

# MAHAFFEY MIDDLE SCHOOL

## STUDENT/PARENT HANDBOOK

### School Year 2012-2013

#### DoDEA MISSION

*Educate, Engage, and Empower Each student to succeed in a dynamic world.*

#### DoDEA VISION

*To be among the world's leaders in education, enriching the lives of the military-connected students and the communities in which they live.*

#### Mahaffey Middle School Statement of Purpose

*Mahaffey Middle School is committed to high academic achievement by preparing all students to be successful, productive citizens and life-long learners in a rapidly changing global society.*



#### Continuous School Improvement (CSI) Goals

**Goal 1 – All Students Will Improve Mathematical Application Skills in Numbers and Number Relations:** 100% of sixth, seventh and eighth grade students will demonstrate a proficiency in numbers and number relations in mathematics by June of 2013 as measured by the Scholastic Math Inventory (SMI), the Terra Nova 3rd Edition Math Subtest, and common local assessments.

**Goal 2 – All Students Will Improve in Reading Comprehension:** 100% of sixth, seventh and eighth grade students will demonstrate a proficiency in reading comprehension in English Language Arts by June of 2013 as measured by the Scholastic Reading Inventory (SRI), the Terra Nova 3<sup>rd</sup> Edition Reading Subtest, and common local assessments.

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School Web Site: <http://www.am.dodea.edu/campbell/mahaffey>

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# **I. INTRODUCTION**

## **ADMINISTRATORS' MESSAGE**

Welcome to Mahaffey Middle School (MMS). MMS is a warm and friendly professional learning community that provides students with many rich opportunities. The faculty, staff, and administration look forward to making this school year successful, enjoyable, and memorable for every student.

The home and the community are key elements in the learning process. We encourage sponsors/parents to assist us in meeting the challenge of providing a quality education for your sons and daughters. Because students learn best when the home, the community, and the school work together; MMS personnel are always looking for ways to strengthen these partnerships to give our students and school the advantages of strong community support and parental involvement.

Expectations are important in any community group, and school is no exception. MMS students are expected to be actively involved in their education and to actively support the education of others. Middle school is an exciting time for students, and by working together we can ensure that all students get the most from their middle school experience.

We thank you for your support and encourage you to contact us anytime.

Hugh McKinnon  
Principal

Pansy Straub  
Assistant Principal

## **PARENT/TEACHER ORGANIZATION**

On behalf of Mahaffey Middle School and the PTO, I would like to take this time to welcome you and invite you to be a part of the school and all the activities within. Our PTO is alive and well, striving forth to make this year a success for our children. We welcome your membership to our PTO as we endeavor to work together making this school year enjoyable for all students. If you have any questions, please feel free to contact me by email at [mahaffeypto@gmail.com](mailto:mahaffeypto@gmail.com).

Ms. Emily Rich, Mahaffey Middle School PTO President

## **PURPOSE OF HANDBOOK**

The purpose of this handbook is to acquaint you with the policies and expectations of our school and pertinent school board policies. In addition to school-wide rules, each team may establish its own rules and guidelines relating

to team concerns. We hope that each student and parent will become familiar with and support the school and team policies.

Further information on disciplinary guidelines can be found in the Fort Campbell Community Schools Student Code of Conduct and in DoDEA Regulation 2051.1.

## **RESPECT YOUR SCHOOL STAFF AND OTHERS**

Every adult in the school deserves your respect and cooperation. These include:

- administrators
- teachers
- counselors
- aides
- secretaries
- lunchroom personnel
- substitute teachers
- custodians
- bus drivers
- peers

All these adults work hard to make this school a good place for you. You should obey them at all times. Any student can be disciplined for disrespect toward any adult. (Please see additional information on student rights and responsibilities in the appendix.)

## **II. POLICIES AND PROCEDURES**

### **ABSENCES**

When students are absent, we

- ask that a guardian call the school between 7:00 a.m. and 8:00 a.m.

When students return to school after an absence, they should provide a note of excuse to the office attendance clerk with the following information:

- date of note
- date(s) of absence
- reason for the absence
- parent signature

Missed class work from any absence needs to be made up.

- If a student knows he or she is going to miss days due to a planned event, he or she should be sure to get all the work possible ahead of time.
- It is the student's responsibility to ask teachers for make-up work after an absence, to complete it, and to turn it in.
- Students should avoid asking about missing work when the teacher is beginning or instructing a class.
- If a teacher is unable to provide missing work/assignments when asked, the student should request the missing work at another time. Students are

not exempt from missed work just because the teacher does not provide it when first asked.

Examples of appropriate student absences include

- illnesses (especially if the reason could be a contagious disease)
- doctor's appointments that cannot be scheduled outside of school hours
- other legitimate reasons (but absences must be weighed against the loss of instructional time)

Examples of unexcused absences include

- missing the bus and not having other transportation
- staying home to care for a younger sibling

Regular attendance is a vital part of the MMS educational program. We ask that all sponsors do all that is possible to make sure students attend school each day. Pre-arranged absences should be coordinated with the school office and the student's teaching team to allow for adequate work to be provided. When students begin to accumulate unexcused absences, the school will contact the sponsor to discuss the situation and additional actions may be taken such as those listed below.

- **Excessive absences** – These may result in a letter sent to the sponsor's unit commander and the Ft. Campbell School Superintendent as determined by the School Attendance Committee.

\*If a spouse, guardian, or sponsor is experiencing difficulties that are affecting a student's attendance, he or she should contact the principal, assistant principal, guidance counselor, or school liaison services for assistance.

### **ACADEMIC ASSISTANCE**

- Students staying after school for academic assistance may ride the activity bus, which runs at 3:45 p.m. on designated days.
- Students staying for behavior detention are not allowed to ride the activity bus.
- The Power Hour program will begin during the first quarter and will be offered after school twice a week from 2:40-3:40 p.m.

### **POWER HOUR**

Power Hour is an educational enhancement program to help with homework and tutoring. A volunteer or staff member will be available to help students who have questions or who need help understanding their homework.

Power Hour also offers tutoring for students who need individual help in a specific subject, such as math, language arts, or science. Tutoring will be on a referral basis by teachers, parents, or both.

### **INSTRUCTIONAL SUPPORT**

When it is staffed, the Instructional Support (IS) classroom is a classroom away from the mainstream of pupils. Students may be sent to the IS classroom if they need to make up a test, complete an assignment that is being discussed in the classroom, or make up work from a prolonged absence. Time in the Instructional Support classroom is not viewed as a disciplinary action. Instead, it is a placement which allows students to improve their grades.

### **ARRIVAL AT SCHOOL/TARDINESS**

- School starts at 7:25 a.m.
- The building will be open at 7:05 a.m. for entrance by students. At that time, students should go either to the cafeteria for breakfast or to the gym. Students may not stop at lockers or other rooms at this time.
- All students will be released to go to lockers and/or classrooms at 7:20 a.m. No student should be walking around in the hallways or going to lockers until 7:20 a.m.
- Arrival at Prime Time after the second bell (7:30 a.m.) is a tardy (see Discipline Policies). Prime Time class is an important time to take care of procedural necessities and to teach various character programs. Students should make every effort to be there on time to start the day off on a positive note.
- If students arrive at school between 7:25 a.m. and 7:55- a.m., they should report directly to their Prime Time teacher.
- Students should report directly to the office if they arrive after Prime Time (after 7:55 a.m.). Office personnel will record the student as excused or unexcused before the student reports to his or her normally scheduled class.

### **TARDIES**

**Excused** tardies include:

- tardies due to late Fort Campbell Schools transportation or other school-related actions which will not be recorded against the student's tardy record
- appointments with health care professionals, if accompanied by a note from the health care professional
- illness of the student, if accompanied by a valid parental note
- special circumstances, such as natural disasters, weather, etc. acceptable to the principal

**Unexcused** tardies include:

- missing the bus
- oversleeping
- shopping
- babysitting

Unexcused tardies can also be given by classroom teachers for:

- returning to locker for materials
- being late to class without a note

Teacher discretion can also be used to determine being tardy.

Any student collecting three unexcused tardies per grading period from one or a combination of classes will receive one hour of after-school detention for being tardy. When a student has been tardy six times, the student will be issued a second detention. Upon the seventh tardy, the student should be referred to the assistant principal and the student may receive additional consequences. Prime time/home room teachers should monitor tardies for their students.

This process will start over each nine weeks.

If a student skips a detention, the detention will be doubled. If a student skips the same detention twice, he or she will be referred to the assistant principal for additional consequences.

## **ATTENDANCE**

The Fort Campbell School District believes that being in school and arriving on time are important to a student's progress in school. In order for students to achieve their highest potential as learners, they must be present during classroom instruction. New learning often builds on the previous day's teachings. We cannot help students to learn when they are not present.

While school attendance is emphasized at all Fort Campbell Schools, it is ultimately the responsibility of parents to ensure that students are present in school. When parents make decisions about attendance, we hope they ensure that students do not miss class without good cause. Family trips should be planned during school breaks and vacation periods if possible.

**For additional information on attendance, please see the Fort Campbell School Attendance Policy Letter located in *Appendix A* of this document.**

## **BEHAVIOR WHILE CHANGING CLASSES**

Students should be in the halls only at the beginning and close of school and at designated class change times/locker breaks. All students are required to have



hall passes unless they have special permission or special duties that require them to be there or they are with an adult.

Students who have a hall pass for a specific location are to go directly to that location and directly back to their classroom. Hall passes are not permission to tour the building.

Students are to be courteous when they are in the halls. Running and shouting are not permitted. Students should not stand outside a classroom door and distract students who are in that classroom.

### **CAFETERIA SERVICES**

- The cafeteria will begin operation on the first full day of school.
- Students will not be allowed to leave school for lunch.
- Students may buy extras to eat with their lunch or breakfast. These extra items should be purchased when the meal is purchased.
- Students may not buy more than one ice cream treat each day.

Parents should set up a pre-pay account, where they provide an amount of money for the student's meal account. Parents may deposit money into their student's cafeteria account between 8:00 – 9:00 a.m. in the cafeteria, or students may pay into their account as they go through the serving line. Personal checks are not accepted. The cost for breakfast, lunch, and extra items will be deducted from the account. Parents may have the cafeteria account blocked from the purchase of additional items if they wish.

Payments can be made online at [www.lunchprepay.com](http://www.lunchprepay.com). Please visit this website or contact Mr. Jarrett Rogers at [jarrett.rogers@am.dodea.edu](mailto:jarrett.rogers@am.dodea.edu) for more information.

### **BREAKFAST/LUNCH PRICES**

Full Breakfast	\$ 1.65	Full Lunch	\$ 2.25
Adult Breakfast	\$ 2.25	Adult Lunch	\$ 3.25

### **CHARGING MEALS**

Charges are for emergency use only. Students, who have forgotten or lost money, may charge meals in the cafeteria. After five days of charges have been incurred by a student, the parent will be contacted by phone. If no payment is made after five days, the sponsor's company commander may be contacted. Should emergency arrangements be needed, parents, sponsors, or guardians should contact the food service office at 439-1927 ext. 5011.

## **LUNCHES FOR STUDY TRIPS**

School lunches are available for students any time a team or group takes a study trip. Several days before the trip, the cafeteria staff will need to be notified of how many school lunches are needed. Students who request a school lunch for a study trip will have their lunch accounts charged for that lunch just as they would if they were eating at school.

## **SPECIAL EVENTS**

Parents are welcome to eat with their children at any time. The cafeteria occasionally has special meals to which parents are invited. A parent should check with his/her child or the school office to determine when the child has lunch.

## **CAFETERIA RULES**

1. Students are to line up quietly in the hall outside the cafeteria.
2. Students should not cut line or allow others to cut line.
3. Students are limited to one ice cream, which must be purchased when buying their meal or drink.
4. After taking a seat, students are to remain seated unless they are disposing of trash.
5. Students are to pick up and throw away all of their own trash.
6. Yelling or any loud talking is not allowed.
7. Students are not to leave the cafeteria while still eating ice cream or other food items.
8. Students are expected to model socially appropriate behavior during lunch.
9. Students must ask one of the cafeteria monitors for permission to go to the bathroom.

## **CONSEQUENCES FOR MISBEHAVIOR IN CAFETERIA**

Students or classes not following the cafeteria rules may be given assigned seats in the cafeteria, lunch in another room, lunch in the classroom, or quiet lunch, depending on the severity and/or the frequency of the misbehavior.

Additionally, MMS has a positive behavior rewards program for student teams. The Jeans Day Points program allows each student team to earn a day for students to wear jeans to school once every five weeks for good behavior. The details of this program can be found in Appendix A. Students who have had behavior issues in the lunchroom may be excluded from the lunch jeans day.

## **FORT CAMPBELL COMMUNITY SCHOOLS DRESS CODE INFORMATION**

The Fort Campbell Community Schools maintains a dress code to foster a safe, orderly, and professional learning environment for our youth and to align with the DoDEA Vision Statement of "Communities Committed to Success for All

Students.” Proper appearance not only makes a good impression to others but also has shown to have a correlation to positive student behavior and increased student achievement. The students represent the United States, our military, and Fort Campbell, and their dress should demonstrate that representation appropriately.

**DRESS CODE: FORT CAMPBELL SECONDARY SCHOOLS (FCSS) (GRADES 6-12)**

The FCSS dress code is as follows:	Which means:
<p><b><u>LEG WEAR</u></b> Approved Solid Colors: <b>KHAKI</b>, <b>NAVY BLUE</b>, <b>BROWN</b>, <b>GRAY</b>, and <b>BLACK</b>. Slacks and shorts must be chino or dockers style made from cotton/polyester/corduroy must be the proper size and worn at the waist. Naturally occurring logos and designs of less than two inches are acceptable.</p> <p>*Belts are required if pants have belt loops.</p> <p>*Dresses, Shorts, Skirts, Skorts, and Capri pants must clearly exceed the length of students’ fingertips when extended.</p>	<p>*<b>NO</b> Excessively tight or revealing clothing</p> <p>*<b>NO</b> Jeans (denim) or athletic shorts</p> <p>*<b>NO</b> Nylon material, spandex, or jeggings</p> <p>*<b>NO</b> Zip-Apart pants or snap to the leg</p> <p>*<b>NO</b> Sagging or baggy pants</p> <p>*<b>NO</b> Intentional ripped, frayed or with holes</p> <p>*<b>NO</b> Studded belts or large belt buckles</p> <p>*<b>NO</b> Cargo style pants or shorts</p> <p>*<b>NO</b> Jeans or jeans style pants</p>
<p><b><u>SHIRTS/TOPS</u></b> <b>Tops may be any solid color.</b> Must be pullover polo style or dress shirts with a collar in short/long sleeves of the correct size.</p> <p>*Must be tucked in at all times with a visible waistband.</p> <p>*May have natural logo that is no larger than two inches square.</p> <p>*Undershirts of a solid color with long or short sleeves may be worn underneath another approved shirt.</p>	<p>*<b>NO</b> Graphics, pictures, numerals, or slogans</p> <p>*<b>NO</b> See-through materials</p> <p>*<b>NO</b> Excessively tight or revealing clothing</p> <p>*<b>NO</b> Cleavage-exposing clothing</p> <p>*<b>NO</b> Sleeveless, Spaghetti strap shirts or tank tops</p>
<p><b><u>SHOES</u></b> Only shoes that are comfortable for walking should be worn.</p> <p>*If with laces, must be appropriately tied.</p> <p>Sandals must have a strap across the heel that secures the shoe to the foot.</p>	<p>*<b>NO</b> Slippers, Shower or House Shoes</p> <p>*<b>NO</b> Flip flop style shoes</p>
<p><b><u>SWEATERS/SWEATSHIRTS/VESTS</u></b> These items must not have a hood and may only be worn over approved shirts and must follow shirt and logo guidelines. Fleece pullovers with partial</p>	<p>*<b>NO</b> Hoodies</p> <p>*<b>NO</b> Clothing with full zippers</p>

<p>zippers are acceptable, but must follow shirt and logo guidelines.</p> <p>*Must come down to the waist, but may not be excessively long.</p>	
<p><b><u>COATS, LIGHT JACKETS, RAINCOATS</u></b></p> <p><b>These items may have hoods and may</b> be in any color combination with logos; however, <b>they are only to be worn to and from school.</b></p>	<p>*<b>NO</b> Coats/Jackets/Raincoats will be worn in the classroom.</p>
<p><b>Accessories</b> must maintain the spirit and intent of the dress code and must not be distracting to the learning environment.</p> <p>* Hairstyle will be with natural hair color, appropriate and consistent with good grooming practices.</p> <p>*Small piercings are allowed in the ear or other commonly pierced areas and must be appropriate for the school environment.</p> <p>*Inappropriate tattoos must be covered.</p>	<p>*<b>NO</b> Indication of membership in a gang</p> <p>*<b>NO</b> Hats, caps, sweatbands, bandannas, winter scarves inside the school</p> <p>*<b>NO</b> Studded accessories</p> <p>*<b>NO</b> Unnatural hair colors: blue, pink, green, etc.</p> <p>*<b>NO</b> Extreme hair: Mohawks, shaved designs, excessive gel, spikes or ornamentation.</p>
<p><b>Spirit Wear (Promoting FCSS)</b> is highly encouraged but will remain within the intent of the Dress Code.</p> <p>*Approved respective school athletic uniforms are permitted when approved by the administration.</p>	<p>*<b>NO</b> College/professional sport spirit wear that does not fall into the parameters of the Dress Code above.</p> <p>*<b>NO</b> Hoodies</p>

**The Dress Code or appropriate school issued uniform is in effect for all students when they are representing the FCSS.** The Dress Code is not as structured for activities after the school day. However, the administration always expects clothes to be appropriate and properly worn. Each building administrator reserves the right to prohibit a particular item of clothing or accessory if he or she determines that the item presents a safety concern or that the item is materially and substantively disruptive to the learning environment. Each principal has the authority to declare special dress days at his or her discretion and may approve student clothing that exceeds the dress code standards described above (such as suit coats, argyle sweater vests and similar high standard dress items) on a case by case basis. Students wishing to dress in a fashion that they consider to be in excess of the FCSS dress code standards should consult with a school administrator and get permission for the item/s before wearing them to school. The Board of Education retains the right to quickly recommend additional

restrictions for the safety of the students and school system. An example would be if there is a concern about possible gang affiliation.

**Jeans Day:** Students will be allowed to wear jeans of any color or colors on these days. Students still need to wear pants that are designated by the manufacturer as jeans and are appropriate for school – no holes, chains, or other inappropriate alterations. Jeans must be made of denim or other heavy durable fabric and may not contain spandex or other tightening materials (No Skinny Jeans). As with all school clothing, any jeans worn to school must be appropriate for the classroom environment. Jeans may be worn with either a school t-shirt or other dress code shirt of any color. Shirts must be tucked in and students must wear a belt.

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## **EMERGENCY/DISASTER DRILLS**

Disaster drills are serious business. Students are expected to move quickly and quietly to pre-determined locations for their safety. All disaster drills are important, and all students are expected to behave appropriately.

### **Fire Drill Signal: Momentary Alarm**

Students should move systematically to the assigned area without stopping or talking. Students must report to their teacher for roll call and remain quiet until signaled to return to the building.

### **Intruder Drill Signal: Announcement**

Students should report to the nearest available classroom or office area.

### **Tornado Drill Signal: Constant Alarm**

Students should go directly to the assigned area and assume the correct position for that classroom. Since this varies from one classroom to another, teachers will inform students of the correct tornado drill position for their classrooms.

## **HEALTH POLICIES**

### **CLINIC/NURSE**

Mahaffey Middle School has a registered nurse on duty Monday through Friday to provide immediate care for students who may become sick or injured during the school day. The nurse maintains student health records, conducts prescribed health screening programs, and provides resource and consultation service for students, parents and school staff. She also provides liaison services among the school, the home, community agencies, physicians, and other health personnel as required.

Students who are obviously ill or injured during school hours will be allowed to report to the clinic or the office. All students must first receive a pass from their supervising teacher before going to the school clinic except in case of obvious emergency. All students are required to have a pass from the nurse before being readmitted to class unless taking daily medication.

If an emergency arises or a student has a health problem which necessitates further medical attention, the nurse or other school personnel will make every effort to contact the parent(s)/guardian(s) and/or the designated emergency contacts on file. If contacts cannot be made and the illness or injury is such that further care cannot wait, the nurse and/or a person designated by the principal will contact EMS for transportation to the emergency room.

**The school nurse does not provide a “sick call” clinic. Students should be kept home if they are ill, vomiting, and/or have had a fever or diarrhea within 24 hours. Students must be fever-free for at least 24 hours (without the use of Tylenol) before returning to school.**

**If the child has an injury or illness that needs attention, please take him/her to the emergency room.**

### **MEDICATION**

Students are not allowed to keep medications with them and/or self-administer medication during the school day. This includes such medications as Tylenol, Tums, Benadryl, calamine lotion, cough drops, or throat lozenges.

Only prescription medication will be given at school.

- A medical authorization from the doctor and approval from the parent/guardian are necessary for a prescription medication to be given at school.
- Prescriptions must be in separately labeled bottle/s, provided by the pharmacy, containing only that medication to be taken at school.

It is the responsibility of the student to go to the clinic at the time the medication is to be taken.

### **HOMEWORK POLICY/MAKE-UP WORK**

#### **HOMEWORK**

Homework is an important element of the learning experience of our students. It allows teachers to see what students can do when they work independently.

- Homework can be either an assignment that is not completed before class ends or a project which is done entirely away from school.
- Whenever any homework assignment is made, the student will be told when it is due and what is expected. This information is usually written in the students' agenda books.
- Homework is to be turned in on time.
- Assignments that are incomplete will be handled independently by team.

#### **MAKE-UP WORK**

- Students may make up all work missed because of an excused absence.
- It is the student's responsibility to find out about the assignments and the dates they are due.

## **LOCKERS**

Lockers are the property of the Fort Campbell Schools and are subject to random searches. The storage of illegal item(s) that endanger the health, safety, or welfare of others is prohibited. School personnel may examine lockers at any time during routine inspections or if they have reason to believe that any illegal or prohibited items are present.

Lockers are intended for the storage of a pupil's personal clothing, physical education equipment, books, and instructional materials. Every student will be assigned one. Students are advised to keep their lockers locked at all times and not to give the combination to another person. Students may not switch lockers with other students and are fully responsible for the contents of the assigned locker. Do not store any valuable items in the locker. The school is not responsible for missing items.

Students are responsible for turning locks in at the end of the school year. Lost locks will cost the student \$5.00 to replace. Students cannot bring locks from home. No decorations are allowed on the front of the lockers. The insides of the lockers are to be cleared at the end of each school year or when a student is withdrawn.

When students arrive at school, they must place coats, hats, and book bags in their lockers. These items are not allowed in the classroom. It is suggested that students get materials for morning classes during the morning locker time. Teams will schedule locker breaks.

## **PARENT/TEACHER CONFERENCES**

Several days are scheduled throughout the school year for parent/teacher conferences. These conference days are noted on the school calendar. If parents would like to schedule a conference at a time other than a designated conference day, they should contact their child's team teachers so that arrangements can be made. The administration and teachers at Mahaffey realize the importance of conferences and urge parents to ask for a conference whenever a question or concern arises.

## **PROGRESS REPORTS/REPORT CARDS (Aspen Grade Book)**

Progress reports will be sent home at least once during each grading period to alert parents if their children are struggling. Parents are encouraged to note on the report if they desire a conference at that time. Report cards are sent home after each nine-week grading period. Parents can sign up for online grade access, which allows parents to monitor student progress on a regular basis using the Internet.



## **STUDY TRIPS**

Study trips are an extension of the classroom. Student behavior on study trips reflects on both the school and on Fort Campbell. Teachers may develop behavior standards for students to meet in order to participate in study trips. Signed permission slips are required for all students.

All school and team rules apply while on study trips.

## **TECHNOLOGY**

### **INTERNET AGREEMENT**

The Fort Campbell School District has guidelines for software and telecommunication usage. Students are required to become familiar with these policies. Parents must sign a permission form at registration so that their child can have access to the Internet.

Students who fail to follow the terms and conditions of using the available technology at Mahaffey Middle School may have their access privileges revoked, school disciplinary action taken, and may be subject to appropriate legal action.

### **CELL PHONES**

**Cellular phones are not to be used at school.** Phones may be carried to and from school but must be turned off during school hours and while on the bus. During school, phones should be stored in a safe place and must not be carried on the student's person or in the student's purse. Students who use their phones at school will have them confiscated and parents will need to pick the phone up in the office. There may be additional consequences for students who use their cell phones during the school day. In exceptional cases, the administration may allow students to use their cell phone to contact parents/sponsors.

\*A student who has a legitimate need to contact a parent, sponsor, or guardian may get a pass from his or her teacher to use the phone in the school office.

### **ELECTRONIC DEVICES**

Most electronic devices (excluding calculators) are considered contraband at school and may be confiscated by any adult in the building. Even devices with a calculator function may be confiscated if they are being used for playing games or any other function that may detract from the learning environment. Expensive electronics are a temptation for students to 'borrow without asking' (i.e. steal) and should only be brought to school for specific reasons and with a teacher's permission. Electronic devices that should not generally be brought to school include, but are not limited to:

- cameras
- PDA's

- electronic datebooks
- organizers
- handheld games
- watches with electronic games
- MP3's
- CD players
- other audio devices
- portable computers (laptops, notebooks, etc. unless in the student's IEP)
- electronic dictionaries (unless in the student's IEP)
- translators (unless in the student's IEP)
- digital books

## **TELEPHONE USE**

Students may use school phones when a legitimate need exists. Students are to have written permission from teachers before asking to use the telephones in the office. Teachers should give students permission to use school phones on a case-by-case basis.

It is NOT considered an emergency if you:

- forget to bring gym clothes
- forget lunch money
- forget homework
- forget other items
- want to call to get permission to stay after school

In the event that a student receives a call, he/she will be called out of class only in the case of an emergency. Otherwise, a message will be taken and given to the student.

## **TRANSPORTATION**

### **BUSES**

Students are expected to show good behavior on the bus and at the bus stops. Riding the bus is a privilege. Students who choose not to obey the bus driver's directions or cause problems at the bus stop will not be permitted to ride the bus. Disciplinary action will be administered in accordance with school and bus contractor policy.

Extreme misconduct (fighting, etc.): Automatic suspension from the bus and school.

## **BICYCLES**

Students may ride their bikes to school if they observe the traffic safety rules of the Fort Campbell Provost Marshal's Office. Helmets must be worn.

Bikes must be parked in the rack provided. Since the school cannot be responsible if a bike is stolen or damaged, it needs to be kept locked or left at home.

## **MOTOR SCOOTERS/SKATEBOARDS**

It is a violation of the post regulations for anyone to ride a motor scooter to include mopeds without a driver's license. All students that ride a motor scooter or moped must have a valid driver's license and register with the building principal.

Skateboards or scooters may not be ridden or brought to school. Skateboards and scooters are dangerous and may damage school and personal property. Therefore, they will not be permitted on school grounds at any time. If they are brought to school, they will be confiscated, and parents must pick them up.

## **VISITORS**

All visitors in the building must report to the office to sign in and obtain an official DDESS visitor's badge. Visitors will be asked to complete a guest card with the following: 1) their name, 2) the date and time, 3) person or place to be visited, 4) an active home phone number, and 5) a signature. Visitors in the building not wearing a visitor's badge will be asked to report to the office. Parents must have a visitor's badge before visiting a classroom. Upon leaving the building, the visitor must sign out at the office and return the badge. Students may NOT bring visitors unless approved by the principal.

\*Visitor's badges are not required for attending school-sponsored events such as awards assemblies and music programs.

## **WELLNESS**

Our physical education program has much to offer. Wellness classes meet for 45 minutes daily. Activities in physical fitness, recreational activities, and group games will be offered.

All students (except band and Spanish 1 students) are required to take wellness on a yearly basis. All band and Spanish 1 students are required to take a minimum of one semester of wellness on a yearly basis. The exception to this is if the student is in BOTH band and Spanish 1.

Wellness is an activity class that requires daily participation. All students must dress in PE attire which includes: tennis shoes, elastic waist shorts or sweats, and a T-shirt. Students are required to have a spare set of PE clothes kept in their lockers.

Students are provided with individual lockers for gym storage. Only those items belonging to an individual student should be kept in his/her locker. Locker combinations are not to be shared. If locker room behavior is unsuitable, or if other locker problems occur, the student may be asked to use his/her school locker for PE items.

Students well enough to be in school, but possessing a parental or medical excuse from active participation, will be required to dress out for class and participate in an alternate activity. Parental notes (for no more than three days) should list restrictions for the students instead of saying "No PE," so that a modified activity can be provided. If a student is extremely ill or has a restricting injury, the teacher may opt for the student not to dress out.

**Passing though the gym:** Students should remember that the gym is a classroom and that proper behavior is expected when passing through the gym. When walking through the gym to another class, students should enter at the door nearest to their destination and walk between the wall and the outer markings of the gym surface. Students should not run or pass diagonally through the gym. Efforts should be made not to disturb students participating in PE class activities. Also, the gym is not to serve as a meeting place between classes.

Physical and mental changes in middle school students are clearly reflected in the social and emotional domains. Middle school students are becoming increasingly aware of themselves and their relationships with other individuals. Physical growth during the movement from childhood to adolescence is a great experience. Individuals grow at different rates and times. The question, "Am I normal?" is an engrossing one during adolescent years. Throughout the school year, there will be times when classes addressing issues such as puberty and decision-making will be conducted. Parents will be informed prior to these classes and will have the opportunity to attend with their child or opt to have their child participate in an alternate activity.

## **WITHDRAWAL FROM SCHOOL**

When students are withdrawing during the school year, parents should notify the office as soon as they know the withdrawal date. Under most circumstances, at least four days are generally needed to provide time to prepare student transfer records. A student clearance form will be used during the withdrawal process to clear the student from school.

The principal may authorize an accelerated withdrawal of a student who must withdraw from school on Permanent Change of Station orders.

### **III. DISCIPLINE POLICIES**

Fort Campbell Schools demand high standards of personal conduct of all students.

As in all other aspects of life on a military reservation, the behavior of any student eligible to attend the Fort Campbell Schools is the responsibility of the active duty sponsor.

An effective instructional atmosphere depends upon conformity to expectations developed within the classroom. The ultimate goal is to develop a desire for self-discipline.

To enforce discipline, the board of education supports these methods of disciplining students:

- Counseling with the student by the teacher, administrators, and other school staff members in an effort to bring about needed change in conduct
- Isolating the student (time-out stations) within the classroom or another place approved by the teacher or team
- Conferencing with the student, parents, teacher, and administration
- Withholding of privileges, such as study trips, dances, assemblies, etc.
- Assigning detention. Prior notice will be given to the student and parents in order to provide for transportation
- Placing the student in In-School Support (ISS)
- Suspending the student
- Expelling the student

The power of the school in matters of pupil conduct and behavior is not limited to the school room or grounds or to times when the pupil is on his way to or from school. It extends to any act which is school related or school sponsored.

Any act detrimental to the good order and best interest of the school, whether committed during school hours or after the student has returned home, is considered school business.

Any pupil, organization, or group of pupils participating in activities that destroy, deface, or remove school property shall be liable for the cost of restoring the property and are subject to disciplinary action.

Military police may assist school personnel with investigation and/or charges regarding these matters.

## **DUE PROCESS**

Due Process is defined as a course of legal proceedings in accordance with rules and principles established for the enforcement and protection of individual rights. The level of Due Process for student related issues is far less than that extended to adults by law enforcement agencies and is governed by the seriousness of the incident.

Substantive due process involves a determination of whether school officials have deprived a student of constitutional rights.

Procedural due process is concerned with whether or not the procedures employed in disciplinary proceedings are fair.

## **EXPULSION**

Expulsion is complete removal from school for a designated period of time, often for the remainder of the school year or for a full calendar year. It is reserved for the most serious behavior infractions, and comes at the recommendation of a system-wide Disciplinary Committee.

Examples of student behavior warranting an expulsion are:

- weapons
- drugs
- alcohol

## **WEAPONS**

Fort Campbell Schools has a zero tolerance policy in regards to weapons. It is a criminal violation for anyone to bring a weapon on school premises, on school buses or when participating in school sponsored or school supervised activities on or off campus. Any weapon and any item that could be used to cause injury or used as a weapon, or any item designed to look like a weapon found on a student or in any other manner on school property will be confiscated. All incidents will be reported to post authorities. A student found to be responsible for bringing a weapon on school property will be suspended for a period not to exceed ten days pending an investigation and Disciplinary Council hearing. Other students who have handled the weapon or could be considered an accessory will be subject to the same disciplinary action. The student will appear before the Disciplinary Council and can be expelled for the remainder of the year. A minimum one year expulsion is required for the possession of firearms.

Weapons include, but are not limited to:

- Any gun, an look-alike gun, ammunition, any object designed or intended to propel a missile of any kind, any weapon that can expel or be converted to expel a projectile by the action of an explosive or any stun gun or laser

- Any knife (e.g. dirk, bowie knife, switchblade knife, or any knife having a metal blade of three inches or longer)
- Any razor, slingshot, spring stick, metal knuckles, or blackjack
- Nun chuck, fighting chains, or any similar flailing instrument
- Any studded accessory or article of clothing
- Mace, pepper, spray, or similar propellants
- A throwing star or oriental dart or any similar disk designed to be thrown
- Any explosive device, whether real or hoax
- Any weapon of like kind as those enumerated above

### **DRUGS/ALCOHOL**

Students found in possession of drugs, drug paraphernalia, inhalants, alcohol and/or other prohibited substances during school hours or at any school event are subject to expulsion and referral to the district's disciplinary committee. They may also be turned over to the authorities on post.

Please see the Fort Campbell Schools Code of Conduct for related information.

### **SUSPENSION**

Suspension is a denial of school attendance for one or more days, after which the student returns to school.

Examples of student behavior that warrant a suspension are:

- |                                |                       |
|--------------------------------|-----------------------|
| • tobacco                      | • indecent exposure   |
| • fighting                     | • bullying/harassment |
| • public displays of affection | • sexual harassment   |
| • leaving school grounds       |                       |

Normally, a single suspension shall not exceed ten (10) school days. Students placed on suspension will be allowed to make up any class work or tests for the duration of the suspension. Students will be assigned work and must have it ready upon return to school.

### **TOBACCO**

Smoking and/or using tobacco products are prohibited during school hours or at any school-sponsored event.

### **FIGHTING**

Students are considered to be fighting when they do any of the following in a manner that an adult considers harmful:

- |            |                   |
|------------|-------------------|
| • hitting  | • wrestling       |
| • swinging | • shoving/pushing |

All parties involved in an altercation/fight are subject to disciplinary action no matter who “starts” it.

Any student who instigates, cheerleads, promotes, or displays behavior that encourages peers to fight will be considered part of the problem and will be held accountable for his or her actions.

### **BULLYING/HARASSMENT**

A student, as an individual or as a part of the group, must not harass or bully others. Bullying and/or harassment is any conduct or communication that creates an intimidating, hostile, or offensive educational environment.

Bullying/harassment can include but is not limited to:

- physical intimidation
- taunting
- name calling
- insults
- negative comments regarding race, national origin, sexual orientation, gender, religion, disability, characteristics, or associates of the targeted person

The school will investigate all complaints of alleged bullying/harassment, whether the perceived bullying is verbal, written, cyber, electronic or in another form. Any student who is found guilty of bullying/harassment will be disciplined.

MMS has implemented an anti-bullying program called “Box the Bully.” The details of this program and a form for reporting bullying is located in the appendix.

### **SEXUAL HARASSMENT**

A student who sexually harasses another individual will be subject to disciplinary actions. **Sexual harassment is recognized as a form of sex discrimination and thus a violation of the laws which prohibit sex discrimination.**

A learning environment that is free from sexual harassment shall be maintained. It is a violation of policy for students to harass other students or staff through actions, drawings, or words of a sexual nature.

Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature may be considered sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment.



Sexual harassment as defined above may include but is NOT limited to:

- Sex-oriented "kidding," comments, abuse, or harassment
- Pressure for sexual activity
- Repeated remarks to or about a person with sexual or demanding implications
- Unwelcome touching, such as patting, pinching, or constant brushing against another student's body
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats
- Notes and/or pictures containing inappropriate language or images.
- Discussion of a student's alleged sexual orientation.

Complaints of sexual harassment shall remain confidential to the extent possible.

### **LEAVING SCHOOL GROUNDS**

A student will be suspended for leaving school grounds without parental permission and school knowledge. The parent will be contacted any time a student is missing from school.

### **PUBLIC DISPLAYS OF AFFECTION**

All students are to refrain from physical contact such as:

- hand holding
- hugging
- kissing

Students who engage in public displays of affection may be subject to disciplinary measures, since this offends others and distracts from the learning environment.

### **INDECENT EXPOSURE**

Indecent exposure occurs when a student intentionally or unintentionally exposes his or her underwear or body parts that normally should be covered by clothing.

Suspension or IS will be given depending on the severity of the incident.

### **IN-SCHOOL SUPPORT FOR DISCIPLINE (ISS)**

When it can be staffed, the In-school Support (ISS) classroom is a classroom away from the mainstream of pupils. Students are placed in ISS as a consequence for breaking one or more of the school or classroom rules. The ISS classroom is highly structured and provides placement for those students who cannot abide by school rules.

The ISS teacher will have students complete class assignments and tests given by the classroom teacher(s). Therefore, students receive credit for class work and tests completed while they are in ISS.

When available, a full day of ISS may be assigned for behaviors such as, but not limited to:

- swearing (flagrant)
- forgery
- skipping detention twice
- any behavior which could lead to a fight

Students who misbehave while in ISS will receive additional time equal to the original assignment. Students assigned to ISS will remain in ISS until their behavior improves, or they will be suspended from school.

Parents will be notified when students are sent to ISS. When a student is sent to ISS repeatedly, a conference should be held with the parents. At the conclusion of the conference, an appropriate plan of action should be developed

### **SKIPPING SCHOOL**

A student who intentionally stays home from school or intentionally misses class (hiding in the bathroom, library, etc.) will have one day of ISS for each class period missed.

### **STEALING**

Any student involved in stealing/theft will be assigned IS or suspension depending on the value of the item stolen and/or the repetition of the violation.

### **SCUFFLING/HORSEPLAY**

Students should not engage in any action that could lead to a fight. These actions include play fighting, shouting, scuffling, and horseplay.

### **PROFANITY**

Profanity is the use or display of obscene, vulgar, lewd or sexually explicit words (either vocally or in writing), indecent acts, or illustrations. Students may be assigned disciplinary consequences for using profanity.

### **CHEATING/PLAIGARISM**

Cheating and plagiarism are addressed by each teacher. Consequences will be determined on a case-by-case basis. Students who plagiarize may lose computer privileges and or receive no credit for the work.

## **SKIPPING DETENTIONS**

If a student skips a detention, the detention will be doubled. If a student skips the same detention twice, he or she will be referred to the assistant principal for disciplinary action.

## **ASSEMBLY CONDUCT**

We always expect students to practice the principles of courtesy. This is especially important during assembly programs.

Examples of discourteous behavior during assemblies include

- whistling
- booing
- deliberate coughing
- excessive talking
- foot stomping
- noise making
- sleeping

It is the responsibility of everyone to maintain a high standard of conduct in all assemblies.

Students should enter assemblies quietly and with an absolute minimum of talking. Students should find their seats quickly in their designated team areas as instructed by their team teachers. Students are to remain seated until their team is dismissed from the assembly, and then should dismiss in the orderly way they have been instructed.

Unacceptable assembly conduct will result in disciplinary measures being taken. In addition, some behaviors may result in immediate removal from the assembly.

## **AFTERSCHOOL DETENTION**

- Detention is a closed study period from 2:35-3:35 p.m. under the supervision of an adult. Detentions are assigned for behavior infractions.
- Any student skipping a detention or misbehaving in detention will receive an additional detention. Two missed detentions will result in a referral to the assistant principal.
- Parents will receive written notification or other contact before the day of detention in order to arrange transportation.
- Students who fail to return a signed detention form will be assigned an additional detention.

## **DRESS CODE VIOLATIONS**

All new students are given two weeks to purchase appropriate school clothes. Returning FCS students are expected to know and follow the school dress code. Dress code checks will be conducted during prime time classes each morning. Teachers will address violations with students. Flagrant or repetitive violations will be subject to disciplinary action by the teacher or school administration as appropriate.

## **TARDIES**

Any student collecting three unexcused tardies per grading period from one or a combination of classes will receive one hour of after-school detention for being tardy. When a student has been tardy six times, the student will be issued a second detention. Upon the seventh tardy, the student should be referred to the assistant principal and the student may receive a full day of in-school support.

This process will start over each nine weeks.

## **RETURNING SIGNED FORMS**

During the year, numerous documents such as progress reports, report cards, and permission letters will be sent home for parent signatures. Whenever possible, students will be given three (3) days in which to return the document. Occasionally, a shorter deadline will be necessary. Students who do not return these forms with a parent signature within the time allotted may receive a detention. The detention will be waived if the student returns the document before the detention is to be served.

## **GUM/CANDY**

Students at Mahaffey Middle School who chew gum will receive a detention. After checking the allergy list, a teacher may give candy (but not gum) as a reward or incentive in his/her classroom only.

## **TEAM RULES**

Students who disobey team rules may be assigned detentions or other consequences, depending on the severity and frequency of the disobedience.

## **PROHIBITED ITEMS**

Articles which are hazardous to the safety of others or interfere with ordinary school procedures will be collected by the teacher. Prohibited items include but **are not limited to:**

- Radios
- CD players
- MP3 players
- portable audio systems
- stuffed animals
- playing and trading cards
- combs in hair
- CD's
- electronic games
- beepers
- toys
- laser pointers
- novelty items
- anything with flashing lights

Students should not wear expensive jewelry to school, nor should they bring more money to school than is necessary for normal daily school expenses. School officials are not responsible for locating lost or stolen prohibited items.

Additional guidance on student behavior and consequences behavior can be found in the appendix.

## **GENERAL INFORMATION**

### **AFTER SCHOOL**

- Students may not remain in the school building after school hours unless they are under direct supervision of a faculty member.
- Returning to school to meet others who have stayed after school is not permitted.
- Areas of the school which are off limits during the school day are also off limits after school.

### **ATHLETIC PARTICIPATION**

Participation in athletics at Fort Campbell High School is generally restricted to students in grades 9 through 12. Eighth graders who have the physical skills and are emotionally mature enough to handle the rigorous nature of high school athletics may be eligible to play. Occasional exceptions are made for a few 6<sup>th</sup> and 7<sup>th</sup> graders who are athletically gifted, have the physical skills, and are emotionally mature enough to handle the rigorous nature of high school athletics.

Since middle school research does not recommend highly competitive sports for middle school students, vigorous screening and weekly monitoring is required. A student's grades, health, behavior, and peer interactions will be monitored for changes. Approval can be withdrawn at any time. In order for any middle school student to participate in a high school sport, the following procedures must be followed:

- The request must be initiated by the student's parent/s and given to the principal.

- The request form will be forwarded to the student's physical education teacher for approval and signature.
- The request form will be returned to the principal for approval and signature.
- The coach of the particular high school sport must approve participation.
- The high school athletic director must approve and sign.
- The high school principal must approve and sign.
- The superintendent or assistant superintendent must approve participation.

Acceptance into one sport does not guarantee approval for participation into a second sport.

## **COMMUNICATIONS**

Communication between school and home is of extreme importance. Parents are encouraged to call the school concerning any questions they may have. Individual teachers are available for conferences. Please contact your child's teachers to schedule appointments for conferences.

## **COUNSELING**

The guidance office is open to students throughout the school day. The counselor is available to help students with their problems, whether they concern the school program or are of a personal nature. Students must ask permission from the classroom teacher before going to the guidance office. If the guidance counselor is not in her office, students should take out a form from the basket on the door, fill it out, and return it to the basket. The guidance counselor will see the student as soon as possible. If the guidance office door is closed, students should never knock on the door or open it without permission.

Students may receive confidential counseling from the counselor on any problem (social, health, career, etc.). The counselor can also act as a point of contact for parents, sponsors, or guardians who are experiencing stress. The school counselor has many resources and can make referrals for other support services on post.

## **DANCES**

School dances are for current Mahaffey Middle School students only. Loitering in the school parking lot or other areas of the school campus will not be allowed. All students are to depart the school campus no later than 15 minutes after the dance ends. Once a student leaves the dance, the student will not be permitted to re-enter and must immediately leave the campus. Parents are responsible for student transportation home immediately after school dances.

Students who have skipped a detention, who have had other disciplinary consequences, or have been suspended within two weeks of a dance may not attend the dance.

### **LOST AND FOUND**

Items found by students should be turned into the office to be placed in the "Lost and Found." Any student who has lost an item should check in this area. Any items not claimed will eventually be removed.

### **LOST ITEMS**

Textbooks, library books, locks, and band instruments are some of the things that are issued to students by the school. Students are responsible for all items issued to them. If an item is lost, it is the student's responsibility to replace it or pay for it.

### **STUDENT ACTIVITIES**

#### **NATIONAL JUNIOR HONOR SOCIETY**

Membership in the National Junior Honor Society is an honor given to students who show exemplary grades, service, leadership, character, and citizenship.

The following is a list of student requirements taken from the constitution of the National Junior Honor Society (NJHS).

1. Must have been in attendance at the school the equivalent of one semester.
2. Must have a cumulative grade point average of at least 3.5.
3. Shall be evaluated on the basis of service, leadership, character, and citizenship.
4. Selected for NJHS membership by a majority vote of the faculty council.

#### **OTHER STUDENT ACTIVITIES**

Mahaffey Middle School offers a wide variety of activities and organizations in which students can participate. The number and variety of activities varies from year to year. Students should listen for announcements about activities that will be available. Listed below are possible activities for students:

SAC (Student Activity Council)  
Chess Club  
Computer Club  
Math Counts  
Drama performances  
Peer Mediation

Intramurals  
Recycle Club  
Yearbook  
School band concerts  
Chorus programs

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Dear Parents,

### **Communities investing in success for ALL students!**

As a military community, we are committed to providing a high quality education for our students. We also recognize that education must be a cooperative effort between students, parents, schools and the community. While parents are deployed around the globe and at war in many locations, we understand and sympathize with the stress and strain that families are facing, and we know that we must be supportive of their needs. At the same time, it is our shared responsibility to ensure that students have regular attendance in school in order for them to be provided a quality education.

To support your child's opportunity for quality educational experiences, the pending Garrison's Policy addressing school attendance and truancy is stated below.

A student may have up to six (6) absences in one school year that will be deemed as excused based on a note or phone call from the student's parent indicating:

1. illness of the student;
2. death or severe illness in the family;
3. dental and physician appointments;
4. out of school suspension;
5. special cases as allowed by the Principal.

In addition to the above a student may have a maximum of 5 days per semester deemed as excused absence for Block Leave or R & R. A letter from the Unit Commander confirming Block Leave, or documentation of R & R Orders must accompany all requests for excused absence from school.

If a student has:

- Six (6) absences in one school year: *Action:* Letter from the principal to the sponsor informing them of the student's absences. It will also state that for any additional absences to be considered excused written documentation from one of the following sources will be required:
  1. Dentist
  2. Doctor
  3. Death or severe illness of a family member
- More than three (3) unexcused absences in one school year: *Action:* Letter from the principal to the sponsor and copied to the sponsor's Chain of Command, requiring the sponsor and/or spouse to meet with the school's Attendance Committee. Failure to appear will automatically result in actions described in the next level of the process. (See: Six (6) unexcused absences)
- More than six (6) unexcused absences in one school year: *Action:* Letter from the School District's Assistant Superintendent (via principal) to the sponsor requiring the sponsor, spouse, and student to appear before the Community Attendance Committee. Failure to appear before the Community Attendance Committee will result in forwarding the case to the Juvenile Review Board.

- More than ten (10) unexcused absences a school year: *Action:* A letter sent by the principal to the Juvenile Review Board referring the case to them. The Juvenile Review Board will inform the sponsor, spouse and student when to appear before the Juvenile Review Board. Failure to appear before the Juvenile Review Board will result in reporting the family to Child Advocacy on charges of neglect.
- 9 or more unexcused absences in one year for students 16 and 17 years of age The Kentucky Department of Motor Vehicles views suspensions as unexcused absences: *Action:* Letter sent to the Kentucky Department of Motor Vehicles for revocation of a Kentucky driver's license. This is in compliance to the Kentucky State Law and for students who are 16 years of age or older. (KRS: 159.051) (Related-Tennessee Law; T.C.A 49-6-3017)

Notifications to Command may include any unusual circumstances made known to the school. The Kentucky District Assistant Superintendent reserves the right to forward or to withhold this information. Unusual circumstances, such as accident/injury, hospital/institution stays, and extended illness will be addresses on a case by case basis.

The Garrison is very aware of the need for families to spend quality time together. However, excessive absences from school decrease the opportunity for academic success of any child. Therefore, a maximum of 5 days per semester will be deemed as excused absence for Block Leave or R & R. A letter from the Unit Commander for Block Leave, or R & R Orders must accompany requests for excused absence.

We urge you to spend some of your quality time visiting your child's classroom, going on school study trips, or volunteering in the school. The Fort Campbell Garrison Command supports you as parents and military service members, and appreciates your cooperation in all efforts to educate your children.

## Definitions of Attendance terms:

**Present** means: A student is in attendance in regularly scheduled classes in the school where he/she attends.

**Absence** means: Any child of school age not present at school for all or parts of a school day regardless of cause or intention.

**Early Dismissal:** A student leaving class(es) or school early or before the end of the school day.

**Excused absence** means: Absence that is recognized as unavoidable or forgivable according to terms defined by the agency.

**Unexcused absence** means: Absence that is unauthorized or excessive according to terms and conditions as defined by the agency or statute. Reoccurring or habitual unexcused absence is considered "truancy."

**Home-bound services** means: An alternative education placemen provided to students unable to attend school for a specified period of time due to health reasons such as extended illness or injury. (e.g., visitation program, correspondence courses, virtual school).

Groups that will support this work have one thing in mind; Do what's best for and the child's education and the family.

### School Attendance Committee

**Definition and Purpose:** A building level committee to review causation and extenuating circumstances which might surround a student's absence from school and/or class(es). They may gather information leading to intervention and prevention of absenteeism/truancy and alert related agencies of additional needs or resources to support the

family's responsibility for keeping children in school.

**Standing Membership:** Principal or Assistant Principal; Supervisory Management Support Specialist (SMSS) Military Family Life Consultant (MFLC) School Nurse (The Assistant Superintendent may serve as ex officio member)

**Responsibilities:** Meet periodically or at the School Administrator's direction as needed, to review individual absenteeism as referred through attendance system.

### Community Attendance Committee

**Definition and Purpose:** A Community level committee to review the circumstances which might surround a student's absence from school and/or class. They may gather information leading to intervention and prevention of absenteeism and alert other agencies of additional needs or resources to support the family's responsibility for keeping children in school. *Membership:* School Liaison Officer, Focal School Board Representative; Elementary Administrator; Secondary School Administrator *Responsibilities:* Meet periodically or at the District Superintendent's direction as needed, to review individual absenteeism as referred by the school or community office

**Juvenile Review Board** Composition and Responsibilities for supporting Attendance Policy. *Membership:* The Juvenile Review Board will be composed of members assigned by the Garrison Command. *Responsibilities:* To adjudicate appropriate juvenile offenses and misconduct on post.

## Communities investing in success for ALL students



### Ft Campbell Schools and Garrison Command Partnership for School Attendance

As a military community, we are committed to providing a high quality education for our students. We also recognize that education must be a cooperative effort between students, parents, schools and the community. While parents are deployed around the globe and at war in many locations, we understand and sympathize with the stress and strain that families are facing, and we know that we must be supportive of their needs. At the same time, it is our shared responsibility to ensure that students have regular attendance in school in order for them to be provided a quality education.

The Garrison is very aware of the need for families to spend quality time together. However, excessive absence from school decreases the opportunity for academic success of any child. To support your child's opportunity for quality educational experiences, and to provide a means of timely intervention for prevention of absence from school, the Ft Campbell School Community-Garrison's Policy addressing school attendance and truancy is stated below.

The most noticeable change in policy that many of you will recognize deals with excused absence for Leave associated with deployment. Here is the updated policy:

### **Policy for School Attendance and Truancy**

A student may have up to six (6) absences in one school year that will be deemed as excused based on a note or phone call from the student's parent indicating one of the following:

- illness of the student
- death or severe illness in the family
- dental and physician appointments
- out of school suspension
- special cases as allowed by the Principal.

A maximum of 5 days per semester will be deemed as excused absence for Block Leave or R & R. A letter from the Unit Commander confirming Block Leave, or documentation of R & R Orders must accompany all requests for these absences from school to be deemed as excused.

To successfully implement this clarification of policy we have summarized the main steps that we will follow to make sure the process is put in place consistently across the Installation and in all schools.

When a student accumulates:

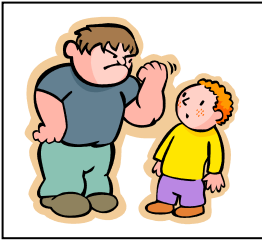
- **Six (6) excused absences in one year based on parent note or phone call:** *Action:* Letter from the principal to the sponsor informing them of the student's absences. It will also state that three additional unexcused absences will require the sponsor and/or spouse to meet with the School Attendance Committee.
- **More than three (3) unexcused absences in one year:** *Action:* Letter from the principal to the sponsor and copied to the sponsor's Chain of Command, requiring the sponsor and/or spouse to meet with the School Attendance Committee. Failure to appear will automatically result in actions described in the next level of the process. (See: Six (6) absences)
- **More than six (6) unexcused absences in one year:** *Action:* Letter from the School District's Assistant Superintendent (via principal) to the sponsor requiring the sponsor and/or spouse to meet with the Community Attendance Committee. The Garrison Commander is notified of parents/guardians who fail to appear before the Community Attendance Committee and the case will be forwarded to the Juvenile Review Board.
- **Nine (9) or more unexcused absences in one semester:** *Action:* Letter sent by the principal to the Kentucky DMV for prohibition of driver's permit or revocation of a Kentucky driver's license. The DMV views suspensions as unexcused absences. This is in compliance with Kentucky State Law for students who are 16 and 17 years of age or older. (KRS: 159.051)

- **More than ten (10) unexcused absences in one year:** *Action:* Letter sent by the principal to the sponsor requiring the sponsor, spouse and student to appear before the Juvenile Review Board. Failure to appear before the Juvenile Review Board will result in reporting the family to Child Advocacy on charges of educational neglect.

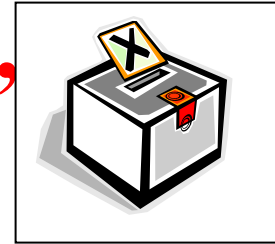
Notifications to Command may include any unusual or extenuating circumstances made known to the school. The Kentucky District Assistant Superintendent reserves the right to forward or to withhold confidential information or information that may be protected by rights of privacy. Circumstances, such as accident/injury, hospital/institutional stays, and extended illness may be made known to Command and will be addresses on a case by case basis.

We urge you to spend some of your quality time visiting your child's classroom, going on school study trips, or volunteering in the school. The Fort Campbell Garrison Command supports you as parents and military service members, and appreciates your cooperation in all efforts to educate your children.

The main purpose of the processes of our Attendance Policy is to ensure that we cooperatively use all resources available to ensure that all families receive the help that they need to support their child's education. We understand that the stress of multiple deployments can become overwhelming. While the structure of the attendance procedures may at times seem inconvenient, the intent is to provide families assistance so that their children can be successful in school.



# “Box the Bully”



**Report all bullying immediately!**

**At Mahaffey Middle School students are encouraged to report bullying immediately. It’s easy and you don’t even need to give your name. Just use our “Bully Box” located in the school Library.**

The Mahaffey “Bully Box” is located in the school library/media center. Forms for anonymously reporting bullying are located next to the box and throughout the school.

## **What is bullying?**

Teasing and horseplay can be normal activities for students. When students who are friends interact with one another in this way, it is not bullying. However, when the interaction is hurtful in nature, unwanted, aimed at humiliating or intimidating another student, it can become bullying. Bullying generally takes place between individuals who are not friends and illustrates an imbalance in power. It can be one incident or many. If you are not sure if something is bullying or not, report it anyway and let the professionals decide.

## **Who should report bullying?**

Everyone! Bullying affects everyone in a school and a community. As a responsible member of society, it is everyone’s obligation to report bullying.

## **How do I report a bully?**

It’s easy. Pick up a “Box the Bully Form” in the school library, from a teacher, in the office, or from another location in the school. Complete the form and put it in the “Bully Box” in the school library/media center and the school will do the rest. There is no need to give your name and you will not be contacted unless you state that it is okay on the form. You can also send an email to message to [pansy.straub@am.dodea.edu](mailto:pansy.straub@am.dodea.edu) or [hugh.mckinnon@am.dodea.edu](mailto:hugh.mckinnon@am.dodea.edu) to report an incident.

## **What should you do if you are a victim of bullying?**

Report it! Talk to a trusted adult and share what is going on. There are people at the school who are specially trained to assist students who are having trouble. Talk to your parents, a teacher you trust, or any adult, but get some help. Don’t go it alone! Students need assistance to end bullying.

## **How can I avoid being bullied?**

- Make sure bullies know they will be reported.
- Stand up straight with your head up and walk with confidence.
- Make eye contact with students as you walk.
- Show that you are comfortable with who you are.

For more information on reporting bullies or on how to avoid being a victim, please contact one of the school counselors, the principal, or the assistant principal in person at the school or on the phone at (270) 640-1215.

## **POSITIVELY CHANGING BULLIES**

Thank you for taking the time to make a positive difference at Mahaffey Middle School. This form should be completed by anyone who believes he/she has been involved in, or who has witnessed, a bullying incident. All information in this form is optional; however, more information makes it easier for the school to address/correct the situation.

**A bully is** a person who **consistently and continuously** imposes his/her will on another either physically or verbally.

Team: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Name: \_\_\_\_\_

Peer Mediation requested: Yes or No

Are you willing to discuss the situation with someone from the school? Yes or No

Which staff member would you feel comfortable sharing your story?

\_\_\_\_\_

Who was bullied? \_\_\_\_\_

Who was the bully? \_\_\_\_\_

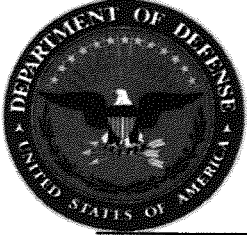
How many times has this situation occurred? \_\_\_\_\_

Was anything said or done to stop the bully? \_\_\_\_\_

\_\_\_\_\_

Describe the situation: time, place, witnesses, and what happened  
(If you need more space please continue writing on the back of this paper.)

Do you have any suggestions for resolving this situation?



Department of Defense Education Activity  
**ADMINISTRATIVE INSTRUCTION**

**NUMBER** 2051.02  
**Date:** April 17, 2012

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GENERAL COUNSEL

**SUBJECT:** Student Rights and Responsibilities

**References:** See Enclosure 1.

1. **PURPOSE.** This Administrative Instruction replaces DoDEA Manual 2051.2 (Reference (a)), and Director of Department of Defense Education Activity (DoDEA) Memorandum (Reference (b)), under the authority of DoD Directive 1342.20 (Reference (c)), to update policy and responsibilities for students' rights for all students enrolled in schools under the Department of Defense Education Activity (DoDEA), including both Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) and Department of Defense Dependents Schools (DoDDS).

2. **APPLICABILITY.** This Administrative Instruction applies to:

a. The Office of the Director, DoDEA; the Director, DDESS, and DoDDS, Cuba (DDESS/DoDDS-Cuba); the Director, DoDDS, Europe (DoDDS-E); the Director, DoDDS, Pacific, and DDESS, Guam (DoDDS-P/DDESS-Guam) (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA Area and District Superintendents, School Principals, Teachers, and Support Staff.

b. All students enrolled or participating in, or traveling to or from school programs or activities, including home-schooled students who use or receive auxiliary services and/or attend courses/classes/activities in DoDEA schools or settings.

3. **DEFINITIONS.** See Glossary.

4. **POLICY.** It is DoDEA policy that:

a. The following rights are retained by students:

(1) Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160 (Reference (d)), Director of Department of Defense Education Activity Memorandum (Reference (e)), DoDEA Administrative Instruction 2500.14 (Reference (f)), and DoD Instruction 1342.12 (Reference (g)), without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.

(2) Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyberbullying), drugs and alcohol, and other unwanted conduct, consistent with References (d) – (g) and DoDEA Director Memorandum “Safe and Drug Free Schools” (Reference (h)).

(3) Rights of freedom of speech, expression of views, and assembly under Amendment I of U.S. Constitution (Reference (i)); freedom from unwarranted search and seizure under Amendment IV of Reference (i); and due process under Amendment V of Reference (i). These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.

(4) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1 (Reference (j)).

b. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.

c. This Administrative Instruction shall not be construed to limit the authority of DoDEA or its employees to maintain order and discipline in accordance with Reference (j).


d. Schools allow equal access to school facilities by student sponsored noncurriculum related activities if a school allows any such student group access to school facilities in accordance with the standards set forth in Enclosure 4.

e. This Administrative Instruction creates no rights or remedies other than those already in law or other regulation, and does not establish a basis independent of such other law or regulation and may not be relied upon by any person, organization, or other entity to allege a denial of any rights or remedies in any administrative, judicial or other forum.

5. RESPONSIBILITIES. See Enclosure 2.



6. EFFECTIVE DATE. This Administrative Instruction is effective beginning School Year 2012-2013



Marilee Fitzgerald  
Director

Enclosures:

1. References
  2. Responsibilities
  3. Student Rights And Responsibilities And Related School Duties
  4. Standards for Disallowing Student Expressive Rights
- Glossary

## ENCLOSURE 1

### REFERENCES

- (a) DoDEA Manual 2051.2. "Student Responsibilities and Privileges." February 26, 1997 (hereby canceled)
- (b) Director, Department of Defense Education Activity Memorandum. "Equal Access to DoDEA School Facilities by Noncurriculum Related Student Groups." May 7, 2008 (hereby canceled)
- (c) DoD Directive 1342.20. "Department of Defense Education Activity (DoDEA)." October 19, 2007
- (d) Executive Order 13160. "Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation and Status as a Parent in Federally Conducted Education and Training Programs." June 23, 2000
- (e) Director, Department of Defense Education Activity Memorandum. "Executive Order 13160 Guidance: Ensuring Equal Opportunity in Federally Conducted Education and Training Programs." March 18, 2003
- (f) DoDEA Administrative Instruction 2500.14. "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities." April 29, 2009
- (g) DoD Instruction 1342.12. "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents." April 11, 2005
- (h) Director of Department of Defense Education Activity Memorandum 10-E-001. "Safe and Drug Free Schools." October 26, 2010.
- (i) United States Constitution, Amendments I, IV, and V
- (j) DoDEA Regulation 2051.1. "Disciplinary Rules and Procedures." April 4, 2008, as amended
- (k) DoDEA Regulation 2050.9. "Department of Defense Education Activity Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect." January 27, 1998
- (l) DoDEA Regulation 4800.1. "Department of Defense Education Activity Safety Program." March 6, 2001
- (m) Section 4 of title 4, United States Code

## ENCLOSURE 2

### RESPONSIBILITIES

1. DIRECTOR, DODEA. The Director, DoDEA, shall oversee the implementation of this Administrative Instruction.

2. AREA DIRECTORS, AREA SUPERINTENDENTS, AND DISTRICT SUPERINTENDENTS. The DoDEA Area Directors, Area Superintendents, and District Superintendents shall ensure that district and school policies and procedures reflect the policies and procedures in this Administrative Instruction.

3. DODEA SCHOOL PRINCIPALS. The DoDEA School Principals, under the authority, direction, and control of the cognizant DoDEA District Superintendent shall:

- a. Comply with the policies and procedures in this Administrative Instruction.
- b. Ensure current school policies and procedures are aligned with this Administrative Instruction, and establish new policies and procedures, as necessary, to implement the guidance contained herein.
- c. Ensure students and parents are provided notice (e.g., through a student handbook, or by publication on the school web site) each school year of school policies, regulations, and procedures including the following:
  - (1) School's student dress code.
  - (2) Academic and behavioral (disciplinary) requirements that students must meet to participate in school-sponsored extracurricular activities or to hold a leadership position in a curriculum-related club, team, or student organization.
  - (3) General standards of access to school facilities and support (i.e., reasonable time, place, and manner in which an activity may be held) based on matters other than the philosophical, religious, or political content of the student activity.
  - (4) Notice of the school's authority to conduct random and periodic searches of school property and to seize contraband items belonging to students, and notice of the school's authority to search student possessions and person when there is reasonable suspicion that the student is in possession of items prohibited by Reference (j).
  - (5) Notice regarding the presence of surveillance equipment. Furthermore, students may be disciplined based on evidence gathered through surveillance equipment.

d. Respect students' rights while recognizing the need for taking disciplinary action when necessary.

e. Ensure that staff maintain accurate attendance records which will be used by Administration to notify parents when excessive or unexcused absences occur, and ensure that the school documents excused absences in writing.

f. Ensure that students are disciplined in a fair and appropriate manner.

g. Operate and maintain a safe school environment that is conducive to learning.

h. Promptly investigate and respond to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. Such complaints may include, but are not limited to, incidents of discrimination, harassment (including sexual harassment), intimidation, hazing, bullying (including cyberbullying), or retaliation.

i. Ensure that no retaliation is taken against a student for raising concerns, reporting claims, or filing complaints alleging discrimination or harassment (including sexual harassment, intimidation, hazing, or bullying (including cyberbullying)) based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent or for testifying, assisting, or participating in any matter in an investigation or other proceeding raising such claims. A student who is found by the Administration to have made an intentional false claim, complaint, etc. may be disciplined in accordance with Reference (j).

j. Establish and render decisions regarding a student's eligibility (as determined by school policy) to participate or to hold a leadership position in said activity when a student has been involved in inappropriate conduct.

k. Select, from a list of applicants, and in accordance with any extra-duty compensation requirements, school staff to serve as sponsors/advisors of school-sponsored student activities and ensure that such sponsors supervise all activities of said extracurricular activity.

l. Curtail, or disallow student expressive rights under this Administrative Instruction, including student speech and dress, student participation in organizations, and student or organizational access to school facilities, if the student or organization engages in conduct that the principal determines has met or is likely to meet the standards described in Enclosure 4.

m. Decide whether to allow a limited open forum to operate on the campus. Nothing in this Administrative Instruction requires the principal to establish a limited open forum; however, if a school has at least one noncurriculum related student group, it must either discontinue its practice of allowing such groups access to school facilities, or provide equal access to all other noncurriculum related student groups.

4. DODEA SCHOOL EMPLOYEES. DoDEA school employees shall:

- a. Comply with the policies and procedures in this Administrative Instruction.
- b. Respect a student's rights while recognizing the need for taking disciplinary action when necessary.
- c. Promptly report to the principal, or designee, the following:

(1) Incidents or complaints by students or parents, including complaints about discrimination or harassment (including sexual harassment), based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, intimidation, hazing, bullying (including cyberbullying), or retaliation against persons who report or participate in the investigation of such incidents herein.

(2) Violations of any reporting obligation vested in DoDEA school employees by law or regulation, such as the reporting of suspected child abuse or injuries as required by DoDEA Regulation 2050.9 (Reference (k)) and DoDEA Regulation 4800.1 (Reference (l)).

5. DODEA STUDENTS. DoDEA students shall:

- a. Actively participate in the educational process, to include school-sponsored activities in and outside of the classroom, as appropriate.
- b. Comply with the policies and procedures in this Administrative Instruction.
- c. Comply with the standards for student behavior outlined in school policy and procedures.
- d. Refrain from conduct or behavior that is disruptive or causes, or might reasonably be predicted to cause, disruption at school, on school-provided transportation, and at school-sponsored and school-supervised activities on or off campus. Also refrain from interfering with the education of other students or the orderly operation of the school.
- e. Respect the rights and human dignity of other students and all school employees, which includes refraining from discrimination or harassment (including sexual harassment), based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent; intimidation; hazing; or bullying (including cyberbullying); or retaliation.
- f. Attend school and classes regularly and punctually, except when excused.
- g. Make a conscientious effort in all classes.
- h. Participate in and take advantage of educational opportunities provided by DoDEA schools.

i. Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures, and by complying with the directions of principals, teachers, educational assistants, and other authorized school employees when the student is properly under the authority of school employees.

j. Properly maintain school property.

k. Not endanger themselves, other students, school employees, or the public by possessing materials or objects that are potentially hazardous and/or prohibited by law in the United States, the military installation, or the host nation.

l. Dress in a manner that complies with the school's dress code policy.

m. Bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

n. Accept the consequences of their actions, including discipline, in accordance with Reference (j).

ENCLOSURE 3

STUDENT RIGHTS AND RESPONSIBILITIES AND RELATED SCHOOL DUTIES

1. EQUAL ACCESS FOR STUDENT-SPONSORED NONCURRICULUM RELATED GROUPS. If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single noncurriculum related student group access to school facilities, the principal shall ensure that all noncurriculum related student groups (including activities of a religious nature) are permitted equal access to meet on school premises and use school facilities during noninstructional time. Access to groups may be disallowed in accordance with Enclosure 4.

a. Students may:

(1) Initiate and organize noncurriculum related student groups that are open to all students upon approval of the group by the principal, or designee, if the student group is able to obtain a voluntary faculty or school employee to monitor the student activity to ensure compliance with applicable school policies. A student initiated group that is unable to find a faculty member or other school employee to volunteer for this purpose will not be permitted access to or use of school facilities.

(2) Meet only during noninstructional time; student attendance and participation shall be voluntary.

(3) Invite nonschool persons to attend meetings as long as the nonschool person does not direct, conduct, control, or regularly attend meetings. Nonschool persons shall follow the school's established procedure for gaining access to school facilities.

(4) Have equal access during noninstructional time to school facilities and equipment, including the use of bulletin boards, the public address system, and copiers, subject to reasonable limitations of time and expense as determined by the principal, or designee.

b. Principals or designees, and school employees shall not:

(1) Deny the use of school facilities to a noncurriculum-related student group if at least one such group has been allowed access to school facilities.

(2) Sponsor any noncurriculum related student groups.

(3) Participate in a religious meeting of a noncurriculum related student group.

(4) Compel any faculty member or other school employees to serve as a faculty monitor.

(5) Expend appropriated funds beyond incidental costs.

(6) Impose a minimum size limit on student groups.

(7) Allow a student activity at which attendance of the students is not completely voluntary.

(8) Allow a student activity that violates any of the standards prescribed in Enclosure 4 of this Administrative Instruction.

c. For the purpose of this section only, the following definitions apply:

(1) noncurriculum related student groups. Student-led groups not directly related to a school's curriculum because of one of the following:

(a) The subject matter of the group is not actually taught, or will not soon be taught, in a regularly offered course at the school.

(b) The subject matter of the group does not concern the school's body of courses as a whole.

(c) Participation in the group is not required for a particular course.

(d) Participation in the group does not result in academic credit.

(2) noninstructional time. Time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. Schools that permit the use of facilities during lunch and recess periods shall make this time available to all noncurriculum related student groups.

(3) nonschool persons. Persons who are not students, employees, or authorized volunteers of the school.

## 2. FREEDOM OF EXPRESSION

### a. Speech

(1) Students:

(a) May express their individual views in a respectful manner that does not violate the standards in Enclosure 4 of this Administrative Instruction.

(b) Shall respect the rights of fellow students to hold and express an individual or different viewpoint.

(c) Shall refrain from the use of vulgar or plainly offensive, obscene, or sexually explicit language, symbols, caricatures, drawings, or any other visual, auditory, or sensory



expression in any media.. that detracts from a positive learning environment. is inconsistent with the goal of maintaining an atmosphere of mutual respect. or undermines the mission of the school.

(2) School employees shall encourage tolerance of different viewpoints that do not violate the standards of Enclosure 4 and respect for each student's right to his or her opinion. However. such expressive rights may be curtailed in accordance with Enclosure 4.

b. School-sponsored Publications, Productions, and Other Media

(1) Newspapers, yearbooks, and literary magazines, and school-sponsored productions, such as school plays, shall be approved by the principal or designee.

(2) Principals or designees may edit content or prevent dissemination of publications if the content or activity violates any of the standards described in Enclosure 4 of this Administrative Instruction.

(3) As with other school-sponsored activities, principals or designees shall identify for each publication/production a faculty member or advisor who shall:

(a) Establish, with the input of the student editorial staff, publication requirements and guidelines.

(b) Ensure that a variety of viewpoints are represented, and that students have the opportunity to express their views within the requirements and guidelines of the activity.

c. Non-school Sponsored Publications, Productions, and Other Media

(1) Students may distribute or display non-school sponsored publications or materials in accordance with school guidelines established by the principal or designee.

(2) Principals or designees shall:

(a) Establish the time, place, and manner of distribution or display based on reasonable content-neutral guidelines. Distribution or display may include designating a bulletin board, wall space, or other area that may be used to post non-school sponsored materials.

(b) Edit or prevent the distribution or display of publications or materials that violate the standards prescribed by Enclosure 4 of this Administrative Instruction.

(c) Inform students of the reason if distribution or display is edited or prevented.

d. Dress Code

(1) Students shall not be prohibited from self-expression in their style of dress or grooming unless it violates the school's dress code or the standards prescribed by Enclosure 4 of this Administrative Instruction.

(2) Student exemption to a school's dress code policy may be requested by a parent for a sincerely held religious or philosophical belief, disability, medical reason, or due to financial hardship. Principals or designees may require a written request at the beginning of each school year stating the basis for the exemption.

(3) Students may be subject to discipline, in accordance with Reference (j), for violating the dress code, particularly for repeat offenses, and for refusing to cooperate with teacher or administrator requests to bring the student into compliance with the dress code

e. Patriotic Exercise

(1) Students shall:

(a) Have a daily opportunity to participate in patriotic exercises, such as reciting the Pledge of Allegiance under section 4 of title 4, United States Code (Reference (m)), and saluting the U.S. flag. However, they may not be compelled to participate if they or their parents object, and may decline to do so.

(b) Not be disciplined or stigmatized for participating or abstaining from participating in patriotic exercises, but may be disciplined for conduct that disrupts or interferes school activities or the educational environment in accordance with Reference (j).

(c) Respect and not interfere with the rights of others who wish to participate in patriotic exercises.

(d) Respect the customs and flags of all nations.

3. RELIGIOUS EXPRESSION

a. Students shall:

(1) Ensure that they do not violate the rights of other students when exercising their own religious expression under Amendment I of Reference (h).

(2) Show proper respect for the religious or nonreligious beliefs of other individuals.

b. School employees shall ensure that:

(2) School-sponsored courses, activities, or events neither encourage nor discourage religion or religious practice.

(3) Students are not coerced to participate in student-initiated religious activities.

c. Students may:

(1) Engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious discussion.

(2) Observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, so long as the practice does not violate the standards prescribed in Enclosure 4 of this Administrative Instruction.

(3) Express their beliefs about religion in the form of homework, artwork, presentations, and other written and oral assignments, free from discrimination by school faculty or other students based on the religious content of their submissions. Such assignments and submissions shall be assessed by curricular standards or other relevant instructional criteria. This expression is subject to the standards in Enclosure 4.

#### 4. SEARCH AND SEIZURE

##### a. General / Non-individualized Searches

(1) Principals may conduct a general search of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis.

(2) The search shall be conducted by the principal in the presence of another school employee, who will serve as a witness. When practicable, teachers will not be used to perform search functions.

(3) The school affords students and parents adequate prior notice of its general search policy, by alerting students and parents of the search policy each school year. This is done by issuing a memorandum, by publishing and distributing a student handbook containing the notice, or by publishing such a notice on the school website.

(4) General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband.

b. Individualized / Reasonable Suspicion / Targeted Searches. Principals may conduct a targeted search of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or

other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item. Prohibited items include illegal drugs, weapons, or other items that are evidence of misconduct (as defined in DoDEA Regulation 2051.1 (Reference (j))) in violation of federal, state, or local law, or DoD (or any military installation thereof), or DoDEA policy, rule, or regulation. Such items shall be confiscated.

(1) Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

(2) A targeted search of the student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non public area, conducted by a school official of the same sex as the student being searched, and witnessed by one additional school employee of the same sex as the student. When practicable, teachers will not be used to perform search functions.

(3) Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances. The principal, or designee, shall advise the student and parent of the circumstances justifying the search and seizure.

(4) Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

c. Surveillance

(1) Schools may use video surveillance in public locations of school property to monitor school grounds and on school-provided transportation.

(2) Principals or designees shall post in a visible place, notification regarding the presence of surveillance equipment and that students may be disciplined based on evidence gathered through surveillance equipment.

d. Seizure

(1) Illegal drugs, weapons, or other items prohibited by or constituting evidence of misconduct under Reference (j), that belong to or are found in the possession of any student and are found during a general or targeted search, shall be confiscated (seized). Appropriate discipline will be imposed for possession of the seized evidence in accordance with Reference (i).

(2) Unless possession of confiscated items is illegal or dangerous, the confiscated items shall be returned to the rightful student-owner or to the student-owner's parent as soon as is practicable and safe, or otherwise, a receipt for its retention shall be issued until such time as it may be returned.

(3) The confiscation of items shall not be considered a disciplinary action, but is accomplished to preserve health and safety or to provide evidence incidental to the exercise of a disciplinary action.

## 5. STUDENT COMPLAINTS

a. A student with a complaint about misconduct or other inappropriate conduct, including a violation of this Administrative Instruction, may report the complaint to any school employee with whom they feel comfortable making such a report (e.g., teacher, counselor, psychologist, coach, administrator).

(1) Students may personally, or through a representative, file a written complaint for a violation of this Administrative Instruction or of discrimination or harassment based on race, sex, color, national origin, religion, age, sexual orientation, status as a parent, or disability, or retaliation.

(2) Any school employee who receives a complaint by a student or parent that involves misconduct or other inappropriate conduct, including a violation of this Administrative Instruction, shall promptly notify the principal or designee and assist as necessary in the investigation of the complaint.

b. Principals or designees shall:

(1) Establish and publicize procedures by which a student who alleges a complaint can report such incidents.

(2) Promptly report a complaint involving an allegation of child abuse to the local Family Advocacy Program in accordance with Reference (k).

(3) Investigate and attempt to resolve complaints, when not inconsistent with b. (2), above.

(4) Ensure confidentiality to the maximum extent possible about the complaint, any resulting investigation, resolution, and any other information pertaining to the complaint.

(5) Follow proper protocol if the nature of a complaint requires communication of the complaint information to other officials.

ENCLOSURE 4

STANDARDS FOR DISALLOWING STUDENT EXPRESSIVE RIGHTS

The principal shall deny or curtail student expressive rights, including access to facilities, described in this Administrative Instruction, when the principal determines that a student or student group has or is likely to:

1. INTERFERE WITH ORDERLY CONDUCT. Materially and substantially interfere with the orderly conduct of educational activities within the school or threaten good order or discipline on school premises.
  
2. ENDANGER HEALTH, SAFETY, OR WELL-BEING OF OTHERS. Threaten or advocate practices that endanger the health, safety, or well-being of students, school staff, or any other persons.
  
3. BE PERCEIVED TO ADVOCATE MISCONDUCT. Be reasonably perceived to advocate misconduct, including, but not limited to, student drug, alcohol, and/or tobacco use; violence, or harassment, or discrimination based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.
  
4. ENGAGE IN INAPPROPRIATE LANGUAGE OR CONDUCT. Employ language or conduct that is vulgar, plainly offensive, obscene, or sexually explicit; or engages in speech that is knowingly or recklessly false, defamatory, libelous, or slanderous.
  
5. ENGAGE IN INAPPROPRIATE SCHOOL PERFORMANCES. Engage in performances for the school as a whole and employ activities or speech that the principal, or designee, deems to be inappropriate for the intended audience (e.g., because of mature or adult subject matter).
  
6. DISCRIMINATE. Discriminate or advocate discrimination, or deny attendance at meetings, based upon race, color, sex, gender, gender preference, national origin, disability, religious preference, marital status, or political affiliation.
  
7. VIOLATE LAWS AND POLICIES. Violate any federal, state, or local law, or DoD or DoDEA regulation or policy.

## GLOSSARY

bullying. Physical, verbal, psychological, or written intimidation or harassment towards another individual. This includes, but is not limited to, conduct or words that are threatening, taunting, hazing, name calling, insulting, cursing, gesturing, coercing, manipulating, humiliating, or abusive.

cyberbullying. Bullying/harassment through the use of electronic communications, or using electronic communications to convey a message in any form (text, image, audio, or video) that discriminates, harasses, or intimidates an individual. Includes but is not limited to, the use of computers, mobile phones, other electronic devices, or Internet, social networking sites, and instant messaging.

defamatory. Tending to disgrace or lower public opinion about an individual or to harm an individual's reputation (i.e., the confidence, esteem, respect, or goodwill in which others hold a person).

harassment. Words, conduct, or action (usually repeated or persistent) that demeans, annoys, alarms, or causes emotional distress in a person, and serves no legitimate purpose. It is often used in connection with conduct, based on status protected by References (d) and (e) (i.e., race, sex, gender, age, sexual orientation, marital status, religion, disability).

incidental costs. Lighting, heat, power, and other expenses necessary for the daily operation and use of school facilities.

libelous. Pertaining to false written statements or words about an individual that tend to harm an individual's reputation or lower public opinion about the individual.

reasonable suspicion. Information sufficient to induce an ordinary, prudent, and cautious individual under circumstances to believe there is a moderate chance of finding evidence of misconduct.

sexual harassment. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

slanderous. Pertaining to a false oral statement about an individual that tends to harm an individual's reputation or lower public opinion about the individual.

student. An individual enrolled full or part-time in any DoDEA school or program.

substantial disruption. A disruption that creates a significant likelihood of harm to persons and/or property, or materially interferes in the normal and routine conduct of classes, school activities, or operation of the school. When determining whether there is a substantial disruption, the following factors should be taken into account:

History of disruption at the school or during school activities and its causes.  
Whether the activity in question would be likely to lead students to act in a disruptive manner.

Whether the activity in question is similar to an activity that has proven disruptive in a similar environment.



### **Cafeteria Online Payment**

Fort Campbell School is now offering a means for parents/guardians to pay with a credit or debit card on their child's lunch or breakfast account online. This new technology is available to the Fort Campbell Community School District allows parents to track what their children are purchasing in the school cafeteria. Internet website LunchPrepay.com provides access to a 45-day history of what students are buying for breakfast and lunch. Parents will receive premium membership on a secure site to prepay for school meals, track history of food purchases, and have the assurance of knowing lunch money they send from home actually makes it to school. If a child's account becomes low on funds parents receive low balance alerts by e-mail.

Using LunchPrepay.com removes the stress that comes with making sure children have money for lunch and ensures they are making good nutritional choices. Any parent who enrolls a student in [www.LunchPrepay.com](http://www.LunchPrepay.com) will need the student's ID number. This student ID number is not the 3-4 digit lunch room pin number. In order to obtain your students ID number, please contact the Child Nutrition Department.

There is a 5% charge, when a parent adds money to their student's account. (Example, if a parent adds \$20. on their students account, after that 5% fee is added the total cost would be \$21 for that transaction).For more information parents may go to <https://www.LunchPrepay.com> to register.

### **Continuous School Improvement (CSI) at Mahaffey Middle School**

Visit our new Mahaffey Middle School web-page for CSI information. Mahaffey Middle School continues to view student performance as a part of our Continuous School Improvement plan; and as part of our on-going efforts to improve student performance while working on accreditation efforts through AdvancEd. The school has several targeted interventions in place to assist students in reading and mathematics goal areas. CSI team continues to meet every Monday from 2:40 PM – 3:40 PM in the school library to work on AdvancEd initiatives and parents, teachers and community members are always welcome to attend this open meeting.

### **Early Release Day is TUESDAY for School Year 2011-2012**

Every Tuesday our students will be dismissed at 1:20 PM. This will allow for Professional Development training for both the Fort Knox and Fort Campbell teachers using the same Instructional Systems Specialists as presenters.

### **Need Homework or Deployment Information?**

The information below is from the School Liaison Officer regarding the free homework help resource. Please visit the website by clicking on the link below.  
**<http://www.myarmyonesource.com/ChildYouthandSchoolServices/CYSServicesOnlineTutoring/default.aspx>**

If you need information concerning deployment, then review the following DVD from the following National Military Family Association's website.  
**<http://www.militaryfamily.org/publications/enewsletters/military-family-topics/new-dvd-helps-children-deal.html>**

### **Chain of Command for the Ft. Campbell Schools**

DoDEA would like all our communities to know about our 'Chain of Command', which is civilian in nature, but similar to the military chain of command. We respectfully request that all sponsors, guardians and family members attempt to resolve all issues at the lowest possible levels. The chain of command for all DoDEA Fort Campbell Schools is below:

- 1. Classroom Teacher 270-640-1215**
- 2. Assistant Principal and/or Principal 270-640-1215**
- 3. Assistant Superintendent – Mr. Todd Curkendall 270-640-1221**
- 4. KY District Superintendent – Dr. Frank Calvano 520-624-3242**
- 5. DDESS Area Director – Dr. Linda Curtis 678-364-6566**

We very much welcome the opportunity to work with our sponsors, guardians and families and wish to resolve all issues at the lowest level. We will do our best to meet your expectations. Please give us the opportunity to do so.

### **Web Page Information for Mahaffey**

Mahaffey Middle School has a web page that is full of information of interest to Mahaffey Middle School students and family members. By going to the included web address, interested individuals will be able to access current information related to our school calendar, cafeteria services, breakfast/lunch payments and menus. Access will include student information, policies and procedures, school improvement, special education services as well as numerous other topics of interest. This web-page address will be included on each bi-monthly newsletter, but do save this link to your favorite addresses, so you can access Mahaffey Middle School information at all times. Access our web-page at: **<http://www.am.dodea.edu/campbell/mahaffey/>**



**DOMESTIC DEPENDENT ELEMENTARY  
AND SECONDARY SCHOOLS  
Mahaffey Middle School  
Fort Campbell Schools  
Fort Campbell, Kentucky 42223**

**MMS Emergency Contact Information and Handbook Contract**

In the event of an emergency or the early dismissal of school, students will report to their advisory/prime time class and prepare to be dismissed. In order to be as efficient as possible, we ask that you complete this form. This form will be kept in the advisory classroom and used by the teacher during emergencies and early dismissal only. It is important that this information be accurate and kept up to date. If any changes are needed during the school year, please send in a new sheet with the updated information.

In the event of an emergency or early dismissal my child is to;

- \_\_\_\_\_ Ride the bus home
- \_\_\_\_\_ Walk home
- \_\_\_\_\_ Go to Taylor Youth Center (Must be enrolled at Taylor Youth)
- \_\_\_\_\_ Parent or caregiver will pick child up. (Person must be listed here in order to pick up your child)
- \_\_\_\_\_ Other (Write here what your child is to do) \_\_\_\_\_

List your information first and provide two other persons whom the school can contact regarding your children in the event of an emergency.

Name \_\_\_\_\_ Number/s \_\_\_\_\_ or \_\_\_\_\_

Name \_\_\_\_\_ Number/s \_\_\_\_\_ or \_\_\_\_\_

Name \_\_\_\_\_ Number/s \_\_\_\_\_ or \_\_\_\_\_

\*\*\*\*\*If this information is not provided for your child, the school will keep your child on campus or at the emergency evacuation site until someone is contacted or until the regular school dismissal time.

**MMS HANDBOOK CONTRACT**

We have read and reviewed the Mahaffey Middle School (MMS) Student Handbook. In signing, we indicate an awareness and understanding of school practices and procedures.

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_  
Last, First (Please print.)

Advisory/Prime Time Teacher \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Sponsor/ParentSignature \_\_\_\_\_ Date \_\_\_\_\_

**\*This document contains information protected by the Privacy Act and must be protected in accordance with this law**