

Kaiserslautern Middle School

Parent/Student Handbook
2012-2013



**Unit 3240, Box 450
APO, AE 09021
Telephone: 0631-59871**

KAISERSLAUTERN MIDDLE SCHOOL

STUDENT HANDBOOK 2012-2013

**A complete version of the KMS handbook is located at: <http://www.kais-ms.eu.dodea.edu/>

Kaiserslautern Middle School provides instruction for students in grades six, seven and eight for the Kaiserslautern Military Community. There are approximately 500 students enrolled.

SCHOOL ADDRESS: Kaiserslautern Middle School
Unit 3240 Box 450
APO, AE 09021

CIVILIAN PHONE: 0631-59871
CIVILIAN FAX: 0631-99225
DSN PHONE: 489-7430
EMAIL ADDRESS: KaiserslauternMSprincipal@eu.dodea.edu
WEB ADDRESS: www.kais-ms.eu.dodea.edu

PERSONNEL AND PHONE NUMBERS

Principal	489-7430
Assistant Principal	489-7430
School Secretary	489-7430
Attendance/Computer Clerk	489-7453
Registrar & Student Affairs	489-7637
Counselor	489-8290
CSC	489-8047
School Nurse	0631-35793
Cafeteria	0631-90523

Teachers can be e-mailed by: firstname.lastname@eu.dodea.edu

BELL SCHEDULE

Period 1	0820-0915	Period 4	1145-1230
Period 2	0920-1005	Period 5	1235-1320
Period 3	1010-1055	Period 6	1325-1410
LUNCH	1055-1140	Period 7	1415-1500

KMS Administrative Office Hours: 07:30 to 4:30 Monday through Friday
Guidance and School Nurse Office Hours: 8:00 to 3:30 Monday through Friday

COMMUNICATION

Daily Bulletin: This publication provides school-wide announcements to inform students and parents of activities, meetings, special events, etc. Parents will receive this bulletin via primary e-mail address.

Monthly Newsletter: Parents will receive a monthly KMS newsletter via primary e-mail address.

Change of Parent/Guardian Contact Information: A change in sponsor's telephone number, primary email address, unit codes, unit address, quarters address, or emergency contact must be reported promptly to ensure effective communication between the school and home.

PTSA Welcome

Dear Students,

The KMS PTSA would like to welcome you to the 2012-2013 school year. This student agenda has been provided by the PTSA for your daily use. Your agenda is to serve as a quick reference of school policies and as a tool to help develop organizational and studies skills that will support the KMS goal of highest student achievement.

We welcome you to a new and exciting year at KMS!

KMS PTSA

DODEA Mission Statement

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

Kaiserslautern District Vision

Standards Based – Data Driven – Student Focused – for Highest Student Achievement

Kaiserslautern Middle School Vision

Standards Based – Statistically Differentiated – Learner Targeted – for Highest Student Achievement

SCHOOL IMPROVEMENT PROCESS GOALS

Goal 1: Students will improve their problem-solving skills with an emphasis on math foundational skills.

Goal 2: Students will improve their communication/comprehension skills.

ACADEMIC HONESTY

Students at Kaiserslautern Middle School are expected to demonstrate academic honesty at all times. This means that students do their own work and do not copy work from other sources such as classmates, books, or online sources. Any form of academic dishonesty will result in a grade of zero for the test, quiz, or assignment, and a detention for the first offense. Repeated offenses will result in more serious disciplinary measures.

ACCESS to SCHOOL FACILITIES

KMS maintains a vision of collaboration with the community. Therefore, there is the possibility of utilizing our facilities for special events. However, this use must be reserved through administration. Please note that KMS must consider the time, place, and manner in which an activity may be held based on matters other than the philosophical religious or political content of the activity. Administration reserves the right to disallow this access at discretion considering the aforementioned.

ARRIVING LATE TO SCHOOL

Students must be signed in by their parent or guardian when arriving at school after classes have started.

ATTENDANCE POLICY

a) General: The Kaiserslautern Middle School Education program is organized on the basic assumption that all students will attend school/class regularly and punctually. Adherence to the school attendance policy is the responsibility of the parents and students. Parents will be consistently and periodically informed of student absences in order for them to exercise parental control and responsibility. The purpose of this action is to establish patterns of good attendance and to assure that educational programs have an opportunity to be successful. No unauthorized absence will be taken lightly. **If a student is going to be absent, a parent/sponsor is required to notify the school by 8:00 am on the day of the absence.**

1. Accurate attendance records are maintained for each student.
2. Attendance in each class is checked daily.
3. Attendance records are reviewed and follow-up action on excessive and/or unexcused absences is taken to include the notification of parents and application of disciplinary action when appropriate.
4. Excused absences are documented in writing.

b) Excused Absence Procedures: Explanation of absence: The sponsor must provide the attendance clerk with a written explanation for each student absence. There will be no academic penalty for excused absences. Work missed must be made up in a reasonable amount of time, usually equal to the amount of time of absence.

1. Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family, local hardship situation), and religious observances, family trips, and medical appointments.
2. Excused absences are granted to those students participating in school-sponsored activities including athletic events, tournaments, and other interscholastic events occurring away from the home school.
3. Other excused absences are Principal approved school closings caused by adverse weather or safety conditions and late arrival of buses.
4. In winter and days of weather extremes, students should wait only 20 minutes after a scheduled bus pick up time. Thereafter, they should go home. Such an absence will be an excused when certified by a sponsor's note.

c) Unexcused Absence: A student who, after reporting to school, skips or leaves a class without excused permission to do so is truant. Any student who is absent from school without the knowledge and permission of his or her sponsor or school authorities is truant. Unexcused absences will result in administrative action. Students are required to complete and turn in all schoolwork missed during the unexcused absence.

d) Forgery of Names on Explanations of Absences: The serious nature of forgery requires a disciplinary action. Suspensions will normally result if forgery is found to have occurred in an explanation of absence. Length of suspension will be determined on a case-by-case basis.

e) Teachers are responsible for:

1. The maintenance of classroom attendance.
2. Reporting all absences each period to the attendance office.
3. Advising both students and parents when absences from class, for all reasons (excused or unexcused), are jeopardizing successful accomplishment of course work.

f) Parents (Sponsors) are responsible for:

1. Counseling their dependent student(s) on the importance of regular classroom attendance.
2. Complying with the procedures of the attendance policy.
 - a) Notify the school before 8:00 am on the day of an absence. Promptly provide the school administration a written excuse explaining the circumstances concerning a student's absence from class.
 - b) In the case of religious holidays, provide a written excuse requesting absence prior to the day of the holiday or the official retreat.
3. Coordinate with teachers, prior to taking family trips.

g) Students are responsible for:

1. Being punctual to class (i.e., students will be in class and seated prior to the signal that begins class).
2. Arranging for excused absences
3. Adhering to established rules.

BOOK BAGS/BACKPACKS

Book bags and backpacks are not allowed in the classrooms for safety reasons. Students are required to leave book bags and backpacks in their lockers during the day. Materials and supplies for classes should be retrieved from the lockers during the passing period provided between classes. Purses are allowed in classrooms but cannot exceed the size of 8.5 by 11 inches or the size of a piece of printer paper. Any purse or bag larger than the stated size will have to be stored in the student's locker.

BULLYING and HAZING

Bullying in any form is a social injustice and will not be tolerated at Kaiserslautern Middle School.

Bullying is the deliberate mistreatment of one child or a group of children by another, either emotionally or physically. We believe that bullying others is wrong because

- it hurts feelings
- it can hurt physically
- it can make people feel worthless, powerless, and unsafe
- it inhibits learning

Please help us to stamp out bullying by refusing to be involved in any bullying situations. If you are aware of bullying going on, please have the courage to speak out, report the incident to an adult, or complete a "Student Incident Report" in the main office where an administrator can assist you. Administration will promptly investigate and respond to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. Complaints may include, but are not limited to, incidents of discrimination, harassment (including sexual harassment), intimidation, hazing, bullying (including cyber-bullying-including Facebook, or retaliation.

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

CAFETERIA/LUNCH

Our school has a closed-campus for lunch. Students are not permitted to leave campus for lunch. The middle school, high school, and elementary school share a cafeteria. Students are expected to throw away their own trash items in the cafeteria. As classes are held in proximity to the cafeteria during the middle school lunch period, students are expected to behave appropriately on the way to the cafeteria and to maintain an appropriate noise level for inside the building. Students are not allowed to walk through or in front of the high school when going to the cafeteria.

COUNSELOR

Counseling services are available to all KMS students. Students may meet with the counselor before and after school and at lunch, as well as during the regular school day. Students are required to get a pass from their teacher prior to going to the counselor or stop by to arrange an appointment with the counselor before or after school.

DoDDS REPORT CARD GRADING SYSTEM

A = Excellent	90-100
B = Above Average	80-89
C = Average	70-79
D = Below Average	60-69
F = Failing	0-59
I = Incomplete	Students have 10 school days to complete assignments.

**Grades can be monitored electronically via parent and student GradeSpeed accounts. Please contact the main office for information about getting access to GradeSpeed.

DRESS CODE

Students' dress and appearance must be appropriate for normal classroom instruction. Students should avoid dressing in a way that distracts others from their educational or professional duties. For sanitary and safety reasons, stocking feet, bare feet, flip-flops, and slippers are prohibited. Clothing that is too tight and/or revealing is also prohibited. Underwear worn as outerwear, halter tops, midriff-revealing shirts or pants, spaghetti straps, see-through apparel, overly baggy pants, tattered clothing, etc. are some examples of what are not considered appropriate modes of dress. Shorts or skirts, which fall more than four inches above the knee, are not appropriate for school. Clothing which reveals undergarments is not allowed. Sagging pants are not considered appropriate in the school setting. Apparel worn on the head, including hats and wraps, should not be worn inside the school or the cafeteria. Large chains and items with metal spikes can be dangerous and should not be worn at school. Students inappropriately dressed may be sent home and inappropriate accessories may be confiscated. Slogan buttons, T-shirts, patches, bandanas and banners that condone inappropriate language or other obscenity, drugs (including having a connection to smoking or alcohol), or gang affiliation will be confiscated and reported to command. ***The school administration reserves the right to decide what clothing is appropriate. Exemptions to dress code may be requested by a parent for religious or philosophical belief, disability, medical reason, or due to the financial hardship.***

ELECTRONIC DEVICES

Electronic devices, including cell phones, Gameboys, iPods, MP3 players, personal Internet devices, and all similar music, communication, or gaming items are strictly prohibited in classrooms, hallways, or the cafeteria. Use of these items on the school grounds will result in confiscation of the items which will be turned in to the main office. Confiscated/contraband items will only be released to parents or legal guardians. ***Students who bring these items to school must keep them in their lockers and assume all liability/responsibility for their security.*** Students who use these items outside before school must ensure the items are in the "off" position and out of sight *before* entering the school grounds. Electronic devices must be transferred immediately to lockers and secured before reporting to classes. Failure to do so will result in the confiscation procedures as described.

GUM-FREE FACILITY

In order to maintain a clean and educationally appropriate environment, KMS is a chewing gum-free facility. Students are not allowed to chew gum at school. Any violation will result in disciplinary action. Chewing gum in a computer lab or around sensitive electronic equipment is more serious and may result in a more immediate consequence. Parents are asked to assist KMS staff in enforcing this policy.

HALL PASS POLICY

Students are expected to remain in classrooms during class time. Any student in the hallways during class time is expected to have a hall pass indicating the purpose, duration, and permission of his/her trip outside the class. Students should generally take care of locker and restroom needs during passing times provided between each class.

HARASSMENT/SEXUAL HARASSMENT POLICY

Definition: Sexual harassment is an unwanted action of a sexual nature that affects the educational environment. Sexual harassment is, but is not limited to: verbally offensive comments; language; jokes; whistles; terms (sweet thing, babe, etc.); leering; gestures; sexually oriented posters, notes, or pictures; pornography of any kind; physical touching, patting, rubbing, cornering, or bumping.

Student Procedures:

1. Report incident to teacher, counselor, or other staff member.
2. Student will fill out an Incident Report, which will be forwarded to the Administration.

HIGH SCHOOL AND ELEMENTARY SCHOOL COMPLEX

Middle school students are not allowed in the high school or elementary buildings unless they are with their teacher.

HOMEWORK

Homework is an integral part of school and must be carefully prepared. A daily homework preparation period of approximately one to two hours is considered appropriate and is likely to be the overall average. However, the amount of homework students need to do will depend on the difficulty of their academic program and their capabilities. *Homework is to be recorded in the student's agenda daily.*

HONOR ROLL

The Honor Roll will be published at the end of each nine-week grading period. Students with a 4.0 grade point average are eligible for the Gold Honor Roll. Students with a 3.5-3.9 grade point average are eligible for the Silver Honor Roll. Students with a 3.0-3.49 qualify for the Bronze Honor Roll.

LEAVING SCHOOL DURING THE DAY

All students who are to be dismissed earlier than the regular dismissal time are required to sign-out with a parent/sponsor in the front office. Only the school nurse or administrator has the authority to send sick students home. Parents are contacted to pick up the student. Failure to follow the above rule will result in an unexcused absence.

LOCKERS

Each student is issued a school locker with a padlock. Students are required to secure their lockers with the lock at all times, as items may be damaged or stolen. Items damaged or missing due to improper use of the locker or the student's failure to secure the locker are the responsibility of the student. The locker and lock remain the property of the school. Altering the locker/lock (to include using stickers inside or out) in any way is prohibited, as is the sharing of lockers or combinations.

Repair and replacement of an altered or damaged locker or lock is the responsibility of the student/sponsor. All locks must be accounted for at the end of the school year. Please immediately notify the school main office of missing or damaged locks.

LOST AND FOUND

The school's lost and found is located in Room 209A. Any items lost on campus or on the school buses may be claimed during school hours. Lost electronic items are maintained in the front office.

MEDIA CENTER

Hours of Operation: Monday – Friday, 8:20 am – 3:30 pm

The school library is a valuable resource for teachers and students. A wide variety of print, audio-visual-based materials and technology-based resources relating to curriculum needs are available in the media center. Students may use the library before and after school. Any computer use must be connected to an academic assignment, no matter what time of day. There is to be no surfing to commercial sites and downloading of information for personal amusement (no music videos, no blogs, no chat rooms, no social networks, or shopping).

The KMS website (<http://www.kais-ms.eu.dodea.edu/>) has a link to the Media Center, where you can find the KMS Virtual Library and online databases.

MESSAGES TO STUDENTS

Students should be well informed of personal, family, and transportation matters before they leave home in the morning. **Office and teaching staff cannot relay messages to students except in cases of a true emergency.** Parents are requested not to ask KMS staff to deliver messages to students.

MID-QUARTER PROGRESS REPORTS

Mid-quarter progress information is sent to parents of students in danger of failing after the halfway point of each quarter. Parents are asked to notify the school if student progress information or report cards are not received. In addition, teachers can be emailed directly using the following email format: **Firstname.Lastname@eu.dodea.edu**

NURSE

The school nurse's office is a source of emergency treatment for students who become acutely ill or injured at school. Students who need to go to the nurse for an illness or minor injury must first get a pass from their teacher. Students will not be seen without a pass. Students suffering major injuries report directly to the nurse. If it is necessary for a student to take any medication, a medical permission form signed by the parent and doctor must be presented to the nurse. The medication must be given in its prescription bottle to the school nurse.

PARENT-TEACHER CONFERENCES

Conferences may be scheduled at any point in the school year by contacting the school office. The administrative staff will pass a message on to the team leader for an appointment. Parents may also contact teachers to schedule a conference. Scheduled parent conference days are held at the end of the first quarter.

PARENT VISITS

Parents are invited to participate in the annual Open House held in the fall. Informal classroom visits are welcome any time. To arrange a classroom visit, notify your child's teachers 24 hours in advance to schedule. Please check in at the front office and pick up a visitor's badge. Regular classroom instruction will continue, as this is not a time for a parent/teacher conference.

PCS INFORMATION

When you plan to PCS, please provide the office with a copy of your orders and your student's last day of attendance. Records will be available for pickup, as long as the office has been provided with advance notice of your withdrawal and the date you wish to have records available for pickup.

Please understand that even if your student will complete the school year and you will PCS over the summer, the office needs at least 48 hours notice to have your records available.

If you will be leaving before the official last day of school, credit can only be given if you leave no more than 20 days before that date. Please see our registrar for the official date. To receive credit your student must be placed in the accelerated withdrawal program and the office MUST receive a copy of your orders. A student can be placed in the accelerated withdrawal program upon your request, however if you fail to bring in orders, your student will only receive a withdrawal grade and it will be the decision of your new school district to accept those withdrawal grades as final grades.

If you have any questions regarding accelerated withdrawal, please do not hesitate to contact the school.

POSTERS

All posters for school or non-school activities of any kind must be approved by the administration before they can be placed on school property.

KMS Extra-curricular Activities

Academic and behavior (disciplinary) requirements that students must meet to participate in school-sponsored extracurricular activities or to hold a leadership position in a curriculum-related club, team or student organization –. Students must maintain positive behavior during school hours and when participating in extra-curricular activities. If students demonstrate inappropriate behaviors that fall into categories C and D as listed in the KAISERSLAUTERN MIDDLE SCHOOL DISCIPLINE MATRIX, administration reserves the right to exclude those students from Extra-Curricular activities. In addition, students that are not maintaining a GPA of 2.0 or better may be excluded from extra-curricular activities except Tutoring opportunities at the discretion of Administration.

In accordance with extra-duty compensation requirements, school staff will serve as sponsors/advisors of school-sponsored activities and sponsors will supervise all designated extracurricular activities.

SCHOOL CAMPUS

The student day begins at 8:20 a.m. Students should not arrive before 8:00 a.m.

Students are within the school's jurisdiction during the entire school day 0820-1500 hours. School rules apply during all extra-curricular or classroom activities such as field trips and athletic trips and during breaks in instructional activities. Leaving campus is strictly "**OFF LIMITS**" to students during school hours.

SMOKING, CHEWING TOBACCO, AND THE USE OF SNUFF

- 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-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.
- There will be no designated smoking areas defined or condoned by DODEA schools.

STUDENT DISCIPLINE

The Kaiserslautern Middle School faculty believes that students can learn and can be taught to manage their own behavior. With that belief, the faculty has established three general rules of conduct guiding the behavior of students:

1. Students will respect the rights and property of themselves and others;
2. Students will behave in such a manner as to create a positive learning environment;
3. Students will respect the health and safety of others.

KMS takes chronic misbehavior seriously and views it as a disruption of the education process for all students. Maintenance of appropriate student behavior must incorporate the efforts of KMS staff and parents. KMS utilizes a student discipline database, which incorporates a progressive system of consequences for behavior infractions to ensure students are disciplined in a fair and appropriate manner. The Kaiserslautern District Disciplinary Matrix will be used as a guide in disciplinary issues. The aim of this is to address student misconduct fairly and at the lowest possible level with the minimum of classroom interruption.

Most behavior problems are minor and are addressed with a verbal warning. If unacceptable behavior persists, KMS staff may issue a written warning called a "Behavior Notification." This form documents the student's inappropriate behavior and is entered into grade-level team records. This procedure is followed for the first two written warnings, or "Steps 1 and 2." When a student accumulates three written Behavior Notifications (Step 3), after-school detention is assigned and parents are notified with a detention form of the date and location of the detention. At the fourth violation (Step 4) of school or classroom rules, another detention is assigned and parents are contacted to attend a team conference. At the fifth violation (Step 5), students will be placed on a school Behavior Plan for a period of time to correct their chronic misbehavior. KMS staff and parents carefully and frequently monitor the Behavior Plan. With the sixth cumulative behavior notice in a quarter (Step 6), documentation of chronic student misbehavior is elevated to the administration for disciplinary action.

STUDENT DISCIPLINE cont...

Students are expected to comply with any reasonable request of any KMS staff member or adult volunteer at the school. This includes appropriate behavior in the presence of a substitute teacher. Misbehavior for a substitute results in an immediate assignment of an after-school detention.

Infractions of a more serious nature, such as, but not limited to, profanity towards a staff member, fighting or encouraging others to fight, vandalism, or dangerous behavior in any location, are referred immediately to administration for disciplinary action.

The safety of student is a priority at KMS. If a student is involved in a fight, administrative action will take place resulting in suspension. Students who feel threatened in any way should complete an "Incident Report" located in the main office and/or immediately seek an adult (teacher, administrator, or monitor) to report the behavior. Under no condition are two students allowed to fight. KMS utilizes surveillance equipment for the safety of our school community. Students may be disciplined based on evidence gathered through surveillance equipment.

School administration reserves the right to conduct random and periodic searches of school property and may seize contraband items belonging to students. School administration has the authority to search student possessions and person when there is reasonable suspicion that the student is in possession of prohibited items.

Throwing an item at another student may cause physical injury; consequently, students are not allowed to throw things at another student. This includes, but is not limited to, pine cones, snowballs, or any other objects. Throwing anything at another student will result in disciplinary action.

Student Expression

This administration reserves the right to curtail, or disallow student expressive rights under DoDEA Administrative Instruction 2051.02 including student speech and dress, student participation in organization, and student or organization access to school facilities, if the student or organization engages in conduct that the principal determines has met or is likely to meet the standards described in Enclosure 4 of the aforementioned Administrative Instruction.

STUDENT'S RIGHTS AND RESPONSIBILITIES

Our policies governing students, both written and implied, are established for the singular purpose of protecting the rights of each individual student in his/her pursuit of an education. Students' rights will be respected while recognizing the need for taking disciplinary action when necessary.

For further information on this subject, please refer to the manual, "Students' Rights and Responsibilities in the Department of Defense Schools System" (DS 2050.1). Copies of this manual are available in the school office and media center. Redress for an imagined or real grievance is the right of each and every student. The right of redress applies to all of the school's curricular and extra-curricular disciplinary programs, where decisions of professional educators affect the student's education.

Students may make an appointment with the principal or assistant principal, through the school secretary; to discuss the reason for an established school rule or policy to seek redress of any alleged school related grievance.

STUDENT VISITORS

Students are required to pick up a visitor's application form from the office on which all students' teachers and the principal must sign indicating their approval. This must be done at least three days prior to bringing the visitor. Sponsoring students are responsible for the behavior of the visitor.

TECHNOLOGY AT KMS

Students at KMS are "Positive Users of Technology". Students must remember that the computers at KMS are government owned computers.

1. Students should never reveal their password to someone other than a teacher or staff member, and will always log in with their own name and use only accounts necessary for class assignments.
2. Students may not go to Internet sites, web sites, or files with inappropriate pictures, language, or content or ever download files or participate in Internet advertising and will not access a chat room without their instructor's permission.
3. Students may not add, delete, or modify the desktop, shortcuts, icons, screen saver, background, font, program settings, or other settings or files or change files or settings through the control panel without specific instructor's permission.
4. Students may use printers for specific class work only with the teacher's permission.
5. Students may never write on, remove parts from or in any way vandalize a computer or computer equipment or supplies including disks, mouse pads, mice, tables, and chairs.

TRANSPORTATION

School bus transportation is a privilege and not a right. The standards are there to help ensure the safety of all children while riding the bus and strict compliance is expected at all times.

1. For safety purposes, parents/sponsors should:
 - a. Ensure students are at their bus stop a minimum of 5 minutes prior to bus departure time and that students always carry their bus pass with them when they ride the bus. Students must be registered with the bus transportation office to ride a school bus. Students are only authorized to ride the bus for which they are registered for, unless prior coordination and approval has been received from the bus transportation office.
 - b. Be aware that German Law does not require traffic to stop for school buses during loading/unloading. Students should exit the bus and wait on the sidewalk where the driver can see them. After the bus has departed, the student should proceed to the nearest pedestrian crossing, or if no crossing is available, cross the street only after ensuring it is safe to cross. Younger students should be taught and reminded regularly about proper road crossing procedures.
 - c. Develop alternate home/family plans in case school is dismissed early because of inclement weather, etc.
2. Proper conduct of children is the responsibility of parents/sponsors.
 - a. Parent/Sponsor responsibility for proper student conduct includes student's en-route to/from the bus stop, at the bus stop, on the school bus, and at school.
 - b. Students reported for misconduct/safety violations on or around a school bus, may have corrective action taken, to include loss of riding privileges and notification being sent to the parent/sponsor's commander. Additionally, parent/sponsors are liable for damages caused by their student(s).
 - c. Teach and expect proper and appropriate student conduct.

WEAPONS ARE PROHIBITED!!!!

As you know, we are very concerned that we keep the Kaiserslautern Middle School both safe and free from weapons.

To help us support a prohibited weapons-policy at our school, please remind your child(ren) that weapons, replicas of weapons, or other items that can be used as weapons, are not allowed at school. Explain to them that the penalties can be expulsion. Tell them that weapons or replicas should not be taken on school buses, as they are also considered as part of the school property. Also, remind them that if they assist someone or know of someone who has a weapon and do not report it to a school official that they are also involved in a serious infraction. Guns of any type are not allowed, to include toy, water, and others.

Please explain that it would be very unfortunate if someone was injured or the school's safe environment was violated, or someone was frightened because a weapon or replica was brought to school. It would also be unfortunate if a student were disciplined unnecessarily from school, because together we did not properly advise students of the Prohibited Weapons-Policy.

Do make it a priority to spend a few minutes discussing this matter with your children, as your assistance is vital. Feel free to contact the administration, our counselors, or any teacher at the school if you need any assistance in this preventative approach.

KAISERSLAUTERN MIDDLE SCHOOL DISCIPLINE MATRIX

I have a choice in everything I do, and I have a responsibility for the choices I make.

****Reference Use Only****

GUIDE FOR ADMINISTRATIVE ACTION

The purpose of this table is to provide guidance to administrators and should not restrict their use of their discretion in account for unique circumstances and appropriateness or special needs students when handling misconduct issues.

CATEGORY	EXAMPLES OF INFRACTIONS	FIRST REFERRAL	SECOND REFERRAL	THIRD REFERRAL	FOURTH REFERRAL
A	<ul style="list-style-type: none"> ➤ Dress Code Violation ➤ Hall Pass Violation ➤ Nuisance Item Violation ➤ PDA ➤ Scuffling ➤ Tardies 	Administrative Action **	Administrative Action **	Administrative Action **	Suspension 1 Day
B	<ul style="list-style-type: none"> ➤ Disruptive Behavior ➤ Inappropriate Lang/ Behavior ➤ Insubordination ➤ Unsafe Behavior ➤ Cheating/Forgery/Theft ➤ Communicating a Threat ➤ Truancy 	Administrative Action **	Administrative Action **	Suspension 1 Day	Suspension 2 Days
C	<ul style="list-style-type: none"> ➤ Fighting (Any Kind) ➤ Abusive Behavior to Peers ➤ Tobacco Use ➤ Alcohol Possession/Use ➤ Minor Vandalism ➤ Insubordination w/disrespect-profanity ➤ Sexually Offensive Behavior 	Suspension 1-3 Days	Suspension 3-5 Days	Suspension 5-6 Days	Suspension 7-10 Days
D	<ul style="list-style-type: none"> ➤ Dangerous Behavior-toward self or others ➤ Illegal Substance-Possession/Use/Distribution ➤ Larceny (\$250+) ➤ Arson, Bomb Threat, Extortion ➤ Major Vandalism ➤ False Fire/Bomb Threat ➤ Weapon Possession/Use ➤ Communicating Serious Threat 	Suspension/Possible Expulsion Pending Disciplinary Hearing			

**Administrative Action may include, but is not limited to, the following: Warning, Counseling session, Teacher-assigned Detention, parent Notification, Community or School Work Detail, Lunchtime Detention, After-School Detention, Overnight Suspension, In-School Suspension, Saturday School, and out-of-School Suspension

Shadowing-Parent accompanies student to all classes and remains throughout the day, including lunch.

CHILDREN MUST BE ACCOMPANIED BY A PARENT/GUARDIAN UPON RETURNING FROM A SUSPENSION.

1. Out of School-Parent supervises student out of school.

CHILDREN MUST BE ACCOMPANIED BY A PARENT/GUARDIAN UPON RETURNING FROM A SUSPENSION.