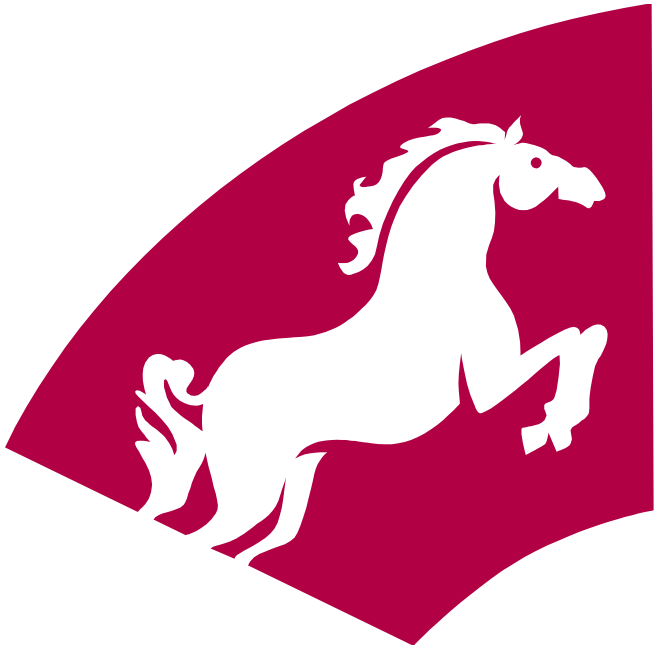
Menwith Hill Elementary/ High School

Student Parent Handbook

2010-2011



INTRODUCTION

In this handbook we have attempted to compile as much information as possible that we believe will be of value to parents and students. Both students and parents are responsible for knowledge its contents; hence, parents are also expected to read this handbook. There will always be some questions that are not answered, and we encourage anyone with a question or concern to contact the appropriate school official. The following areas of responsibility are listed for your convenience:

SOURCES OF INFORMATION

Menwith Hill School website: http://www.mhil-ehs.eu.dodea.edu/

CONTACT	TELEPHONE	QUESTIONS CONCERNING
Principal	262-7778 01423-777778	Matters concerning school policies, sports, facilities, discipline grades 9-12 and curriculum.
Assistant Principal	262-7778 01423-777778	Matters concerning school activities, discipline grades pre K -8, awards, assemblies and attendance.
Resource Manager	262-7778 01423-777778	Matters regarding, facilities, safety, security, tuition, cleaning and supply.
Classroom Teachers	262-7778 01423-777778	Individual classroom activities to include grades, discipline and assignments.
Guidance Counselor	262-7778 01423-777778	Academic, counseling, college information, selection of classes.
Office Staff	262-7778 01423-777778	Appointments with teachers, Registration, Student records, Attendance
Athletic Director	262-7778 01423-777778	Athletic program
Supply Technician	262-7778 01423-777778	School supply and inventory
Student Transportation Office	262-7778 01423-777778	School bus matters
School Nurse	262-7778 01423-777778	Student health matters
School's Liaison Officer	262-7345	School and community liaison activities

WELCOME

Dear Menwith Hill Elementary/High School Parents and Students:

Welcome back to our school. A special welcome is extended to those who are joining us for the first time and to those of you who are deployed. We hope you are ready, once again, to start the world's most rewarding job: LEARNING.

We welcome and solicit your involvement in your child's educational program. The PTO, Booster Club, and the School Advisory Committee provide parents the opportunity to become active in the school community.

We have prepared this handbook in the hope that it will provide you with a source to find many of the answers to questions that may arise during the school year. This handbook is also intended to provide you with an idea of what practices are valued at this school.

Should you have questions about the contents of this handbook or concerns that are not answered in this guide, then please talk to the office staff or an administrator for clarification of school procedures or guidelines.

This handbook is kept electronically, so that we can keep it current.

We wish you an enjoyable, successful year and hope you will work with us to make us all even more proud of our school.

Les E. Bryan
Principal

Laura Bleck
Assistant Principal

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District
COMMUNICATION WITH PARENTS
SCHOOL YEAR 2010-2011

Isles District teachers, administrators, district superintendents and staffs are committed to maintaining open two-way communication with parents. To make this possible, our goal is to engage parents in the decision making process to include budget and staffing (how school funds and teachers are used in the school). We would like parents to be knowledgeable of the **DoDEA Strategic Plan and Outcomes**, the individual **School Improvement Plan**, and the **School Profile**, all of which are available from the principal. Parents are invited to be a part of the **School Advisory Committee (SAC)**, a locally elected committee in every DoDEA school. We hope you will become a candidate for election to the SAC. Most schools also have a PTA, PTO, PTSA, and/or Booster Club. These are organizations where parents can make contributions to the school.

You are invited to visit your child's school to observe classes or receive a tour. Please call the school principal to make arrangements. You are also invited to visit the **District Superintendent's Office (DSO)** in Feltwell. Please call DSN 226-7234 or commercial 44 (if out of England)-16348-527234. You will be sent a map and we will look forward to your visit.

You may contact any DoDEA-Europe employee using this email address:
Firstname.Lastname@eu.dodea.edu

Have you checked out the **DoDEA website**? There is much information about DoDEA schools, including curriculum news from the Education Division, budget, enrollment information, regulations, personnel information to include job openings, and much more. Please give this website a "hit" http://www.dodea.edu. Three other websites to visit are **Isles District** http://www.isle-dso.dodea.edu, **DoDEA-Europe Office** http://www.DoDEA-e.dodea.edu and the **European Command** site http://www.eucom.mil. The Eucom site includes information about DoDEA and the Department of Education. This site is certainly worth a visit.

There will be times during the school year when you may have questions or concerns about your child's education in DoDEA. If the question is about a classroom matter, please always meet and/or contact the **teacher** of the class. If the concern is not resolved with the teacher, or is about a school policy, please call the **principal**. School policies

may also be a topic for the **School Advisory Committee (SAC)**. We, of course, hope that the teacher and/or the principal will be able to resolve the matter. If not, you may call the Isles District Superintendent, Dr. Ronald McIntire, at 226-7234 or 44-1638-527234. If there is still a concern, please call the **Director of DoDEA Europe, Dr. Nancy Bresell**, at DSN 338-7614 or commercial 49-611-380-7614. If the matter is not resolved by Dr. Bresell, the **Director of DoDEA** may be contacted in the U.S. at DSN 426-4462 or commercial 703-696-4462. We hope that any question or concern may be taken care of at the school level, as that is the fastest way to answer the question or resolve the concern. Any of the contacts will also be happy to receive any compliments about DoDEA and/or the individual school.

Parental involvement and support are key ingredients of excellence in education. Our staff looks forward to developing a strong partnership with parents. Together we will all pursue our common goal of providing a quality education program for your children and our students. Thank you for your interest in our schools.

"SAFE SCHOOLS" IN THE ISLES DISTRICT

Since the Department of Defense Dependents' Schools (DoDEA) represent a cross-section of Americana, all partners in our community education process must understand and support the principles underlying a safe and secure learning environment - as applied to creating a safe school. The underlying principles all relate to student rights to a safe and secure learning environment

- free from the threat or fear of physical violence;
- free from drugs, alcohol, weapons and other prohibited items;
- free from hazing, bullying or intimidation; and
- free from gang or criminal activity.

The Department of Defense Education Activity (DoDEA) follows guidance for the Department of Defense and also issues instructions and policies concerning our schools. DoDEA Regulation 2051.1, disciplinary Rules and Procedures (August16, 1996) outlines student conduct expectations and disciplinary consequences that may be invoked when the conduct of a student poses an immediate threat to his/her safety or the safety of others in the school. These student conduct expectations apply to student conduct that is related to a school activity

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

Violence, threats of violence, prohibited items, gang or criminal behavior, and bullying or intimidation will not be tolerated. Perpetrating a bomb threat or complicity in the act is grounds for expulsion. Additionally, local military regulations or host nation laws may authorize criminal prosecution for such actions. Therefore, it is incumbent upon all community education partners - students, parents, military leaders, administrators, faculty and staff - to understand the serious nature of actions violating the principle

student freedoms and the scope of authority over infractions as outlined in DoDEA Regulation 2051.1

MENWITH HILL
ELEMENTARY/ HIGH SCHOOL

MISSION STATEMENT

THE MISSION OF MENWITH HILL ELEMENTARY/HIGH SCHOOL IS TO PREPARE STUDENTS TO SUCCEED IN A GLOBAL COMMUNITY.

OUR GOALS

All students will increase their ability to analyze and evaluate information from a variety of sources across the curriculum.

All students will improve their ability to communicate in a variety of formats across the curriculum.

THE SCHOOL AND PARENTS/GUARDIANS

Traditionally, schools hold an "in loco parentis" relationship with the students they serve. The adults in the school act in place of parents during school hours. This emphasizes the close relationship that must exist between the school and parents. It is a two-way street. The faculty shoulders the responsibility of parenting during the school hours in much the same way as parents must provide educational support and growth during non-school time.

We ask that parents maintain concern about the student's total daily schedule. A combination of academic load, extra-curricular activities, non-school pursuits, and home responsibilities could prove to be too much. Extreme care and concern must be taken to guide students to appropriate daily schedules.

The school will provide each student's parents with communications ranging from academic progress reports and report cards to information bulletins. Parents should carefully read all communications and respond to the contents in a constructive manner. Prompt contacts with teachers or other school officials when improvement seems necessary are strongly recommended.

At times, a student may become unhappy with school or with portions of their school experience. Parents are encouraged to report such feelings to the counselor or an administrator so that help can be provided.

Finally, we feel that the parents' support of teachers in achieving their educational goals is not an "old fashioned" practice, but one that is indispensable for the academic and personal well being of all students.

THE PARENT HAS A RIGHT TO EXPECT FROM THE SCHOOL...

...a businesslike, friendly operation which is responsive to the needs and desires of students and parents.

...courteous, prompt replies to inquiries, visits, and complaints that reflect the best interests of the educational progress of youth.

...honest, impartial evaluation of student academic assignments and progress based on written marking policies distributed by teachers to each student.

...a reasonable amount of homework consistent with the academic goals of each course.

...teachers' assistance to each student commensurate with the student's needs and academic ability while emphasizing the needs to allow the student to advance individually based on his or her own initiative.

...an academic atmosphere which is wholesome and supportive of the educational goals of each class and the entire school.

THE SCHOOL HAS A RIGHT TO EXPECT FROM PARENTS...

...a positive attitude toward school and studies which, at home, supports the goals and objectives of the educational program.

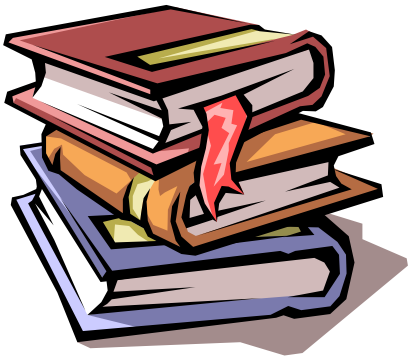
…knowledge of school regulations and procedures.

...provisions at home where each student can study with appropriate light and furniture so that he or she will complete home assignments on a daily basis.

...that inquiries concerning classroom activities be first directed to the teacher in question before being elevated to the administration and that general concerns about the school be brought to the school administration before being voiced to non-school personnel.

...their continued efforts to assure that the student's attendance is regular and punctual, the same as if the student were employed.

...daily concern that their student's clothing is clean and not disruptive and that proper care is taken of school property assigned to the student's care.



DoDEA-Europe
Athletic Academic Eligibility
Monitoring Procedures

**Exceptions to this policy may only be granted by the Director, DoDEA Europe.

Student athletes must have a 2.0 GPA (C average) with no more than one F on grades the preceding semester (2nd semester of the preceding year for fall and winter sports; 1st semester of the current year for spring sports).

ELIGIBLE STUDENTS: Student athletes (all grade levels) who meet the 2.0 GPA/1 "F" requirement are eligible, but ***must be monitored on a weekly basis*.**
Any student athlete who has more than 1 "F" will be ineligible for all scrimmages and DoDEA-E scheduled games, commencing on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
Students can regain their eligibility on a weekly basis.

INELIGIBLE STUDENTS: If a student athlete does not meet the 2.0 GPA/1 "F" requirement then he/she must adhere to the following:

The student is ineligible for the first 3 weeks of the season and will continue to have his/her GPA and number of F's checked every 3 weeks throughout the entire season as long as they meet the requirement at the end of every 3-week period. These 3-week checks will continue every 3 weeks, even though the student may meet the GPA requirement at the end of the first or second three-week period. He/she may still practice during this time, but participation in all scrimmages and DoDEA-E scheduled games is prohibited. **Ineligible athletes cannot dress-out or travel with the team.** Coaches should encourage tutors and additional study time for these students so that they may regain their eligibility at the end of the 3-week period.
NOTE: There is no requirement, during the ineligibility period, for these students to be monitored weekly. However, it is highly suggested that this be done to determine progress and provide assistance where necessary. The student will be removed from the team for the remainder of the season the first time the student does not meet the 2.0 GPA/1 F requirement at a 3 week grade check.

TRANSFER STUDENTS: If a student enrolls in school without a transcript or any previous school record:
The student must be monitored on a weekly basis. If the student has more than 1 F at the end of the weekly monitoring period then the student is ineligible for that week. Because there is no previous semester GPA to determine if the GPA requirement has been met, this student must also meet the three-week GPA check. If,

at the three-week check, the student has a 2.0 GPA or higher and no more than 1 failing grade, then s/he will be ELIGIBLE for the next three-week period (s/he must continue to be monitored weekly). If you still do not have an official transcript by the 6th week to determine the GPA eligibility requirement, then again, at the 6th week a GPA check must be done. If the GPA requirement is not met, the athlete will be ineligible for the next three weeks.

NOTE: Only students who do not meet the requirement at the beginning of the season will be subject to GPA checks every 3 weeks.

STUDENTS CANNOT BECOME ELIGIBLE OR INELIGIBLE ON A FRIDAY AFTERNOON!

ACCELERATION
PCS BEFORE END OF SEMESTER OR SCHOOL YEAR

A student in grades 7 - 12 who is transferring on a Permanent Change of Station (PCS) within twenty school days prior to the end of a semester, and who notifies the guidance office one month prior to his or her transfer, may accelerate in courses they are taking for credit. The student may be given an examination and will receive a grade and credit for the semester in the subject based on his or her examinations, effort, and achievement on the advanced assignments, as well as regular class work. For those students in non-credit courses, the grades will be grades to date. Vacations are not an approved reason for acceleration; students who leave early for the summer will be required to complete finals/work in August.

NOTE: **Only students leaving on PCS orders will be considered for acceleration.**
Acceleration Dates -- School Year 2010-2011 (PCS)
Semester 1
Students must attend school all day on December 16, 2010
Earliest departure is close of business (COB) on December 16, 2010

Semester 2
Students must attend school all day on May 19, 2011
Earliest departure is close of business COB on May 19, 2011

Procedures:

1. A request for acceleration should be made to the guidance office as soon as a student knows that he or she is Permanently Changing Station within the prescribed time limits.
2. A copy of orders indicating the PCS move must be submitted to the office with a note from the parent indicating the port call date and the student's last day of school
3. The office will issue the request for acceleration form, which the student takes to each teacher for an approving signature.

4. The student will complete the extra work and take examinations, as required.

5. A parent must come to the school, screen the student's school records, and sign a release form on the student last day of school.

6. On the day of departure from Menwith Hill School, the student will check out of school by getting a clearance form from the Main Office, clearing with each teacher and office indicated on the form. This requires **TWO FULL** days. Students are expected to attend all classes on their final day.

ACCREDITATION

Menwith Hill Elementary/High School is accredited by the AdvancEd organization and submits reports to, and is visited by, officials of AdvancEd to ensure adherence to high, established standards. Therefore, diplomas and credits earned at Menwith Hill Elementary/High School are fully recognized and transferable to any stateside high school, college, or university. AdvancEd granted continuing accreditation for a period of six years during the 2008-2009 school year.

ACTIVITIES

School activities are an integral part of the total educational program at Menwith Hill Elementary/High School. Each student is encouraged to benefit from the wide selection of activities available, as indicated in the list below. While this list is not inclusive, it does give an idea of what is planned for the school year.

Many of the activities are limited to students in grades 9-12 only; however, those followed by an asterisk are also available to students in grades 7 and 8, with certain restrictions. Two asterisks indicate that an activity is also available to upper elementary students.

Basketball (M & F)	Chess Club**
Cheerleading (M & F)	Duke of Edinburgh*
Cross Country* (M & F)	National Honor Society (10-12)
Football (M & F)	National Junior Honor Society (8-9)
Soccer (M & F)	Duke of Edinburgh
Track & Field* (M & F)	Student Council*
Volleyball (F)	Yearbook*
Wrestling* (M & F)	Gardening Club**
Cooking Club**	Spanish Club**
Junior Science and Humanities	Odyssey of the Mind **
Writing Contest**	¾ Club**

All activities sponsored by the school are under the direction of a faculty sponsor. Requests for all school activities and fundraisers must be submitted to the student council at least two weeks in advance; the student council sponsor will submit to the assistant principal for final approval.

ACTIVITIES CODE

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDEA-Europe student activities positive. Each DoDEA-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

- Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
- Students are not to move facility furniture unless authorized to do so by the activity sponsors.
- Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
- Students must observe curfew regulations as they pertain to “in the room” and “lights out.”
- Students will not have electronic music devices “on” during instruction or after “lights out”.
- Students will turn cell phones off during activity instruction and presentations.
- Students will be responsible for his/her personal belongings and equipment at all times.
- Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
- Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDEA-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.
- Students will dress appropriately for the activity. Dress should always be proper and in good taste.
- Students will respect that girls and boys rooms are “off limits” to member of the opposite sex.
- Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
- Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
- Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

Minor infractions will result in restrictions and obligations being placed on the student (i.e., loss of privileges, cleaning tables, etc.).

Serious infractions of any of the above items, as well as those discussed at the activity by the supervisors/chaperones, will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.

ACTIVITY RULES

School rules apply to students when they are engaged in the various activities sponsored by the school such as field trips, athletic events, and dances.

ADVANCED PLACEMENT COURSES

The requirement of Menwith Hill Elementary/High School is that all students who enroll in Advanced Placement courses will take the appropriate Advanced Placement Exam in the spring of 2010. Any student who does not take the AP exam will not receive the weighted grade or AP credit. Advanced Placement testing will be during two weeks in May 2011; all tests are paid for by DoDEA.

APPOINTMENTS WITH TEACHERS

An integral part of the school program is communication with the parent. Parents and teachers should work together to enlighten students of the lifelong value of education. Consequently, parents are encouraged to visit the school campus, particularly classes attended by their child. Please review the policy on visitors found on page 45 before coming to the school to visit. Conferences to discuss the various aspects of the school function, responsibilities, and student performance are an excellent means to share information. Please make appointments by calling the secretary or counselor at 262-7778, or email teachers directly; a complete list of email addresses is posted on the school web site **http://www.mhil-ehs.eu.dodea.edu/**. Normally, at least one day's notice is required to set up an appointment to allow teachers to adjust their schedules. The schoo

ASSEMBLIES

A number of assembly programs are planned for the current school year; ***attendance is required.***

We ask students to observe the following procedures concerning assemblies:

1. Report directly to the assembly area when dismissed from class.
2. Take a seat as soon as possible in the appropriate class section.
3. At all times refrain from any action that will interfere with those performing, or with fellow members of the audience. These actions include whistling, talking, excessive movement, or other similar distractions.
4. Once seated, members of the audience are not allowed to leave until excused.
5. No eating or drinking is allowed in the assembly area.

ATTENDANCE

Regular school attendance is necessary for the successful education of our students. It is the teacher's responsibility to provide a meaningful learning experience for the student in the classroom. It is the parent's responsibility to ensure their student is in school every day, to plan appointments and family trips on non-school days, and to keep absences because of sickness to a minimum. It is the administration's responsibility to keep parents informed of their student's attendance record, to engage the assistance of parents, and, if necessary, to involve the station leaders to assist in resolving attendance problems. Parents should inform the school prior to 1000 either by phone or e mail when a student is absent. The school attendance clerk will phone parents if a student is absent and the school has not been notified of the absence.

EXCUSED ABSENCE

An excused absence is an absence approved by the school administration. Excused absences, per DoDEA policy, will be granted for: illness, family emergencies, religious observances, family trips, and medical/dental appointments that cannot be scheduled during non-school time. Parents should inform the school immediately either by phone or e mail if a student is absent... Failure to notify the school of the reason for a student's absence within two (2) days or the student's return to school will result in the absence being unexcused. Excused absences are also granted to students participating in school sponsored events, study trips, and/or competitions. Sponsor permission is required. Students who are late or absent because of late arrival of buses will receive an excused absence. Sleeping in or missing the bus is NOT an excused absence.

FAMILY TRIP POLICY

Before a student takes a trip, the student should obtain a family trip form from the Main Office. The form should be completed and returned at least four (4) days before the trip. Careful planning of family trips is necessary to insure successful completion of course requirements. Excused absences for any trip, including family trips, during the scheduled examination periods will not be issued.

If parents go TDY or on a trip, leaving students with a temporary guardian, please ensure that the school has a copy of the Power of Attorney given to the temporary guardian for medical care. This is particularly important if the temporary guardian is not listed on the school records as the emergency contact. If the student will require a

temporary bus pass in order to ride on a different route, please make those arrangements a minimum of two days in advance of the parent leaving.

MAKE-UP WORK POLICY

All excused absences, to include pre-planned and school-sponsored trips, will result in the student receiving at least one additional class period for each period absent to make up the assignment that was given during the period(s) absent. This will not apply to long term projects and long term assignments that were assigned prior to the period of absence. (Long-term projects are those that take more than two weeks to complete.) Such assignments will be due on the regularly scheduled due date. If the student has an excused absence on the due date, the long term project or long term assignment will be due on the day he/she returns to class.

LEAVING SCHOOL GROUNDS

Students are not to leave school grounds for any reason during the school day without PRIOR written parental permission arranged through the Attendance Clerk. Students who leave without permission and do not sign out will be considered truant. This does not include lunch for students in grades nine through twelve, unless the student will not return after lunch due to an appointment.

UNEXCUSED ABSENCE

Students who are absent without a valid excuse are expected to work with their parent/sponsor in preventing further unexcused absences. An unexcused absence is also assigned when a student is more than 10 minutes tardy to a class.

GENERAL

- Missing a school bus and/or oversleeping are not considered an excused absence, even when accompanied by a parent note or when parents sign the student into school. These infractions are considered to be unexcused truancies and must be made up (double the amount of time missed).
- Students may <u>not</u> go to a medical appointment without a note from the sponsor or an appointment slip from the hospital. A telephone call is not sufficient authority for school officials to release students from classes.
- Students may not enter or leave school during the school day without being signed in or out by an adult, or have a letter from their sponsor. To sign out of school during the day each student must present a note to the office before school on the day they wish to check out. If a student does not have a note, **<u>the parent may call</u>** the school office but must also send their child to school with a written note the next school day or e-mail the school.
- If the parents must leave the area because of an emergency, the school should be provided with the name of the person who has the Power of Attorney for their dependent's welfare. A copy of the Power of Attorney is requested as well.
- If for any medical reason, a student cannot participate in a **<u>specific</u>** instructional course (i.e. physical education, keyboarding, etc.) for more than 3 days, a written exemption notice from a physician must be given to the school health nurse. The exemption notice should include the reason stated for exemption and the date normal instruction can resume.

- **Excessive absences** may seriously affect a student's grade.

TARDY POLICY

Failure to be in class in the assigned place when the tardy bell rings is considered tardy and will be treated accordingly. Students who are more than 10 minutes late to a class without an excuse from a parent or teacher are considered truant (unexcused absence). Tardies will be excused if the result of a late bus arrival, medical appointment, or other legitimate reason with a note or phone call from a parent.

Students less than 10 minutes late will report directly to class (teachers will note the tardy in Aspen). Students tardy more than 10 minutes will report to the office for a pass (the registrar will note the unexcused absence in Aspen). Students will be assigned detention for exceeding 4 tardies during a quarterly marking period. Disciplinary action to include detention, work details and suspension may be assigned should tardiness continue as a problem.

BEFORE SCHOOL - AFTER SCHOOL HOURS

Students should not enter the building prior to 0810 hours. After school, students must leave the building by 1515 unless they are involved in an organized school activity with a sponsor. Unless specifically arranged in advance with a teacher, teachers are not responsible for students or student behavior prior to 0810 or after 1515. At 0810, elementary students may proceed to the cafetorium or the computer lab. Middle school students may go to their lockers and then to the cafetorium, the library, the computer lab, or the high school downstairs hallway. High school students may go into the library or downstairs high school hallway.

BOOKS/TEXTBOOKS

Classroom teachers issue books to students. The student and his or her sponsor are legally responsible for returning the books in good condition at the end of the course. Allowances will be made for normal wear and tear. Graffiti in textbooks is beyond normal wear and tear. Students are strongly recommended to cover each of their textbooks. Lost books must be paid for at the supply office of the school.

BOOSTER CLUB

The purpose of the Menwith Booster Club is to promote athletics and althletc events at the school that is consistent with the educational philosophy of the school. The Booster Club sponsors concession stands at football games, organizes sports banquets and raises money to assist with the cost of athletics and athletic trips.

CAFETERIA AND MEALS

The AAFES school lunch program is the sole provider for all school meals for our students. They are located in the school cafeteria and are available during the lunch

periods. K-8 students all eat in the cafeteria, either purchasing an AAFES lunch or bringing one. Payment is generally made at the AAFES BX.

A complete schedule for lunches can be found on the Menwith Hill School website. Students will be required to stay in the school cafeteria or immediately outside the back of the school during the lunch period. Students who live on base may go home for lunch, but they may not take friends with them. Students who choose to go home for lunch must have a permission form signed by their parent. The form may be picked up in the office.

Lunch for grades 9 – 12 will be open campus. Students may bring a lunch and eat it in the cafeteria; they may buy lunch in the cafeteria; or they may walk to the following facilities only: the Strike Zone, the Club, Burger King, the commissary, the shoppette, the BX. Students who live on base who choose to go home for lunch must have a permission form signed by their parent; they may not take friends with them. The form may be picked up in the office.
Students who return late from lunch will lose their off campus privileges.

CASE STUDY COMMITTEE

In compliance with DOD Instruction 1342.12, we are required to provide the opportunity to enable each educationally handicapped student in DoDEA to develop his/her potential. The vehicle utilized to achieve this goal is the Case Study Committee. The Case Study Committee will identify students who meet the DoDEA criteria and recommend a procedure for the development of an Individual Education Program (IEP).

CELLULAR TELEPHONES

Cellular telephones must remain in off position throughout the school day. Only during lunch are students allowed to place or receive calls, and then only while off campus. If a cellular telephone rings or vibrates during a class, it may be confiscated by the teacher and returned only to the sponsor or parent. Students observed playing games, sending

messages, or using any function of a cellular telephone during the school day will also have their phones confiscated.

Our school office is available to assist with any emergency that may arise during the school day and to help you contact your children. Our office telephones are for official school business. Please do not call or text your child's cell phone during instructional time!

CHANGE OF ADDRESS/UNIT

Please notify the school **immediately** of any change in address, home or duty telephone number, email address, or person to contact in case of an emergency. It is **extremely** important that up-to-date information be on file in the school office. The school should be notified by the sponsor when both parents are on a trip and the students are left at home. This policy also applies to email addresses!

CHAIN OF COMMAND

DoDEA, like the military, utilizes a chain of command. If an issue cannot be resolved directly with teachers or the school principal, sponsors have access to the District Superintendent. If the issue cannot be resolved at the district level, it may be passed to the DoDEA-E Area Superintendent, DoDEA Director, or authorities outside DoDEA.

DoDEA Director, Department of Defense Education Activity
⇑
Director, DODEA Europe
⇑
District Superintendent, Isles District
⇑
Administration, Menwith Hill Elementary/High School
⇑
Teacher, Menwith Hill Elementary/High School

CHILD FIND

All students, ages birth-21, who have not graduated from school are eligible for screening in math, reading, spelling, language, hearing, and vision. If your child has a history of placement in special classes, or you suspect your child is having problems due to improper placement, please contact the guidance counselor at 262-7778 or 01423-777778.

CHEATING/PLAGIARISM

The following Plagiarism Policy has been developed by the English Department of Menwith Hill School and is applicable to all other academic areas.
Plagiarism is best described by using Michael Harvey's ideas in The *Nuts and Bolts of College Writing*:

The Random House dictionary defines plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Imitation or borrowing by itself is not plagiarism. Drawing on other people's ideas is perfectly reasonable and, in fact, unavoidable when you write academic essays—but you must acknowledge the borrowing.

You are obligated, as an ethical obligation to other writers and as a defense for yourself, to acknowledge all borrowings you take from other sources, even if you don't copy the exact words used in the original—even if you never actually quote the original.

Some examples of plagiarism are:

- **Quoting material without attribution.**
- **Passing off another's idea as your own, even if it's been reworded without attribution.**
- **Imitating a passage's structure or argument without attribution.**
- **Concealing the extent to which you've borrowed from a text or other source.**
- **Submitting someone else's writing or someone else's ideas using your name.**
- **Copying from someone (homework, tests, etc.)**

The lesson: be afraid of plagiarism. It creates paper-trail time bombs that can destroy a career you've spent decades building—especially today, when teachers routinely keep copies of papers and the Internet makes it a snap to compare texts and locate sources.

A final note on plagiarism: When you put your name on academic work and submit it, you are claiming ownership of the work. If through carelessness or design you've blurred the lines between what's yours and what you've taken from others, you are stealing intellectual property. Don't do it. Plagiarism is risky and counterproductive. It harms your intellectual and moral development. It leaves a permanent paper trail that can have devastating consequences, even years down the line. And, most of all, it's wrong.

Harvey, Michael. *The Nuts and Bolts of College Writing.* Hackett Publishing, 2002. **http://www.nutsandboltsguide.com/plagiarism.html** **(20** May 2006).

As a student at Menwith Hill School, you will receive plagiarism instruction (class discussion or reading) through your English classes. In addition, you will sign a letter verifying that you have received this instruction and that you are aware of the school's consequences for engaging in plagiarism.

If you plagiarize while attending Menwith Hill School, the following academic and behavioral penalties will be applied once the teacher is satisfied that you understand the seriousness of plagiarism:

Offense	Penalty

First offense	A discipline report will be submitted to the assistant principal or principal for information purposes. The student will receive a ZERO for the plagiarized work with no opportunity to make it up. A conference will be held between the student and the teacher. The student's parents will be notified of the plagiarism/cheating/academic theft. Students in honor organizations (NHS, NJHS, etc.) will receive a warning letter regarding dismissal if another offense occurs.
Second offense	A discipline report will be submitted to the assistant principal or principal for discipline purposes. The student will receive a ZERO for the plagiarized work with no opportunity to make it up. The student's parents will be notified of the plagiarism/cheating/academic theft. A conference will be held with the student, teacher, parents, counselor, and administration. The student will be required to do a Plagiarism Project to reinforce the serious nature of plagiarism. If a student refuses to complete the project by its deadline, the student's final quarter grade will suffer a one-letter grade reduction in the course in which the plagiarism occurred. The student will be dismissed from honor organizations (NJHS, NHS, etc.).
Third Offense	A discipline report will be submitted to administration for discipline purposes. The student will receive a ZERO for the plagiarized work with no opportunity to make it up. The student's parents will be notified of the plagiarism/cheating/academic theft. A conference will be held with the student, teacher, parents, counselor, and administration. The administration will suspend the student from school as warranted. The student's final quarter grade will suffer a one-letter grade reduction in the course in which the plagiarism occurred.

COMPUTER POLICY

Every student must sign an Internet Agreement Form and is held responsible for all material in their files. Instant messaging, downloading shareware, games, music files, pictures, or anything not **directly** related to the educational program of Menwith Hill Elementary/High School constitutes misuse of a government computer. All student storage space and usage is monitored by administration. **Access to school computers and networks will be revoked from anyone found in violation of this policy.**

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA) STUDENT NETWORK ACCEPTABLE USE AGREEMENT

PRIVACY ACT STATEMENT

Authority: DoD Directive 1342.6, DoD Dependents Schools; DoDEA System Notice 22
Principal Purpose(s): To permit an individual's use of government-owned computer resources in accordance with DoDEA policies governing use of the Internet and to permit enforcement of DoDEA policies governing access to computers and the Internet.
Routine Use(s): In accordance with DoD published routine uses.
Disclosure: Voluntary; however no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use of such equipment in accordance with DoDEA Computer and Internet Access Policies.

I, _____, have completed the required classroom instruction,
(Student's Name - Please Print)
understand the Terms and Conditions on the reverse side of this document, and agree to adhere to the principles and procedures detailed within.

Should I breach the guidelines, I understand that I may lose all network privileges on the DoDEA network, school disciplinary and/or appropriate legal action may be taken.

_____ _____

Student's Signature Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

PARENT OR GUARDIAN

I, _____, have read the Terms and Conditions. I understand that
(Parent's or Guardian's Name - Please Print.)

network access is designed for educational purposes. DoDEA has taken precautions to eliminate controversial material. However, I also recognize it is impossible for DoDEA to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I understand, consistent with DoDEA policy to protect individual privacy, my child's written and art work and his or her name may be published, but DoDEA does not authorize the use of photographs, home address, or home telephone number in association with my child's name. I also understand DoDEA does not authorize the use of the school's Internet service for commercial activity or personal use inconsistent with the Terms and Conditions.

I understand: (1) This form does not relinquish my child's rights in the work. (2) DoDEA is not responsible for subsequent copying or unauthorized use of the work by an outside person or agency. (3) The only personal identification of the work will be my child's name. (4) My child cannot be directly contacted through the page. All contact will go through the teacher.

.Terms and Conditions of Student Internet Use

I. Acceptable Use

A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use I will ask my teacher.

B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.

C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.

D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.

E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

II. Privileges

A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)

B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

III. Etiquette
A. I will be polite. I will not use sexual or abusive language in my messages to others.
B. I will use polite, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.
C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.
D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.
E. I will not use the network in such a way that I will disrupt the use of the network by other users. This can be avoided by not sending “chain letters," or "broadcast" messages to lists or individuals.
IV. No Warranties
A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.
B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.
C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws.
V. Security
A. I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
C. I may be denied access to the network if I am identified as a security risk.
VI. Vandalism
A. I understand vandalism will result in cancellation of privileges.
B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

CONFERENCES

Please see “Appointments with Teachers.” The school schedules conferences two days during the first semester, November 18 and 19, and one day during the second semester, March 7. In November, the parents of all students grades pre-K to 8 will be scheduled for a conference and the majority of parents students in grades 9-12 will also be scheduled for a conference. During the second semester, only the parents of selected students will be invited to a conference. Parents may request conferences for any conference day.
For parents who have several students enrolled, the school makes every effort to ensure that the parents can see the teachers of all their children.

CRISIS MANAGEMENT TEAM

The Menwith Hill Elementary/High School Crisis Management Team (CMT) is a group of Menwith Hill Elementary/High School staff and community members who have a commitment to help in times of crisis. They prepare for unforeseen events, have a completed Crisis Management Plan, and have identified available resources. Contact number at the high school is 262-7778 or 01423-777778.

DAILY BULLETIN

All items for the daily bulletin must be signed by a staff member and must be submitted to the secretary not later than 1430 hours. All students should ensure they read or hear the daily bulletin, as they are held responsible for its contents. All first block teachers should read the bulletin to students every day or ensure that students listen to the announcements being read over the public address system.

DANCE POLICY

These rules apply to all dances sponsored by any class or school organization that conducts activities either on or off post. **Middle school students, or guests of middle school age, are not permitted at high school dances and vice versa.**

1. Approval for all dances will be obtained in advance through the student council and the principal.
2. The sponsoring activity is responsible for making the necessary arrangements for use of the cafetorium, gym or other locations.
3. The sponsor will ensure that sufficient chaperones are in attendance at a number of not less than four chaperones per dance. Chaperones should also consist of a minimum of two teachers. Both male and female chaperones must be present. It is the students' responsibility to find the chaperones and put them in contact with the appropriate sponsor.
4. **The sponsors will be in complete charge at the dance** and will take steps, including telephoning parents if necessary, to ensure that the dance is conducted without incident.
5. Non-school dates can attend the homecoming dance and the prom. Permission forms are available in the school office and must be submitted and approved in advance by the administration.
6. **All school rules apply at school-sponsored dances**. Students found to be in violation of these rules will be subject to disciplinary action, which will, at a minimum, involve restriction from future dances.
7. Students will be required to sign in on arrival and sign out upon departure. Please note that there is strict adherence to the "one entry only" rule. Once a student enters the dance and then leaves, **there is no re-entry**.
8. Students will be allowed to enter only during the first hour of the dance.

DISCIPLINE CODE

STUDENT STANDARDS OF CONDUCT

Everyone is responsible for conducting himself or herself in a manner that respects the rights of others.

Honesty, integrity and trust are the keys to the establishment of our way of life. Any actions to the contrary, such as stealing, cheating or lying cannot be accepted at Menwith Hill Elementary/High School.

LANGUAGE/GESTURES: Conduct that materially and substantially interferes with the educational process is prohibited. The use of profanity, vulgarity, and inappropriate language or gestures is unacceptable conduct.

SEXUAL HARASSMENT: Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such conduct is deliberate and repeated. Students are referred to the full sexual harassment policy for specifics.

SEXUAL INVASION OF PRIVACY: Any individual who makes an unwanted deliberate sexual contact with another person that is offensive to that person is guilty of sexual invasion of privacy. This is different from sexual harassment in that it does not have to be repeated for the offender to be guilty.

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

Upon receiving information, either **verbal or written**, about **any** threat to cause bodily harm,

1. The parent of the student issuing the threat is called to come to school. (If it is deemed necessary by the severity of the threat or the body of evidence supporting an accusation, the student will be removed from class and left to await the parents in the office. At no time will the student be approached about an accusation of this kind without the parents or surrogates in attendance).
2. Once the parent arrives, the student is taken out of class and the entire body of evidence/accusation is presented.
3. **The student is suspended immediately** for a specified number of days and must be removed from the school by the parent. The parents are asked to provide a

mental health professional opinion about the level of threat represented prior to the end of the suspension period so the child may return to school.

4. Base officials and the district office are notified immediately via phone and email. A Serious Incident Report is filed immediately and the MoD Police are notified.

5. If it takes longer than the period of suspension to provide the threat level assurance, **the student will remain out of school** but the days will not be counted as suspension days.

6. If it is deemed necessary to suspend a student for longer than 10 days, or if a recommendation for expulsion is made, the Discipline Committee will be called to host a formal hearing at which the school will present evidence and parents/student may present their arguments. **That committee, made up of both base and school personnel, makes recommendations to the District Superintendent who is the first deciding official**. The District Superintendent can accept the recommendation of the committee or not. If he/she does not accept the committee's recommendation, the entire matter, along with the body of evidence in written and audio formats, moves to the Area Director's office for decision.

The DoDEA discipline regulation is based upon constitutional law. The new discipline reg, 2051.1 dated 4 April 2008, makes expulsion mandatory for only two offenses: **first offense of possession of a firearm** (specifically a firearm; not the more generic "weapon") and **second offense of sale, use, or distribution of drugs**. The regulation includes this statement that was also in the 1996 version: **"Discipline should be progressively and fairly administered. disciplinary actions not fully described in this Regulation, such as, but not limited to: verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs, and other behavior management techniques should be considered prior to resorting to more formal disciplinary actions that remove a student from school for a long term suspension or expulsion as a first offense; except when a student poses an immediate threat to his or her safety or the safety of others, (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs). [page 2]."** The regulation also ensures the rights of the accused; without evidence, we cannot indefinitely suspend a student.

Table of Consequences
Supplement to DODEA 205 1.1 School Disciplinary Policy
Menwith Hill ES/HS
Grades 6-12

	Behavior	1st Offense	2nd Offense	3rd Offense
1.	**Alcohol Possession/Use**	**Parent Conference; 2 day in-school suspension; removal from team; Possible barring from participation in other sports or overnight trips; other penalties may apply**	**5 day suspension; alcohol abuse counseling Discipline Hearing**	**Discipline Hearing for expulsion**
2	**Physical Assault/Battery of a Staff Member**	**10 day out-of-school suspension; Discipline hearing for expulsion; police notification**	**N/A**	**N/A**
3	**Bomb Threats; Arson**	**10 day out-of-school suspension; Disciplinary hearing for expulsion; police notification**	**N/A**	**N/A**
4	**Cheating; Lying (see plagiarism policy)**	**0 Credit on work. Parent/teacher conference; Referral to Administration**	**0 Credit on work; suspension with extra work Parent/teacher conference; Referral to Administration**	**0 Credit on work; Parent/teacher conference; Referral to administration; Suspension**
5	**Curfew Violation (during overnight trips)**	**Conference with parents, coach, and school administration; Suspended for next game**	**Removal from the team**	
6	**Disrespect/Disobedience to a Teacher / Coach; Disruptive Behavior in Class or at Lunch**	**Dismissed from class or game; Teacher/Coach conference with parent and school administration; Two hour Detention**	**Parental conference; Four hour detention with extra work; Removal from the team**	**Parental Conference; Suspension**
7	**Dress Code Violation**	**Correction of violation or call parent to bring in appropriate clothing**	**One hour detention; Parent conference with admin. &**	**Suspension if reoccurring problem.**

			appropriate staff	
8	Drug Possession/Sale	10 day out-of-school suspension; discipline hearing for expulsion; police notification		
9	Extortion	1 Day in-school suspension	3 Day suspension	5 Day suspension or Discipline hearing for expulsion
10	False Fire Alarm	5 Day suspension	Discipline Hearing for expulsion	
11	Fighting	3 Day out-of-school suspension; conflict resolution counseling; suspension from team. Possible barring from participation in other sports.	5 Day suspension; formal counseling with a professional required, to include written confirmation that the counseling has occurred.	10 Day suspension Discipline Hearing for expulsion
12	Forgery	0 Credit on work. Parent/teacher conference Referral to Administration	0 Credit on work; suspension with extra work; Parent/teacher conference; Referral to Administration	0 Credit on work; Parent/teacher conference; Referral to administration; Suspension
13	Gambling	Parent notification/ Two hour detention	Parent notification/ Four hour detention	1-3 Day Suspension
14	Bullying and harassment, to include sexual harassment, verbal, non verbal, physical, or sexually offensive behavior	Parental notification; Counseling required	Counseling session with parents	Suspension; Counseling; discipline hearing for expulsion
15	Inappropriate or harmful use of Laser Pointer	Confiscate	Confiscate Suspension	Confiscate; 10 day Suspension; disciplinary hearing for expulsion
16	Nuisance Items/Toys	Confiscate Parents Retrieve	Confiscate/ Parents Retrieve	Confiscate/Parents Retrieve Administrative Detention
17	Possession of Dangerous/ Potentially Dangerous Items;	1 to 10 day suspension Discipline hearing for expulsion.		

	to include guns, knives, and explosives	**Confiscation.**		
18	**Prohibited Items (mobile phones/iPods)**	**Verbal warning**	**Confiscate/Parents retrieve**	**Confiscate; retrieve after 30 days;**
19	**PDA- Public Display of Affection**	**Parental notification; written warning**	**Parent Notification Administrative Detention**	**Parent Notification Suspension**
20	**Plagiarism**	**0 Credit on work. Parent/teacher conference; Referral to Administration**	**0 Credit on work; extra work assigned; dismissal from honor organizations Parent/teacher conference; Referral to Administration**	**0 Credit on work; Parent/teacher conference; Referral to administration; Suspension**
21	**Profanity/ Vulgarity Use of Abusive Language**	**Written warning; parental notification**	**Written warning; parental notification**	**Administrative detention**
22	**Scuffling/ "Play Fighting"/ Horseplay**	**Administrative Detention**	**1 Day Suspension**	**2 Day Suspension**
23	**Smoking/ Possession of tobacco products**	**In-school Suspension Parent notification**	**Suspension/ Parent Conference**	**5 Day Suspension Discipline Hearing for expulsion**
24	**Tardy**	**More than 10 minutes late, sign in to office. Total of 4 tardies per quarter results in lunch detention. High School students returning late from lunch lose their off campus privileges.**	**After four tardies, one lunch detention for every tardy. After second tardy after lunch during a quarter, high school students lose off campus privileges.**	
25	**Theft/ Possession of Stolen Items**	**Parent notification; restitution; counseling; Suspension**	**Restitution; 10 day suspension; Discipline hearing for expulsion**	**Restitution; 10 day suspension; Discipline hearing for expulsion**
26	**Threat of Physical Violence**	**Out-of- school Suspension (length determined by nature/severity of threat);**	**Out-of- school Suspension (length determined by**	**Out-of- school Suspension (length determined by**

		Counseling; **Parent Notification; police and command notification; possible discipline board**	**nature/severity of threat); Parent Notification; police and command notification; possible discipline board**	**nature/severity of threat); Parent Notification; police and command notification; Discipline board**
27	**Truancy- Cutting Class**	**Counseling; detention; twice the time truant; Parent Notification**	**1 Day in-school Suspension; Parent Notification**	**3 Day in-school Suspension; Parent Notification; police and command notification**
28	**Unsportsmanlike Conduct**	**Conference with parents, coach and school administration; Suspended for next game**	**Removal from the team**	
29	**Vandalize equipment or facilities while on school property or on school sponsored event**	**1 Day In-school Suspension; Parent notification;** **Removal from team;** **Payment for damages.**	**3 Day Suspension**	**5 Day Suspension** **Disciplinary hearing for expulsion**
30	**Sexual Assault**	**Discipline hearing for expulsion; police and command notification;**		

* This is a guideline; the Principal retains the authority to render different consequences based on extenuating and mitigating circumstances.

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

TOBACCO, ALCOHOL, DRUGS, and WEAPONS: The use, possession, or display (including clothing, hats, etc.) of tobacco products, alcohol products, illegal drugs, or weapons (including toy weapons and replica weapons) are not permitted on or off campus during school hours or when participating in/observing school-sponsored or school-supervised activities. Objects that might cause injury or disrupt the educational program are not to be brought to school. Knives, wallet chains, and weapons of any kind are examples. Violations will result in disciplinary action/consequences which may include referral to counseling or to the appropriate authorities. Replica or toy weapons may not be purchased while on a school field trip, even in the presence of a parent.

NUISANCE ITEMS: The display of items which are disruptive to the learning environment is not permitted. These items include, but are not limited to, cell phones, palm pilots, beepers, skateboards, roller-blades, scooters, radios, cassette players, CD players/MP^3 players, water guns of any shape, trading cards, lighters, matches, and toys. [Note: Students may be suspended for being in possession of water guns, lighters, or matches.] Students who bring any valuable items to school take full responsibility and must secure such items at all times. **The school is NOT responsible for missing or lost items and will not engage in more than a basic investigation.** Teachers will confiscate displayed nuisance items and give them to an administrator. Electronic devices may not be used at lunch within the building; electronics may be used outside during lunch.

PUBLIC DISPLAY OF AFFECTION: Any amorous display of affection during school hours may result in disciplinary action. Face-to-face contact (kissing) and body-to-body contact (embracing) is a public display of affection. Only hand-holding and brief hugs are permissible.

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

LEAVING CAMPUS: Except for the lunch period, students may not leave the campus without being signed out by a parent or guardian. High school students registered for

Career Practicum may sign themselves in and out when the reason is related to their employment.

DRESS CODE

Proper attire is expected and unacceptable appearance will result in administrative consequences. Some examples of unacceptable attire include, but are not limited to, hats, headgear including bandanas, bare feet, bare midriffs, clothing that is too tight or too sheer, clothing that is too revealing, short shorts/skirts, low-cut apparel, halters, tank tops with spaghetti straps, gym shorts, torn clothing, etc. Clothing must cover all undergarments. Cleavage should be covered. Midriffs should remain covered even when students lift their arms above their heads. Sleeveless shirts or blouses must not be loose around the armpits.

Clothing or jewelry that promotes violence, pornography, drugs, alcohol, or any illegal act is prohibited. Clothing that promotes fear in a school setting will not be allowed. For safety concerns, students may be asked to remove excessively long chains or other clothing attire that is possibly hazardous to themselves or others around them in an emergency situation. Students should have clear visibility out of both eyes at all times. Eyes should not be covered by hair, hoods, dark glasses or other things that might restrict vision. Flip flops or shower shoes may not be worn for the same reason. Students must wear shoes that allow them to run in case of an emergency.

Students should wear clothing that is appropriate to the weather conditions. During cold or windy weather, students should have proper coats and footwear. Younger students will not be allowed to go outside to play if they do not have the correct clothing. In the event of snow, students must have good coats, gloves and heavy shoes or boots.

The dress code applies to all students from pre-school to grade 12.

Final decisions on the appropriateness of garments/jewelry will be made by the administration. Students who comply with the first request, either of administrator or teacher, to change the offending piece of clothing will not have further consequences. It may be necessary to call the parent to bring a change of clothes.

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

VANDALISM: Willful damages to and defacing of school, community, and personal property is strictly forbidden.

INSUBORDINATION: Failure to comply with a reasonable request by an adult is considered insubordination and may be appropriately construed to be willful disobedience.

DEFINITION OF SCHOOL GROUNDS

The school grounds include the portacabins and all school buildings to the street curb. It also includes the area between the school and the fitness center. Appropriate authorities will deal with student behaviors occurring within reasonable view from all sides of the buildings during normal school hours (0810-1507). These policies also apply to school-sponsored events, regardless of location.

Departure from school grounds does not automatically mean release from the school's jurisdiction. Conduct away from school, that is a result of something that began at school, is considered a school issue and will be dealt with accordingly.

SEVERE CONDUCT

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

A. Fighting, including the hitting of students on their birthday.
B. Possession of and/or being under the influence of drugs or alcohol.
C. Willful, significant damage to school, community or others' property.
D. Abusive, hostile, harassing (to include sexual harassment), or malicious behavior.
E. Any action that is considered to violate Host Nation or base laws and regulations.
F. Willful disobedience/insubordination.
G. To communicate a threat of violence toward faculty members or students.
H. Menwith Hill Elementary/High School enforces the DoDEA Policy of "Zero Tolerance" for any and all weapons.

Students are not allowed:

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

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

Discipline Committee

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

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

DISCRIMINATION

Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.
Refer to http://www.dodea.edu/ (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

EARLY CHILDHOOD STUDENTS

Parents of students in grades K – 3 should ensure that the classroom teacher is aware of all routines the children should follow after school is released at 1500. Teachers should be made aware in writing of students' need to go to the School Age Program (SAP), ride a bus, be collected by an older student, etc. If there is a CHANGE in routine, please notify the teacher IN WRITING. Teachers will follow the regular routine, despite what the child might tell them ("I'm supposed to walk to the youth center today!"), unless notification is made before the end of the school day.

FIRE DRILLS

Continuous ringing of the fire alarm signals a fire drill. When the fire bell is heard, students under the direction of the teacher are to proceed in an orderly manner, without unnecessary noise, to the designated area. All students must wait quietly in their designated area until they are released to go back to class. They will return to class upon the direction of the teacher. It is each student's responsibility to know the direction of exit for each room in which he or she has a class. Appropriate instructions are posted in all locations. Drills are held weekly during the first month of the year, monthly thereafter.

FOOD IN THE CLASSROOM/HALLWAYS

Food is not allowed at or near computer equipment, nor is food allowed in science classrooms.

Teachers may permit food and drink in their classrooms, but only snacks. No full meals, take-away food or large bags of food (chips, etc) are allowed. Students may eat meals in classrooms when they are assigned detention or as part of a reward.

Food may be eaten in the hallways before lunch. The senior class is responsible for policing the high school hallways. If there is trash in the high school hallways, the seniors lose their privilege of eating during seminar.

After lunch, no food may be eaten in hallways.

GRADE POINT VALUES/REPORT CARDS

Teachers assign students in grades 4 – 12 a letter grade at the end of each nine-week period. The letter grade given by the teacher indicates the level of performance the student has achieved. Grading is the individual responsibility of the teacher, and each teacher has his or her own criteria for establishing grades. It is the duty of every teacher to supply this information to the students.

Computation of grades and grade point average for high school students is as follows:

MARK	PERCENTAGE	GRADE POINTS
A-EXCELLENT	90-100	4.0
B-GOOD	80-89	3.0
C-AVERAGE	70-79	2.0
D-POOR	60-69	1.0
F-FAILURE	0-59	0.0
I-INCOMPLETE		0.0

Advanced Placement (AP) courses have a weighted grade point system as follows:

A	5.0
B	4.0
C	3.0
D	2.0
F	0.0

An "I" grade will be given ONLY when a student has been unable to complete required work because of circumstances completely beyond his/her control, (i.e. serious illness). These should be made up before the end of the second week of the next marking period. If this is not done, the "I" grade will be removed and a grade of "F" is given.

GRADES FOR NEW STUDENTS

Teachers, when submitting report card grades of new students, must use the new student's withdrawal grades from the previous school. A formula for grade computation should consider the amount of semester time spent in class at Menwith Hill Elementary/High School and time in class at his/her previous school.

GRADE POINT AVERAGE (GPA)

The GPA is computed by applying the following formula: "sum of the products of the total credit earned for each mark and the grade point value of the mark divided by the number of credits attempted." All courses having grade-point value must be used in computing GPA. Credits earned in a Pass/Fail course are applicable to graduation requirements, but are not used in computing the GPA. "WF" (withdrawn failing) is used to denote a

withdrawal that is counted as an "F" in the course for purpose of GPA. The "+" or "-" does not have any value in computing a student's GPA. Computation of a GPA for a student who arrives in DoDEA from another school will be accomplished in the same manner as indicated above using the grades provided from the previous school. Computation will be accomplished without regard to the method (to include weighting) that may have been used at the previous school. In other words, all incoming grades (not incoming GPA's) will be used to compute the GPA using the DoDEA scale.

Valedictorian and salutatorian are determined as follows:

> Class rankings will be determined following the second semester of the senior year for students enrolled. All letter grades for eight semesters in grades 9-12 will be averaged to determine class rankings for graduation honors. GPA's will be calculated to three decimal places for determining the salutatorian and valedictorian.

GRADUATION REQUIREMENTS

A minimum of 26 Carnegie units of credit is required for high school students to graduate from DoDEA high schools beginning with the class of 2008. **All students must earn a cumulative 2.0 grade point average in order to graduate from a DoDEA school.**
Required Courses:

Subject Area	Required Number of Credits
English	4 credits
Social Studies (a)	3 credits
World regions or history – 1 credit	
U.S. History - 1 credit	
U.S. Government - 1/2 credit	
Mathematics (b)	3 credits
Algebra I – 1 credit	
Geometry – 1 credit	
Science (c)	3 credits
Biology – 1 credit	
Chemistry or Physics – 1 credit	
Aesthetics (d)	1 credit
Foreign Language (e)	2 credits
Physical Education	1.5 credits
Health	.5 credit
Professional Technical Studies (f) including .5 computers	2.0 credits
Elective (g)	6.0 credits

Total required for graduation 26 credits

a) Social Studies: World Regions or World History required; U.S. History required; .5 U.S. Government required.

b) Math: Algebra I, Geometry, and one higher math required.

c) Science must be laboratory science: Biology required; either chemistry or physics required (Chemistry Applications or Physics Applications acceptable).

d) Art, Music, Humanities (distance learning).

e) Two years of the same foreign language required.

f) Professional Technical Studies: Business Education, Career Practicum, Video, Computer Animation, etc. Included must be one semester of computers: website design, interactive multi-media, etc.

g) All courses offered in addition to those selected to satisfy requirements such as World Regions, World History, Psychology, Economics, Reading, Speech, Media, Photography, Journalism and foreign languages.

Notes of Explanation:

DoDEA will accept the official grades and courses of transfer students. Courses interrupted by the transfer may be continued to completion. Transfer students with weighted grades in courses not weighted by DoDEA will have their GPA re-calculated without the weights.

Correspondence courses may be provided to transfer students if the course was previously taken and is not available at Menwith Hill Elementary/High School and the student desires completion credit. The amount of work being pursued in regular classes plus the amount taken in correspondence cannot exceed the regular load carried by a full-time student.

Students enrolling in a DoDEA school during their senior year may graduate by meeting the requirements of their previous school if, through no fault of their own, they cannot meet DoDEA graduation requirements. The diploma will then be issued by the previous school.

GUIDANCE AND COUNSELING

The guidance counselor provides a full range of student counseling functions through a competency-based guidance program focused primarily on student, parent and faculty competencies. The program is designed to aid in the facilitation of the DoDEA educational program and to promote the welfare of the students.

The counselor:

1. Provides information and guidance to individuals and groups of students, teachers and parents, relative to academic, behavioral, personal, and social needs of students.
2. Provides career counseling through analysis of academic achievements, test results, teacher consultation and personal interviews. Provides guidance to students concerning academic goals, occupational preference, educational objectives, and high school and college requirements. Also works with the various military recruiters to assist those students who have an interest in military careers.
3. Plans and implements the school's testing program, including the college admission tests (PSAT, SAT, ACH, ACT), the DoDEA testing program (TerraNova achievement tests) and ASVAB, among others.
4. Advises the principal on concerns and attitudes of students, parents and teachers toward school curriculum, policies, programs and procedures.
5. Serves as a member of the committee helping to develop programs for exceptional children and in developing programs for special education. To see the counselor a student should go to the guidance office and make an appointment. Parents who wish to see the counselor are encouraged to make an appointment by phoning 262-7778 or 01423-777778.

HALL PASSES using the Planner Agendas

Students are not allowed in the hallways during instruction time unless they have a hallway pass. This pass must be signed by a teacher or office personnel. Passes may be written in planner agendas. The pass should indicate destination, date, and time of departure from the classroom. A teacher issues hall passes when a student leaves the room for any purpose. Students are asked to take care of office or personal business before school, during lunch, or after school. Any student out of class without a pass may be considered truant. Teachers in grades K – 5 may elect to use an alternative hall pass system. However, only written passes are acceptable for students in grades 6 – 12 to leave a classroom.

HEALTH SERVICES

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. Students must report to their assigned teacher and obtain a pass before reporting to the nurse. In order to be considered excused, an ill student must check out through the nurse.

Sponsors are required to keep the school informed of current emergency phone contacts. Students will not be released to any person other than a designated emergency contact.

Only medications that have been prescribed by a physician, with the proper permission forms, which match pharmacy labels on the medication, will be administered. "Over the Counter" medications will not be administered unless they follow the guidelines as published in the School Health Services Guide. The middle school/high school student may keep certain medications, such as asthma inhalers, if there is a signed consent form on file in the School Nurse Office. (DoDEA form is available in the School Nurse Office and the clinic also has a supply of these forms.)

Vision screening will be performed on all students. Scoliosis screenings will be performed on all 7th and 8th grade students. Notification will be sent home prior to the screenings. Height and weight screening will be requested of students for statistical records; it is not required. Hearing screenings will be performed during the school year as necessary. Parents will be notified if there is a problem with any of the screenings. In addition, screenings will be done throughout the school year if requested by teachers and / or parents.

Please notify the school nurse of any current or special medical problems that students might have. This will help in monitoring any potential problems.

HOMEWORK

Success in school depends upon outside study. The amount of time required by a subject will vary according to the ability of the individual and the courses he or she chooses. Each student in high school should spend 1 - 2 hours a day in outside study. Students preparing for further education or those who have a difficult time with their studies will probably have to do more than others.

Homework Policy

1. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Students should use the planner agenda to write down all class assignments.
2. Assigned homework reinforces instruction presented in class; it should not introduce new or unfamiliar concepts or skills.
3. Homework assignments are designed to meet the needs and abilities of individual students.
4. Homework will be done outside class time, not during the instructional period.
5. Teachers will consider the burden that homework places on a student when assignments are made. In making homework assignments, consideration should be given school events and other subject area requirements.
6. As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students.

How Parents Can Help With Homework: Atmosphere

1. Take an interest in your child's school activities.
2. Develop a family plan that provides recreation, family activities and rest, as well as study.
3. Provide a good environment for study and a definite, consistent time for homework to be done.
4. Develop a study plan. Agree as a family on an effective time for study. This should avoid distractions from younger children, television and radio programs, and excessive noise.
5. Reinforce desirable study habits by giving praise.
6. Give encouragement and help when needed.
7. Guide the pupil toward independent and effective use of time.
8. Use family trips to stimulate interest and increase knowledge.

How Parents Can Help With Homework: Supervision

1) Homework assignments are to be written down in the planner agenda. This will prevent confusion or forgetfulness on the part of the student. Check out notes.
2) Check the parent portal on Gradespeed for assignments and due dates.
3) Students always have something to study. If your son or daughter tells you he or she does not have any homework, this may be a good opportunity for:
4) Review of past work.
5) Often daily assignments may involve reading (the rest of the paragraph)
6) Teachers often assign a long-range project. Students frequently put off such assignments until the last minute.
7) Often daily assignments may involve reading in preparation for classroom requirements. Although they do not include written work, they are extremely important to the student's performance.

HONOR ROLL

The attendance clerk maintains the school's honor board, which lists the names of students who have made the quarterly honor roll. There are two lists for grades four and five: All A and B and Straight A. For grades six through twelve, there are four lists: Golden Honor Roll of 4.0 and above; High Honors lf 3.5-3.9; Honor Roll of 3.0-3.49; and Mustang Roll for those whose GPA has improved by .5 or more from the previous grading period.

The standards as set by the National Honor Society include the following:

- No distinction is made among courses.
- "Pass" grades are not averaged; "Fail" grades are.
- Any grade below a "C" disqualifies a student
- An overall grade point average of 3.0 is required. Averages of 4.0 and above receive additional recognition.

IMMUNIZATIONS

In order to attend a DoDEA school, students must have an up-to-date and complete immunization record. Parents will be informed of any needed immunizations and the procedures for scheduling appointments for immunizations. The base clinic also has a record of immunization requirements. Students must be compliant with immunization requirements within ten days of enrollment provided that the relevant vaccines are available.

INCLEMENT WEATHER / EMERGENCY SCHOOL CLOSING

If an emergency closing of school is required, it is usually due to the weather. Employees should monitor the weather so that they arrive at school on time. Cancellation of classes because of inclement weather is extremely rare at Menwith Hill. However, conditions will be announced on the base weather line (262-7789 and 262-4489 or 01423-777789 and 01423-844489).

The decision to delay school or cancel school for students rests with the base command. Similarly the decision to run buses early and close school early rests with the base command.

Other factors that may bring about the closing of school are lack of water or heat, a health epidemic, military alerts which affect the civilian community and other emergencies which allow the community commander to close the school.

INFORMATION CENTER

HOURS OF OPERATION: **Opens at 0810 and closes at 1530.**

USE OF THE INFORMATION CENTER

Individual students: The library is open for students to read, do research or study quietly before and after school and during lunch. During school hours, a student must have a valid library pass from his/her teacher. A student should obtain a pass (or a note in the planner agenda) from the Information Specialist in order to access the library before school or during lunch.

LETTERS

A Menwith Hill Elementary/High School letter is awarded to those students who have participated in school sponsored athletics and activities. Each sport has specific requirements in terms of the number of quarters of games played, number of games played, number of competitions entered (see Athletic Code). The coach of the individual sport will give participants in a sport complete information concerning lettering at the beginning of the season.

LOCKERS

Each student in grades 6 – 12 will be assigned a locker with a combination lock provided. **Make sure the locker is locked at all times**. Many community groups utilize the school building and activities during the evening hours and on weekends, and to the extent possible, the school will provide security. The school cannot be held responsible for loss or theft from lockers. Use of the locker is strictly up to the student. The office makes assignment of lockers. Failure to comply with the guidelines below may result in suspension of locker privileges.

The following rules apply to use of lockers:

1. Students will use the locker assigned: ***NO TRADING.***
2. Students ***will not share*** lockers unless assigned to do so.
3. No decorations will be placed on the outside of the lockers.
4. Pictures may be placed on the inside of the lockers. Pictures should be in good taste and not from magazines designated as adult reading material.
5. Students will be responsible for removing decorations at the end of the school year or when checking out of school.
6. Cleanliness of lockers is the business of the student, but lockers will be monitored periodically.
7. Though assigned to a student, the locker remains the property of the U.S. Government. Abuse of the locker will result in the student being held financially liable to the U.S. Government.
8. Lockers will remain locked when not in use.
9. Unused lockers will not be used by any other student.
10. All students are required to lock their lockers with the school combination lock being provided. *Students who do not use a lock may lose their locker privileges.* Students **MAY NOT** use their own locks.
11. Student lockers are government property and may be searched at the discretion of the administration.

LOST AND FOUND

The school cannot accept legal responsibility for items that are lost or found at school. Found items are to be turned in to the high school office. The lost and found is in the Cafetorium or you can also check in the Main Office. The school is not responsible for stolen items. The students and parents will be advised as to the appropriate paperwork that can be filed through the military police and legal office, but the school cannot reimburse students for missing items. **DO NOT BRING VALUABLES TO SCHOOL. The school is NOT responsible for missing or lost items and will not engage in more than a basic investigation.**

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society (NHS) is an honorary organization with members selected from the junior and senior classes. Sophomores may be granted provisional membership if they meet NHS standards. Prospective candidates are screened from all students compiling a minimum of 3.5 cumulative grade point average. A faculty council makes selections based on scholarship, character, service, and leadership.

Students providing the proper documentation of being National Honor Society members at their previous school will be automatically accepted. Members who fail to maintain a semester average of 3.5 will receive a warning letter. If, at the end of the 2nd semester, the average is still not 3.5, the student will be dismissed from the organization.

NATIONAL JUNIOR HONOR SOCIETY (NJHS)

This activity is organized the same as the NHS, except it is open to eighth and ninth graders. The two organizations work closely on many projects.

NOTICES

All notices for bulletin boards, posters, daily bulletins or handbills, or any type of advertisement distributed on school premises (other than faculty sponsored) must have prior administrative approval and must be removed as soon as item is no longer in effect.

PARENT, TEACHER, STUDENT ASSOCIATION (PTO)

The PTO is a positive and vital force in bringing about a closer cooperative relationship between parents, teachers, students, and administrators so that our united efforts will secure for all youth the best possible mental, physical, and social education. The PTO Executive Board has elected representatives of parents, teachers, students, and administrators.

The PTO is a nonprofit organization that depends upon volunteers to help with projects to provide monetary assistance for supplies and activities to support school and student needs.

The PTO is your organization and needs your involvement to be a successful bridge between home and school. The PTO seeks to keep parents and students informed about school issues and to provide support for school and student endeavors.

PERSONAL PROPERTY

DO NOT bring valuables to school! Large amounts of money, expensive jewelry, walkmans, CD players, radios, etc., should be left safely at home. **The school is NOT responsible for missing, stolen or lost items and will not engage in more than a basic investigation.**

PHYSICAL EDUCATION

Physical Education is an activity that is important today for both physical/mental health and well-being. Activity and participation are the keys to a good program and a stronger, healthier student.

If a student cannot participate in P.E. on a permanent basis or for a limited time period, he or she must bring a doctor's note to the nurse. The school nurse excusing the student from activities can write a note. No other reason will be accepted, as participation is the basis for the course and its grading procedures. Failure to actively participate in class on a daily basis may result in a grade penalty and possible disciplinary action.

Appropriate gym clothes will be worn during P.E. class. Instructors will make their requirements known to all students upon enrollment in the class. All elementary students have PE on a rotating schedule.

PROGRESS REPORTS

The purpose of the progress report is to inform you of your son or daughter's school performance. This progress report indicates reason(s) for the level of progress identified and recommendations that should be followed to help your son or daughter improve if the level of performance is less than satisfactory. Experience shows that the greatest amount of achievement by students is made when there is close cooperation between students, teachers, and parents. Progress reports for students with a D or F are required of each teacher and are sent home about the fifth week of each marking period. Parents of students in grades 4 – 12 are encouraged use the Parent Portal in the Gradespeed program so that they can monitor grades and assignments daily. The school's website gives directions on how to access the Parent Portal.

PROHIBITED ARTICLES

The following list includes articles that are **NOT** to be brought to school; however, this list is not all-inclusive. If you have any doubt about bringing any article to school, consult your teachers or the principal. Prohibited articles may be confiscated by any teacher or by the principal. Students possessing these articles may face disciplinary action.

- firecrackers
- shaving cream

- knives
- any article considered a nuisance-causing device
- lighters/matches
- weapons including toy replicas
- laser pointers
- water pistols
- confetti

REPORT CARDS

Report cards will be issued every quarter. Normally, parents are notified of unsatisfactory student achievement at the end of the fifth week in each marking period; parents and students will receive this notification in sufficient time to allow students to correct the cause of the unsatisfactory achievement.

The report card uses the following approved systemwide marking system: A=Excellent, B=Good, C=Average, D=Poor, F=Failing, I=Incomplete, E=Passing on the basis of effort. The use of "+" and "-" to denote slightly higher or lower grade marks is approved for use on report cards, but will not place any value on the grade point average.

Use of the incomplete "I" Mark. The "I" for incomplete may be given to a student in a subject, at the discretion of the teacher, when the student is not able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school. Guidance counselors and teachers should determine the length of time needed to complete the work. If the work is not completed in the allotted time, the "I" grade should be changed to a grade representing the value of the work accomplished in the course. The time allotted for completion should not normally extend beyond 2 weeks after the end of the 9-week grading period or more than 4 weeks after the final grading period. The grade "I" will not be recorded on the permanent record card (transcript). In preliminary computations of the student's grade point average, the grade of incomplete is equivalent to zero grade points.

Use of "+" or"-". The use of "+" or "-"with grade marks is authorized for use on report cards and permanent record cards, however, the "+" or "-"does not have any value in computing a student's grade point average.

SCHEDULE CHANGES

Students who have schedule conflicts or problems with their schedules should request a schedule change through the counselor. The first week of each semester will be used for schedule changes. Requests at any other time may require a conference with student, parent, teacher and counselor. All schedule changes must be approved by an administrator.

SCHOOL ADVISORY COMMITTEE (SAC)

The purpose of the Menwith Hill Elementary/High School SAC is to advise school administrators on program matters that impact on the quality of education in the local high school. It is mandated by law and consists of seven voting members: three parents, three teachers and one student. Other parents and teachers are always welcomed and encouraged to attend; they may observe but their participation is limited.
The SAC may make recommendations and advise the principal on all matters within its jurisdiction. Specifically, this includes:

1. School policies toward students and parents, student activities and administrative procedures affecting students.
2. Instructional programs and educational resources within the school.
3. Allocation of resources within the school to achieve educational goals.
4. Pupil services (health, special education, testing, evaluation, counseling and extra-curricular activities).
5. Student standards of conduct and discipline.
6. Policies and standards of the dependents' education system related to the matters enumerated above.

Committee members are elected on an annual basis, with elections being held in the spring. Regularly scheduled committee meetings are held the first Tuesday of each month in the high school library at 1530. Meetings are open to the public and the public is welcome to attend.

SCHOOL IMPROVEMENT LEADERSHIP TEAM

At Menwith Hill Elementary/High School there is a School Improvement Leadership Team. Our SILT directs its attention to establishing goals that will help provide greater direction to the school's instructional program. These goals will be designed so that staff members regard them as being important, attainable, and in concert with the overall goals and objectives established by DoDEA.

This committee will review proposals and suggestions from staff members on how to improve the school's instructional program. In evaluating suggestions, the committee will work closely with the principal.

SCHOOL OFFICE HOURS

Registration to school, request for records and other administrative issues can be addressed to the school administrative personnel during office hours 0800-1600 on regular school days. **Please do not ask office personnel to take money or other items for delivery to students. Also, messages will be given to students only in emergency situations.**

SEMINAR

Seminar is a class like any other and students are expected to use the time well. Teachers are expected to maintain good classroom discipline and ensure that students are on task. A secondary purpose is for school organizations to meet without disrupting normal classroom time. At grades 9-12, seminar should be primarily an academic period. At the middle school level, it is also a time to advise students and foster positive self esteem and a love of learning. Students in grades six through twelve have sustained silent reading/study from 1333 to 1355.

Seminar is used as a time to distribute materials and information. **All students are expected to be in their seminar classes, with another teacher, or at a scheduled meeting or activity.**

Seminars are set up to meet the following prioritized goals:

1. Individual assistance from a teacher on a recent lesson
2. Completion of assignments missed due to absence(s)
3. Completion of quizzes/tests not finished during class
4. Completion of in-class assignments not finished during class
5. Completion of late homework assignments
6. Completion of current homework assignments
7. Reading for school or leisure

Students are expected to participate fully and cooperate throughout all seminar activities. Teachers will ensure that students assigned to their seminar class engage in the tasks listed above and fully participate/cooperate throughout all seminar activities. Teachers will be actively involved in seminar learning. Teachers and staff who do not have seminar are encouraged to join a seminar during the reading time.

- The middle school team has uniform rules and expectations, including a vision of SSR at the middle school level. The 6-8 seminars should operate according to these rules and expectations.
- High school seminars should be consistent in operation with the following rules:

    - The first 22 minutes of seminar (until 1355) should be for silent reading or studying. During this time, students should work and read quietly and individually. They may have their math book open and be completing math problems. They may be reading their novel for English or their chapter for social studies while completing worksheets, questions, a writing activity, etc. They may also read a magazine or engage in other leisure reading. Especially in

classes with many computers, they may also be reading and working at the computers. Students will stay in their assigned seminar for this time UNLESS they have a note IN ADVANCE from a teacher indicating the student needs to be with that teacher for the entire seminar period (to make up a 90-minute test, for example, or to complete an extended distance learning or computer project). NO CLASSES OR GRADE LEVELS WILL BE EXEMPT FROM SSR!

- Before students travel to other teachers, they may need time to consult with one another about assignments.
- After 1355, students may work quietly with other students as long as any cooperative activity time is not simply spent socializing.
- At 1400, students may ask to see another teacher, but the student must have a seminar pass to see that teacher in their possession. Students must make prior arrangements to leave their assigned seminar classroom. This includes passes to work in the Information Center. The teacher who assigns the project, should write the pass to work on it in the Information Center during Seminar.
- For anything more than a quick trip across the hall (to get a textbook, for example, or to clarify the homework assignment), students must make sure they have the seminar teachers' signature/time to move to another classroom and the other teacher's signature/time when they return to their regular seminar.
- All students must report back to their seminar teacher with signatures/times before students are dismissed at 1500.
- Each seminar class should have a sign-out sheet so teachers can keep track of where each student is for what amount of time. Students are also responsible for asking the teacher for a signature and correctly completing the sign-out sheet. Students who abuse the system may be "grounded" and forced to stay with their seminar teacher. The names of students who are "grounded" will be put in the faculty bulletin or sent in an email.
- There is Principal's Seminar for students who are in danger of not graduating. These students, generally juniors or seniors, report directly to the principal and generally may not leave the seminar. As appropriate, a paraprofessional will help with the seminar. Teachers may ask the paraprofessional to cover their seminars so they may work with students in the office.
- Students who refuse to work or read or be quiet during seminar are subject to the same disciplinary consequences as for any other class.
- Organizational meetings for junior class, senior class, Duke of Edinburgh, NJHS, NHS, Student Council, etc., are limited to no more than ONE MEETING PER MONTH during seminar. These meetings will BE POSTED IN ADVANCE OF THE MEETING ON THE SCHOOL CALENDAR and will generally be regularly-scheduled (first Tuesday of the month for Student Council, etc.). Other seminar activities (pep rallies, parades, science assemblies, concerts, fundraising activities, etc.) must be approved by the Student Council and administration prior to the event. These events will also be posted on the school calendar.

- Students who achieve a 4.0 GPA or higher during any quarter will be given a Golden Seminar Pass for the next quarter. While they must still keep their seminar teachers informed of their whereabouts, they do not need passes from teachers.

SMOKING

Students are prohibited from **possessing or using** tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.

SPECIAL EDUCATION PROGRAM

Menwith Hill Elementary/High School has teachers of the learning impaired and a speech therapist. Each student enrolled in our special education program has an Individual Education Plan (IEP), which outlines the specific education requirements.

STUDENT CLUBS

Formation of these clubs is the responsibility of the students. A petition must be secured from the Student Government and, when satisfactorily completed and approved, the group will be given a charter to operate as a club for the school year. Faculty members approached by students to sponsor a club should consider helping the students. Secret societies are not allowed. Sponsors are required to be in attendance at all club meetings/events.

STUDENT GOVERNMENT

Menwith Hill Elementary/High School has two active student governments, one for grades 6-8 and one for grades 9-12. Officers are elected.

STUDENT RECORDS

Student records are developed and maintained by DoDEA schools in order to record and store information about students for legitimate educational purposes.

Types of school records maintained:

1. **Student Cumulative Folder**: This folder contains official administrative records, permanent record cards, transcripts, standardized group achievement test

results, records of honors and activities, permission slips, attendance reports, progress reports, etc.

2. **Student Personal Folder**: This folder contains information on reports from the Case Study Committee such as individual test results, IEP's, special action reports, reports of in-school incidents, psychologist reports, legal reports, individual test scores, etc. The Case Study Committee must obtain parental permission prior to initiating any form of student assessment.

3. **School Health Records**: This folder can include the standard DoDEA health record, power of attorney for emergency treatment, physical fitness forms for participation in sports, certification of immunization, etc.

Maintenance of Records: The school administrator is responsible for the maintenance, updating, dissemination, and security of all school records. Records may not be removed from the school, but parents may request that a copy of their child's record be made for their own personal use.

Access to information: Teachers have access to the records of students in their classes. Other DoDEA personnel with a need to know may have access to student records with approval of the school administrator. Parents and legal guardians have the right to review all records of their children. The school administrator or qualified guidance professional staff member will be made available to parents within a reasonable length of time to interpret record information, when appropriate. No one granted access or authorization to these records may remove these records from the office.

Persons other than authorized school officials will not have access to student records without written permission of the parent except where a student's record is formally requested by an authorized investigative agency. Student records will be made available to properly identified agents of Department of Defense investigative agencies upon presenting the school principal with a written request, outlining the scope and purposes of the investigation, and signed by the senior investigation official supervising the investigation. An accurate accounting will be kept of all disclosures. However, neither parents nor student shall be advised of disclosures to law enforcement activities without prior authorization of the law enforcement agency concerned.

Collection of additional information: When it is necessary to collect information concerning a particular student other than that which is collected on all students, permission of parent must be obtained. The parent has the right to deny the placement of additional information into the official record.

Right to challenge information: The parent has the right to challenge any information contained in the student's record which is considered of questionable validity and to enter

into the official record a statement of the reasons for challenge. If the school official concurs with the parent, that part of the record in question shall be corrected, amended, or destroyed. In the event that the parent and the school official do not concur, parents have a right to mediation over the record in question with school officials. If mediation does not provide a satisfactory solution for both the parties involved, the parents may request a formal hearing.

Periodic review of information: The school administrator or a designee will review the records periodically to ensure that relevant, current and accurate information is being maintained in each student's folder.

Dissemination of information: Information from the student's folder will be released to sources who have a need to know (such as classroom teacher) and to others whom the parents have given consent in writing for its release.

Records of disclosure: The school administrator or her designee will ensure that each release of records will be recorded.

Forwarding of records upon transfer to another school: Each parent is encouraged to review his or her child's records before they are released to the new school. Parents may hand-carry copies of records with them to their new duty station.

Retirement of records: Student records (permanent transcripts) will be maintained at this school for four years. During this period, you may request transcripts through us, at the following address:
Guidance Office
Menwith Hill Elementary/High School
PSC 45, UNIT 8435
APO AE 09468

During the fifth year, transcripts are maintained at the regional office. The correct address for the regional office is:

DoDEA-European Region
Executive Services Division
CMR 443 Box 7100
APO AE 09096-0005

At the end of the fifth year, transcripts are retired to the Education Testing Service.
Education Testing Service
P.O. BOX 6605
PRINCETON, NJ 08541-6605

REMEMBER: No copy of transcripts will be provided without appropriate written authorization and signature of either parent/guardian or student if 18 years or older.

STUDENT SUPPORT TEAM

The primary purpose of the SST is to serve as a screening committee for students referred for various reasons e.g., behavior, academic, learning, language, attention, social/emotional, and organizational skills. The SST normally receives all referrals from classroom teachers for potential academic, behavioral, or emotional interventions. The committee's role is to identify which activities or recommendations for intervention/services, if any, are appropriate for each student. The committee may decide to monitor a student's progress for a period of time rather than creating a Modified Instruction Plan (MIP), referral to the Case Study Committee (CSC), or referral to a community agency (Family Advocacy, Mental Health, etc). It is possible that the student's referral to the SST results in no action other than monitoring of the student by an SST member. The SST also serves as the Review Committee for Gifted Education. Parents may contact the school administration, at 262-7778 or 01423-777778 for further information.

STUDY TRIPS

Study trips are an important aspect of the school program. The school provides transportation, but students are responsible for admission fees and lunch expenses.

TELEPHONES

Our office telephones are for official school business. **Cellular telephones** must remain in the "off" setting throughout the school day. Only during lunch are students allowed to place or receive calls, and then only while off campus. If a cellular telephone rings or vibrates during a class, it may be confiscated by the teacher and returned only to the sponsor or parent.

TRANSPORTATION

All issues regarding school bus transportation are the responsibility of the Transportation Officer based at Menwith Hill School. She may be reached at 262-7778 or 01423-777778.

School Bus Reminders

The regular School Bus Route and Hazardous Roads Route sheets for you child/children are attached. This information is For Official Use Only. It is not to be shared outside of the Community and needs to be shredded when obsolete.

Depart time on the attached Bus Schedule is when the bus leaves the stop. Children need to be standing at the bus stop 5 minutes early.

Children aged 9 years and under must be met at the bus stop by a parent or may be escorted by a sibling aged 12 years or older. If no-one is available to escort the child from the bus stop, the child must be returned to the school and the parents called.

If the Hazardous Roads Route is implemented, it will be announced on the Weather Line (Harrogate 777789 or 847789).

If the Hazardous Roads Route is implemented, it will be used for the entire day...morning pick-up and afternoon drop-off.

VISITORS

The school welcomes visitors. Parents wishing to visit classes are requested to make an appointment with the teacher whose class they wish to visit. DoDEA Regulation 4700.2, Enclosure 4, **requires ALL VISITORS to report to the main office to obtain a visitor's badge** prior to going to the classroom.

Students wishing to bring visitors must obtain approval from the school administration and each of the student's teachers prior to bringing a visitor to school. On the day of the visit, the student and the visitor are to report to the principal before attending any classes. Student visitors are not allowed during the first two weeks of school and the final week of each semester.

VOLUNTEERS

Volunteers are appreciated at Menwith Hill School. All volunteers should coordinate their time and efforts with classroom teachers or coaches. Volunteers are always needed to chaperone day study trips, to work with individual students, and to provide general supervision. Volunteers are required to complete DoDEA Form 4700.3-F1, May 2006. The form can be picked up in the office and is supplied with registration packets.

WITHDRAWING FROM SCHOOL

When the student withdraws from school he or she will observe the following procedures:

1. The student will report to the guidance counselor with a note and a copy of orders from his or her parents noting that the family is moving stating date of the last day of attendance for the student. If at all possible, the school would appreciate an advance notice of two weeks. Students will be expected to attend school the day of clearing.

2. On the next-to-last full day of school for the student, he or she will report to the main office where he or she will be issued a checkout form. The student will give his or her teacher the checkout form at the beginning of each class and turn in the books for each individual class. Each teacher will record the grade in progress at the time of withdrawal, clear the student of all records and textbooks, and sign the form.

3. After the student has all grades and teachers' signatures, he or she will go to the library, main office and nurse's office in order to have the form signed.

4. The student will then report to the main office where he or she will be officially withdrawn from school.

5. Once a student checks out of school, he or she is not allowed to be on school grounds or in the building without the principal's approval.

6. Official student records cannot be hand-carried to the next school. An unofficial copy of the transcript and a copy of the withdrawal form will be provided.

7. Additional information can be found under acceleration, page 12.

MENWITH HILL ELEMENTARY/HIGH SCHOOL
2010-2011 SCHOOL YEAR CALENDAR

Wednesday, August 25	Reporting date for teachers for orientation/classroom prep
	2010
First Semester (91 Instructional Days)	
Monday, August 30	Begin First Quarter and First Semester Grades 1-12
Monday, September 6	Labor Day - Federal Holiday
Tuesday, September 7	Begin First Quarter and First Semester Kindergarten and PSCD
Thursday, September 16	Open House & Balfour Representative Visit
Friday, September 17	Constitution Day Assembly
Friday, September 17	Balfour Representative Visit (letter jackets & class rings)
Friday, September 24	Full Day In Service – No School for Students
Friday, October 1	Progress Reports
Monday, October 11	Columbus Day – Federal Holiday
Wednesday – Thursday, October 20-21	PTO School Photos
Thursday, November 4	End of First Quarter (46 days of classroom instruction)
Friday, November 5	No school for students - teacher work day
Monday, November 8	Begin second quarter
Thursday, November 11	Veteran's Day – Federal Holiday
Thursday/Friday, November 18-19	Parent/Teacher Conferences grades PreK – 12
Thursday, November 18	Fall Sports Banquet
Thursday, November 25	Thanksgiving - Federal Holiday
Friday, November 26	Friday - Recess Day
Thursday, December 9	Winter Concert (morning grades K-5 & evening performance)
Friday, December 10	Winter Concert (seminar grades 6 – 12)
Thursday, December 16	Earliest Day for Withdrawal from First Semester with Credit (Acceleration)
Friday, December 17	Progress Reports
Monday, December 20	Begin Winter Recess
Friday, December 24	Federal Holiday Christmas – December 25

	2011
Friday, December 31	Federal Holiday New Year's Day – January 1
Monday, January 3	Instruction Resumes
Monday, January 17	Martin Luther King, Jr. Day - Federal Holiday
Tuesday – Thursday, January 18 - 27	EXAMS; Dead Week – Class Interruptions Minimized
Thursday, January 27	End of Second Quarter and First Semester (45 days of classroom instruction)
Friday, January 28	No school for students - teacher work day
Second Semester (90 Instructional Days)	
Monday, January 31	Begin Third Quarter and Second Semester Grades PK-12
Monday, February 7	Full Day In Service – No School for Students
Monday, February 21	Presidents' Day - Federal Holiday
Friday, March 4	Progress Reports
Monday, March 7	Parent Conferences – No School PK-12
Monday-Friday, March 14-18	Terra Nova Testing
Thursday, March 17th	Winter Sports Banquet
Thursday, April 7	End of Third Quarter (47 days of classroom instruction)
Friday, April 8	No school for students - teacher work day
Monday, April 11	Begin Spring Recess
Monday, April 18	Instruction Resumes - Begin Fourth Quarter
Friday, April 22	Earth Day Assembly
Monday-Friday, April 25-30	SIP Assessments K-12
Tuesday-Saturday, May 3-14	Advanced Placement Exams
Thursday, May 5	Spring Concert (morning grades K-5 & evening performance)
Friday, May 6	Spring Concert (seminar grades 6 – 12)
Thursday, May 19	Earliest Date to Withdraw from Second Semester with Credit (Acceleration)
Friday, May 20	Progress Reports
Friday, May 27	High School Awards Assembly (grades 9–12)
Monday, May 30	Memorial Day - Federal Holiday
Tuesday-Tuesday, May 31-June 7	Senior Exams
Saturday, June 4	Junior/Senior Prom
Monday, May 6	Spring Sports Banquet
Tuesday-Thursday, June 7-16	EXAMS; Dead Week – Class Interruptions Minimized
Thursday, June 9	Graduation Rehearsal at Fountains Abbey (0800-1200)
Friday, June 10	Graduation at Fountains Abbey 1900

Tuesday, June 14	Elementary/Middle School Awards Assembly 0900
Wednesday, June 15	Elementary Field Day (grades K – 5)
Thursday, June 16	End of Fourth Quarter and Second Semester (43 Days of Classroom Instruction)
Friday, June 17	No school for students - teacher work day Last day for teachers
School Year 2010-2011	Instructional Days – 181 Teacher Work Days - 190

DAILY SCHEDULE

Menwith Hill Elementary/High School is using the following daily schedule for the 2008-2009 school year.

First bell rings at 0824; class starts at 0829
3-4 Supervised Recess: 1000 – 1015
K-2 Supervised Recess: 1015 – 1030
K-4 Lunch and Supervised Recess: 1130 – 1210
Last bell rings at 1500
Buses leave at 1507

Elementary/Middle School Block Schedule (grades 5 - 7)

TIME	Red DAY	White DAY
0829 -- 0959	1	5
1003 -- 1128	2	6
1132 -- 1215	3	7
1215 -- 1248	LUNCH	LUNCH
1248 – 1330	3 continued	7 continued
1333 -- 1500	4	Seminar

Middle School/High School Block Schedule (grades 8* – 12)
*8th grade students do NOT have off-campus lunch privileges

TIME	Red DAY	White DAY
0829 -- 0959	1	5
1003 -- 1128	2	6

1132 -- 1257	3	7
1257 -- 1330	LUNCH	LUNCH
1333 -- 1500	4	Seminar

NOTIFICATION OF AHERA INSPECTION OR REINSPECTION

MENWITH HILL ELEMENTARY/HIGH SCHOOL
PSC 45 UNIT 8435
APO AE 09468

AUGUST 10, 2010

MEMORANDUM FOR PARENTS AND STAFF
SUBJECT: Notification of AHERA inspection (or reinspection)

As required by the Asbestos Hazard Emergency Response Act (AHERA) of 1986, our buildings have been inspected or re-inspected for asbestos-containing materials (ACM). The most recent inspection was conducted on 6/03/2010 in accordance with Environmental Protection Agency (EPA) regulations and DoDEA policy. The results of the inspection (see attached) indicates we have asbestos materials in our school.

As required by EPA, a triennial re-inspection and six month periodic surveillance program is in effect for any asbestos materials that remain in place and their condition will be closely monitored. A copy of the Asbestos Management Plan, which includes the recommended management response action(s) for ACM, is kept in our office and is available for your review. If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

Les Bryan
Principal

PERIODIC SURVEILLANCE RECORD
Menwith Hill Elementary/High School

Surveillance Date: 2010-06-03

Inspector Name: Mr. Barry Wood and Mr. Gary Hester

Material	Location		Current Condition	Comments
	Building	Room		
CEMENT ROOFING PANEL 3/16" THICK, 8" X 8", GRAY	420	EXTERIOR	Unchanged	
SHEET GASKET 4"- 6" DIAMETER, TAN, ON PIPE FLANGE CONNECTIONS	420	M101	Unchanged	
RESILIENT FLOOR TILE 9" X 9" TAN	421	005	Unchanged	
SINK COATING 6" X 9" BLACK PAD, ROUGH TEXTURE	421	009 015 016 010D	Unchanged	Pad in room 016 has been removed. No material was found in room 010D.
SINK COATING BLACK PAD, SMOOTH	421	009B	Damaged	
FLOOR ADHESIVE TAN, UNDER 9" X 9" TAN RESILIENT FLOOR TILE	421	012 005	Unchanged	
CEMENT ROOFING PANEL 3/16" THICK, 8" X 8" BLACK	421	EXTERIOR	Unchanged	
CEMENT ROOFING PANEL 3/16" THICK, 8" X 8", BLACK	421	EXTERIOR	Unchanged	
COVE BASE ADHESIVE BLACK, UNDER 4" BLACK RUBBER COVE BASE	421	M109 J104	Damaged	Work order has been put in to remove Cove Base Adhesive from RM:J104, (M109 Unchanged)