or near the school campus, or attend any school functions for the duration of the suspension.

Suspension of Special Education Students

Special Education students may be suspended from school only after the Case Study Committee has determined that the behavior which precipitated the proposed suspension is not directly related to the student's handicapped condition except in situations where the continued presence of the student poses a hazard to himself or others.

Expulsions

The decision to expel a student for the remainder of the school year from the school must be made, upon written request of a school administrator, by the District Superintendent.

Grounds for Expulsion

The principal shall recommend a pupil's expulsion for any of the following acts:

1. Causing serious physical injury to another person, except in self-defense
2. Possession of any firearm, knife, explosive, or other dangerous object of no reasonable use to the pupil at school or at a school activity on school grounds. A minimum 1-year expulsion is required for the possession of firearms.
3. Unlawful sale of any mind-altering substance.
4. Making or participating in the making of a bomb threat.
5. Pervasive disruption of educational services.

This does not list every offense that might be subject to a consequence. Students conduct expectations apply to student conduct that is related to all school activities:

1. While on school property
2. While en route between school and home, to include school buses
3. During the lunch period whether on or off campus
4. During or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including study trips, sporting events, stadium assemblies, and evening school-related activities.

Discipline Committee

The KMS Discipline Committee is comprised of school officials, parents and community members, and meets to decide disciplinary matters when parents appeal a suspension action or expulsion has been recommended. The principal appoints members to the committee. Additionally, this committee convenes to consider the principal's recommendation that a student be suspended for more than 10 days (cumulative) in the school year and add input to the school discipline policy. The disciplinary committee will hear the evidence and shall forward their findings and recommendations to the school principal. All students expelled from DoDDS will be provided the opportunity to use correspondence courses or other appropriate educational programs for the duration of the expulsion. This includes access to a DoDDS school counselor.

Dress Code Expectations

Students' dress and personal grooming are expected to be appropriate. There are many reasons why schools have found dress codes to have a positive effect. To summarize the research from schools across the country, appropriate dress can help:

- Enhance the climate and tone of the school
- Create a focus on education, not on the clothes that children wear
- Improve students behavior and achievement
- Increase students' self-esteem

Clothing may not be worn in a manner that might indicate group membership. For example: dangling belts with tails that hang from the first belt loop, rolled or pulled-up pants leg/s, and elastic head or sweatbands. Bandanas, chains of any length or weight – even attached to wallets, or any other item that might be considered regalia, are not allowed. Any items associated with potentially illegal activities will be turned over to Security Police. It is also inappropriate for shorts or pants to be pulled down from the waist regardless of what the student may be wearing under them. Belts and pants are to be worn at the waist.

Headgear and sunglasses worn inside the school building will be confiscated. If this rule is repeatedly abused, these items will be returned only to a sponsor/parent.

Short shorts, halters, spaghetti strap, sundresses, midriffs, see-through shirts, tops that serve as or mimic lingerie, tank tops, pajamas, T-shirts designed as underclothing and/or with offensive or inappropriate language or graphics, sagging pants, dangling belts, hair combs/picks displayed or worn in hair, headbands, berets, gloves, and torn or frayed clothing, house shoes, slippers, and flip flops are examples of inappropriate attire.

Students will be expected to change into appropriate school apparel before returning to class. To minimize time out of class, the school may provide appropriate and clean clothing to change into or waist belts/fasteners. Before leaving at the end of the school

day, students exchange borrowed clothes for their own clothing. The school assumes responsibility for washing items before they are reissued. Repeat offenders will receive disciplinary action such as detention, and/or being sent home with parent.

Dress Code Check List

Shirts, T-shirts and Tops – Students should be able to hold their arms straight over their head and the tail of their shirt is below their waist so that no midriff or undergarment is exposed. Spaghetti straps are not allowed. Tanks must cover at least half the shoulder and the arm holes must not reveal chest.

Pants - All items fit at the student's waistline, above the pelvis. When walking, the shoes shall be exposed. Saggy or oversized pants are not appropriate at school. Repeated 'sagging' will be considered insubordination, or refusing to follow school rules.

Shorts and Skirts – Shorts should not have slits up the sides. Skirts should not have revealing flaps or slits. Shorts and skirts must cover the majority of the student's thigh.

Shoes – Tennis type shoes securely tied are the recommended footwear for school. Open heeled shoes and heels are unsafe.

Tie your shoes, hide those undies

A look at the Commander, Naval Forces Japan revised civilian clothing policy. For more detailed information, see the instruction, 1020.3B, signed June 16, 2005 and available on the CNFI Web site.

Prohibited clothing includes:

- ¶ Clothes altered to be sexually revealing.
- ¶ Anything that is profane or obscene or that glamorizes alcohol, illicit drugs or any illegal activity.
- ¶ Soiled or frayed clothing.
- ¶ Hairnets, do-rags and handkerchiefs, even under a hat (women may wear headscarves).

Additional guidelines:

- ¶ **Shoes:** Laces must be tied if applicable. Sandals, including flip-flop varieties, are acceptable, but waterproof rubber shower shoes are not.
- ¶ **Shirts:** T-shirts are acceptable but undershirts, tank top-style athletic jerseys (unless over a T-shirt) and bathing suit tops are not. Professional sports shirts with sleeves are approved if not too large. For women, sleeveless shirts and dresses are OK, as are modest halter tops and strapless shirts showing no more than 1 inch of midriff.
- ¶ **Pants:** Should fit well (size and length) and not show undergarments or buttocks.
- ¶ **Skirts/dresses/shorts:** Should be mid-thigh or longer.

General Information

Closed Campus

Once students arrive on campus they **will remain on campus** under adult supervision throughout the school day including lunch/break period and for after school activities. Students **are not allowed** to leave school until it's time to leave campus for the day. If a student must leave during the school day, the sponsor or the emergency contact person listed on DS Form 600, Student Registration Form must sign the student out in the office (See Sign In and Sign Out). Should it be necessary for anyone else to sign the student out, this must be documented **in advance** by a note from the parent or sponsor and approved by Administration. Students returning to school during the school day must be **accompanied** to the office by an adult and signed in.

Activity Night functions are for KMS students **only**. Additionally, students that do not attend KMS are not allowed to visit the campus during the school day. Likewise, if KMS is closed on a school day for an in-service, students are not allowed to visit another school campus.

Student Use of School Telephones

School telephones are for **official school business only**. Students are only permitted to use the school telephones between 0710 – 0725 and between 1400 – 1410 hours. All calls must be limited to two (2) minutes. If an emergency situation arises, students may be granted permission to use the phone by the front office staff. Please help us avoid unnecessary classroom interruptions by planning your day prior to sending your children to school. Calls for forgotten homework or lunch money, messages for parents, requests to go home or requests to go to base facilities with friends are not considered emergencies.

Messages for Students

It is important that classes not be interrupted when instruction is in progress. Only emergency messages from home can be accepted. Students will be called out of class to answer a call only for **true emergencies**. Parents should ensure that students know how they are getting home **before** they leave home in the morning and what their after-school options are. Classes should not be interrupted for this type of message.

Hall Passes

Any student who must be in the halls **during any time other than regular passing times must have a written hall pass** in her/his possession that states student's name, date, time, destination, and teacher's signature. This includes before school, during classes, during lunchtime, and after school. It is the responsibility of the student to obtain an appropriate pass.

Social Time for Students

Time to socialize with your friends is important. Before school, during lunch/break period and after school are the times built into the school day for students to socialize. Passing time, minutes scheduled between classes, is blocked to allow students time to pass to another class and visit their locker. These minutes are not considered social time.

Lost and Found

Items, which are found in the building or on school grounds, should be turned in to the office. Lost items are placed in the cafeteria. Unclaimed items will be given to charity organizations during winter, spring and summer recesses.

Parents and students are strongly encouraged to mark clothing, especially hats and jackets, and school supplies with the student's name. Since many students' possessions are purchased at the same BX/PX, it is often difficult or impossible to determine the rightful owner of unmarked property.

Loss of personal property due to thefts by other students is a serious matter. Students should take all possible precautions to safeguard their property. **At all times lockers (book and PE) must be secured with a lock. Students should not share their lock combinations and keys or lockers with peers.** Additionally, they should not leave personal items unattended. If a theft does occur, it should be reported in writing to the main office. Standard procedure is to attempt to resolve issues of this nature at the school level. In our experience, the majority of items lost or stolen are located within twenty-four hours. The security police will only be called when the administration deems it appropriate. However, parents may wish to file an official report with the security police on their own. The school will cooperate fully with Security Forces in investigations involving theft of personal property.

Lockers

Each student is assigned an individual locker for the school year that may not be shared. Lockers are distributed and maintained through seminar class. Use of the locker is both a privilege and a requirement. Locker use is encouraged to decrease the possibility that property and books are stolen or misplaced. Students should not share their keys or lock combinations. The school is not responsible for personal property kept in lockers.

Students are not allowed to paint, attach stickers, mount pictures, or deface the locker in any manner (inside and outside). Students who violate this rule will be held responsible for cleaning the lockers to 'as new condition' or be responsible for the destruction of government property, and face disciplinary action.

Lockers must be secured at all times. Sponsors may open their child's locker at any time. Administration may, with reasonable suspicion may open a student's locker to search for

stolen or prohibited items. Locker checks are periodically conducted. KMS supports Operation Clean Sweep ~ An unannounced joint school/18th Mission Support Group effort that inspects lockers & belongings at KMS.

If a student does not have his/her combination or key on the day of the locker check, the lock will be cut off by administration. During the school day, if a student loses their key or forgets their combination, locks will be cut before or after school only. During the end of school clean up, all locks will be cut and locker contents bagged for claim with the locker number on the bag.

Physical education lockers are available to all students that attend KMS and are located in the locker rooms of the gym. Different students use the lockers each period of the day. Students are required to have locks for these lockers so that they may secure their valuables during class. Items that do not fit in the locker should be locked in the coach's "cage". While staff members will encourage students to be responsible for securing their valuables, neither they nor the school will assume responsibility should it be lost or damaged.

Homework Policy

The following policy statement is reflective of the intent and purpose of DoDEA Administrative Instruction 2000.9, "Department of Defense Dependent Schools Homework Policy", dated 7 July 1993.

1. Definition

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

2. Policy

- a) It is Kadena Middle School policy to assign homework as appropriate to each student.
- b) Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning.
- c) Homework assignments shall be designed to meet the needs and abilities of individual students.
- d) The time commitments that homework places on a student will be considered when such assignments are made.

As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students. Teachers shall periodically inform students and their parent of the student's academic progress.

Committed to Homework

DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life that serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is DoDDS policy that homework will be assigned within the DoDDS system in accordance with the needs and objectives of individual students and in support of the learning objectives of the particular curricular area. It should be recognized that "homework" might not always be paper and pencil tasks.

Gaggle.net - Official Homework eMail for KMS

Kadena Middle School students are issued Gaggle.net accounts at school. These accounts are monitored by school staff and are subject to cancellation or suspension due to inappropriate use. The main focus of Gaggle.net is to facilitate home-to-school and school-to-home transmission of class work and assignments. Teachers have access to student email addresses on Gaggle.net and can communicate with home during absences via email.

Study and Incentive Trips

Occasionally, during the school year, students are taken on a study or incentive trip as a class project. Permission slips are sent home with the student before the trip is scheduled and must be returned promptly. Students must have a permission slip signed by a parent/sponsor before they can go on a study incentive trip.

Book Bags / Tote Bags / Shoulder Bags

Book bags, tote bags and shoulder bags must be of reasonable size and easily able to fit in a student's locker. Once students arrive at school, book bags, tote bags, shoulder bags or any other carrier, **must be left in the student's assigned locker** until they leave campus. This procedure provides personal and property safety. If a text, spiral notebook, or school planner fits in a bag, the bag will be considered a tote and must be stored in a locker. Students will be expected to organize their daily routines to best meet their schedule needs.

Visitors

All visitors are required to check into the main office before entering the school and sign out on their departure.

Student visitors and guests are welcome. However, they must have prior approval from administration to visit the school. To invite a visiting relative (from off-island), or local national friend to visit school you must:

- (1) get a permission slip from the office at least two days before the intended visit,
- (2) have the permission slip signed by all your classroom teachers and approved by the administration, and
- (3) On the day of the visit, bring your visitor to the main office and obtain a visitor's pass.

Remember you are responsible for your visitor who will be required to follow all school rules.

Once a student has withdrawn from school they may not visit KMS or attend any school activity.

Former KMS or high school student(s) must sign in at the front office and wait until school is dismissed to visit anyone on campus.

Parents are always welcome to visit classrooms. These visits must be planned with the teacher or administration prior to the scheduled day. This would include parents that want to "look in", "check in", or spend the day with their child. There are times when parents are scheduled to participate in a class activity. This is encouraged. However, parents are not allowed to question or interview their child's peers on community or personal issues when on school grounds.

Parent Newsletter

Parent newsletters are sent home by e-mail each month. School information and articles about special events are also published in the school newsletter.

Text Books and Other School Property

Textbooks are furnished free of charge. However, students are held financially responsible for loss or damage of these books.

For any missing text book or library book lost, a Loss of Government Property letter will be issued to the sponsor with DD Form 1131. Payment for missing books will be due within three weeks at the Dispersing Office of Accounting and Finance (Bldg. 721, Kadena Air Base) with the DD Form 1131 for lost or damaged books. If the book is found, parents must bring the book and paid receipt to the school supply office for paperwork that must be taken back to the Finance Office on Kadena for reimbursement.

Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Sponsors are also responsible for payment

in case of loss or damage to laboratory equipment, audio visual equipment, computer materials, musical instruments, and any other school property or equipment which may be lost or damaged.

Safety and Security

The school is inspected regularly for compliance with fire and safety regulations. Evacuation drills for storm, fire, and/or bomb threats, which are required by military and DoDDS regulations, are held by-month through the year. Each office and instructional area has a posted evacuation plan. The school is provided security protection at the level currently in force or the military community.

Bomb Threats

Bomb threats constitute a criminal offence. Consequences for the individual responsible and for the wider school community are severe and long lasting. Individuals responsible for making bomb threats to a DoDDS school face the following actions:

1. Immediate suspension from DoDDS Okinawa schools.
2. Probable expulsion from DoDDS Okinawa schools.
3. Possible removal from Okinawa.

Bomb threats create strong adverse feelings for the students and school community.

- Discomfort for students and staff during evacuation and waiting periods,
- Disruption of instruction,
- Interference of routines and participation in special school events,
- Hardships for students and staff with health conditions, and
- Frustration and anger in the wider school community.

Bomb Threat Procedures

When a bomb threat occurs, students are evacuated to a safe location away from the school. Students are expected to remain with their teacher for the duration of the drill. Once evacuated, 18th Support Commander is in charge of the exercise. The exact evacuation location is not announced until the building is cleared. This is for the safety of the students. Once students are accounted for, classes will resume at the evacuation site. Parents will be notified of where the students are located on FEN and the radio.

Students will not be allowed to call parents to come pick them up at the evacuation site. If parents choose to collect their child and take them home, they should report to the evacuation site entrance and sign their child out with one on the office staff. Under no circumstance will a student be released to anyone other than a parent.

Emergency and Evacuation Procedures

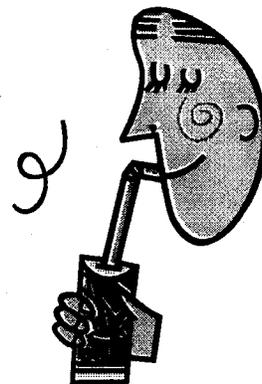
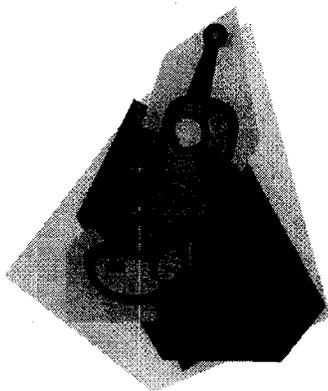
In case of fire drill, fire, or other emergency evacuation procedure, a loud continuous ringing bell or announcement will be made. Students will follow the evacuation plan posted in the room and leave the room in an expeditious and orderly manner. It is imperative that students follow adult instructions. Student safety is the utmost priority. Failure to comply in any instance will result in disciplinary action. Students are not to return to classrooms during or after emergency procedures until given permission by an appropriate authority. Emergency evacuation procedures will be practiced every week during the first month of school and every other month thereafter.

Cellular Phones

Cell phone use is prohibited on campus. Cell phones will be confiscated if seen or heard, and **only** returned to parents. Frequent confiscations may indicate disciplinary steps are in order.

Glass or Opened Containers

Drinks may only be brought to school for consumption **at lunch**. All drinks must remain sealed and kept in the student's locker until lunchtime. Drinks are to be consumed only in the lunchroom and the container thrown away before leaving the cafeteria. If opened prior to lunch, the drink will be confiscated and thrown away. This rule applies for all study/incentive trips or school activities. **NO GLASS CONTAINERS** are allowed anytime at school.



Cancellation or Early Closing School

On rare occasions the school schedule may be altered. The decision for early closure or cancellation is made only by the base commander or representative. If buses are delayed or canceled, school is also delayed or canceled. Cancellation and delay announcements will be made on AFN starting before 0600 hours. School may be closed early for a number of reasons. For example: typhoon or tsunami weather conditions, heating, electrical, or plumbing problems that would endanger the health or safety of the students would be a reason for closure. Announcements of closings and delays will be made on AFN radio and television.

It is essential that each student know where to go in case school is closed early.

Success Planner

A success planner calendar will be issued to each student at KMS and must be maintained by the student. This planner is a primary communication tool between school and home. Teachers and parents will periodically review planners. All students are required to write down their daily homework assignments in all classes and share this information with their parents. When no homework is given, students should briefly state what was studied during class. It should be maintained in good condition. Pages are not to be torn out or folded. If for any reason a student loses their assignment calendar, she/he may purchase an additional copy for \$7 from the counseling department. The \$7 replacement cost goes to the Wolverine Booster Club.



DODDS OKINAWA TROPICAL CYCLONE GUIDE

Condition	0600 - 0759	0800 - 1459	1500 - 0559
4-3-2	Normal School Hours	Normal School Hours	Normal School Hours
*1	NO SCHOOL Buses return children if enrollee. Staff and teachers work. Tune to AFN radio and/or television.	NO SCHOOL Buses recalled, early dismissal possible. Tune in to AFN radio and/or television.	NO SCHOOL Staff & teachers work regular hours. Tune to AFN radio and/or television.
1-Caution	NO SCHOOL No body works at school. Everything closes. Stay indoors. Tune in to AFN radio and/or television.	NO SCHOOL No body works at school. Everything closes. Stay indoors. Tune in to AFN radio and/or television.	NO SCHOOL No body works at school. Everything closes. Stay indoors. Tune in to AFN radio and/or television.
1-Emergency 1-Recovery	NO SCHOOL Nothing moves except emergency vehicles. Stay indoors. Tune in to AFN radio and/or television.	NO SCHOOL Nothing moves except emergency vehicles. Stay indoors. Tune in to AFN radio and/or television.	NO SCHOOL Nothing moves except emergency vehicles. Stay indoors. Tune in to AFN radio and/or television.
Storm Watch	NO STUDENTS - Staff and teachers report to work within two hours of the first announcement.	NO STUDENTS - Staff and teachers report to work within two hours of the first announcement. Be prepared for all clear or return to a higher cyclone condition.	NO STUDENTS - Staff and teachers report to work within two hours of the first announcement.
All Clear	Modified School Hours Possible 1-hour delay in start of school. Buses for early schedule schools will pick-up students approximately one-half hour after ALL CLEAR announcement. Buses for late schedule schools will pick up students one and one half hours after ALL CLEAR announcement. No A.M. Kindergarten. Hot lunches will normally be served. Stay tuned to AFN radio and/or television.	Modified School Hours (0800-1059) School will begin one hour following ALL CLEAR announcement for walkers. Buses for early schedule schools will pick-up students approximately one-half hour after ALL CLEAR announcement. Buses for late schedule schools will pick-up students approximately one and one half hours following ALL CLEAR announcement. No AM Kindergarten. No lunch will be served if ALL CLEAR is announced after 0900. No School (1100 - 1500) NO STUDENTS - Staff and teachers work.	Normal School Hours

The following are announcements to be made over AFN Radio and Television during the typhoon conditions and times indicated.

*NOTE: If condition 1 is called while school is in progress, all early schedule schools will be dismissed within approximately one-half hour and all late schedule schools will be dismissed approximately one and one-half hours after condition 1 is called. If condition 1 is announced after 1200, normal school hours will be in effect.

EARLY SCHEDULE SCHOOLS: Kinser, Zukeran, Kadena High, Kadena Middle, Lester and Kubasaki schools

LATE SCHEDULE SCHOOLS: Amelia Earhart, Bechtel, Bob Hope, Kadena Elem., Killin and Stearley Hts. Schools

CONDITION 2 - DoDDS schools on Okinawa are in session. If condition one is declared prior to 1200 hours, students at Kinser Elementary, Zukeran Elementary, Kadena High, Kubasaki High, Kadena Middle, and Lester Middle will be dismissed approximately one-half hour following the condition one announcement. Students at Amelia Earhart Intermediate, Bechtel Elementary, Bob Hope Primary, Killin Elementary, Kadena Elementary, and Stearley Heights Elementary will be dismissed approximately one and one-half hours after the condition one announcement. If condition one is declared after 1200 hours, normal school hours will be in effect.

<p>CONDITION 1 (2400 – 0759 HOURS) – There is no school for students of DoDDS Schools on Okinawa. Busses which have already picked up students will be returning the students home. Please make provisions to ensure that your children are supervised.</p>
<p>CONDITION 1 (0800 – 1159 HOURS) – There is no school for students of DoDDS schools on Okinawa. Schools in session will be dismissed. Students at Kinser Elementary, Zukeran Elementary, Kadena High, Kubasaki High, Kadena Middle, and Lester Middle will be dismissed approximately one-half hour following the condition one announcement. Students at Amelia Earhart Intermediate, Bechtel Elementary, Bob Hope Primary, Kadena Elementary, Killin, and Stearley Heights Elementary will be dismissed approximately one and one-half hours after the condition one announcement. Please make provisions to ensure that your children are supervised.</p>
<p>CONDITION 1 (1200 – 1459) – Schools will be dismissed at the normal times.</p>
<p>CONDITION 1C, 1E, 1R – There is NO SCHOOL FOR STUDENTS of DoDDS Schools on Okinawa.</p>
<p>CONDITION STORM WATCH – There is no school for student of DoDDS Schools on Okinawa. School will begin approximately one hour following the announcement of ALL CLEAR. Busses for students at Kinser Elementary, Zukeran Elementary, Kadena High, Kadena Middle, Kubasaki High, and Lester Middle will pick up students approximately one-half hour following the ALL CLEAR announcement. Busses for Amelia Earhart Intermediate, Bechtel Elementary, Bob Hope Primary, Kadena Elementary, Killin Elementary, and Stearley Heights Elementary Schools will pick up students approximately one and one-half hour following the ALL CLEAR announcement.</p>
<p>CONDITION ALL CLEAR (0600 – 1059 HOURS) – DoDDS Schools on Okinawa will operate on modified school hours. School will begin at normal time or one hour after ALL CLEAR is announced. Busses for students at Kinser Elementary, Zukeran Elementary, Kadena High, Kadena Middle, Kubasaki High, and Lester Middle will pick up students approximately one-half hour following the ALL CLEAR announcement. Busses for Amelia Earhart Intermediate, Bechtel Elementary, Bob Hope Primary, Kadena Elementary, Killin Elementary, and Stearley Heights Elementary Schools will pick up students approximately one and one-half hour following the ALL CLEAR announcement. There will be no AM kindergarten. No hot lunches will be served if Condition ALL CLEAR is called after 0900.</p>
<p>CONDITION ALL CLEAR (1100 – 1459 HOURS) – There is no school for students today at all DoDDS Schools on Okinawa. School will resume on normal schedule tomorrow.</p>

Tropical Cyclone Conditions Of Readiness (TCCOR)

1. TCCOR 4: Hazardous winds of 50 knots or greater are possible within 48 hours.
 2. TCCOR 3: Hazardous winds of 50 knots or greater are possible within 48 hours.
 3. TCCOR 2: Hazardous winds of 50 knots or greater are anticipated within 48 hours.
 4. TCCOR 1: Hazardous winds of 50 knots or greater are anticipated within 12 hours.
 5. TCCOR 1 CAUTION: Hazardous winds of 50 knots or greater are anticipated within 12 hours. Actual winds are 34-49 knots.
 6. TCCOR 1 EMERGENCY: Actual winds are 50 knots or greater.
 7. TCCOR 1 RECOVERY: Hazardous winds of 50 knots are no longer occurring. Actual winds are 34-49 knots.
 8. STORM WATCH: There is still a possibility of danger to personnel due to storm unpredictability, or from hazards created by previous high winds.
- ALL CLEAR: Hazardous conditions and winds are no longer present. Return to normal duties.

Transportation to School

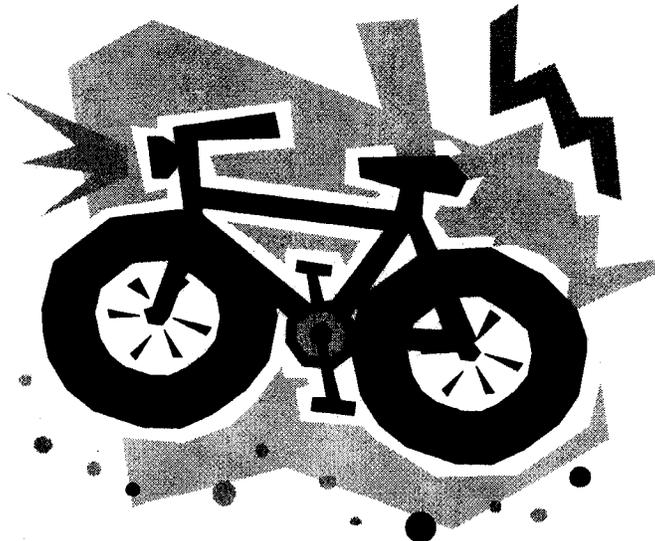
All forms of transportation to school must adhere to Kadena AFB regulations.

Students may ride bicycles to school, but not on school grounds. Students are to get off their bicycles at the curb by the street and walk them to the bike racks. Bicycles must be immediately parked with one wheel into a slot and locked. Students are not allowed to congregate at the bike rack at any time. The school is not responsible for bicycles ridden to school or parked on school grounds. Bikes left in the bike rack overnight or unlocked during the school day will be turned over to Security Police. Bicycles should only be ridden on the street in the direction of traffic flow. Any student who chooses not to follow these rules will lose the privilege of riding a bicycle to school.

Skateboards, Roller blades, Scooters and Heelies - Use of these items on campus are in violation of base safety regulations will result in the **items being confiscated and released only to a parent.**

Buses arrive at school no later than 0715 hours at which time students will disembark and report to the school courtyard to await the opening of school doors at 0725. Inquiries about bus routes or about delays in a student's arrival home after school should be directed to the Bus Barn. KMS and the Pacific Area Transportation Office work closely in regards to misconduct. Although school staff members assist and counsel students on bus misconduct, military authorities exercise primary responsibility for school bus discipline. Bus misconduct may also result in disciplinary consequences at school. Complaints about regular bus misconduct should be made first to the Bus Barn.

Private vehicles must drop-off and pick-up students in the designated area located on Kindred Street. The front street of the school (Vincent Avenue) is a **NO STOPPING ZONE**. POV's are not to enter the Bus Horseshoe for pickup or drop-off of students. The front of the school is for buses only from 0700-0730 and 1345-1415 hours.



Bus Safety

PACIFIC TRANSPORTATION MANAGEMENT OFFICE (PACTMO)

BUILDING 5821 CAMP FOSTER

BUS ISSUES - Telephone: 645-7820/2036

MONITOR DUTY - Telephone: 645-2360/2431

PACTMO School Bus Safety/Behavior Standards

On And Around School Buses Students Will:

- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon request.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver or monitor's instructions.
- Treat the bus and other private property with care.

On Or Around School Buses Students Will Not:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as, hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in anyway.
- Ride unauthorized bus, loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum and candy.
- Spit or use saliva in any manner.
- Play radios, walkmans, discmans, etc. or play any electronic games.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.
- Assault other individuals.
- Use or possess unacceptable items identified in the school Code of Conduct.

Bike Safety

- Bikes are fun! Riding a bike is a great way to enjoy an outdoor healthy lifestyle, contribute to world pollution solutions and as a way to ride to and from school. However, you can get hurt if you do not ride safely. Base regulations and the base commander require safe vehicle operation. On streets, always ride on the extreme left side **with** the flow of traffic, **NEVER** against. Always correctly wear a helmet. It must be snug and always remember to buckle the straps. Have fun and stay safe!

Pedestrian Safety Depends On You

It is best if drivers and walkers cooperate for everyone's safety. However, since pedestrians can not control how others drive, pedestrians must take steps for safety! Some basics of "Pedestrian Safety."

- **BE ALERT.**
Concentrate on what is happening around you and what will happen next.
- **BE COURTEOUS.**
Treat drivers and other walkers with respect. A little cooperation can go a long way toward making your walk safer and more pleasant.
- **BE REALISTIC.**
Know your physical abilities and walk accordingly. Give yourself enough time to get where you are going. For example, to and from school.
- **WATCH FOR TRAFFIC.**
Look carefully in every direction. You can not avoid an injury if you do not see it coming.
- **OBEY SIGNS AND SIGNALS.**
Traffic lights, signs, and pedestrian rules let drivers know what to expect. You are courting danger by ignoring signs and signals or breaking the rules.
- **TAKE SPECIAL PRECAUTIONS WHENEVER NECESSARY.**
Rain, fog, emergency vehicles, road construction all demand special attention. Everyone needs to be careful in traffic.

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