

**LAJES
MS/HS
SCHOOL**

SY 2013-14



**MIDDLE/HIGH SCHOOL
PARENT STUDENT
HANDBOOK**

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CALENDAR 2013-2014

2013

Tuesday, August 20-- ----- New Student/Parent Orientation
 Monday, August 26 -- ----- First Day of School for Students - Grades 1 – 12
 ----- Begin 1st Quarter & 1st Semester
 ----- Kindergarten Orientation
 Thursday, August 29- ----- Open House – Grades 1-12
 Monday, September 2----- Labor Day – Federal Holiday – No School for All Students
 Tuesday, September 3----- First Day of School for Kindergarten Students
 Thursday, September 12 ----- First day of School for Sure Start Students
 Friday, September 27 ----- Teacher Training Day – No School for Students
 Monday, October 14 - ----- Columbus Day – Federal Holiday – No School for All Students
 Thursday, October 31 ----- End of 1st Quarter
 Friday, November 1 -- ----- Teacher Workday – No School for All Students
 Monday, November 4 ----- Begin 2nd Quarter
 Friday, November 8 -- ----- Parent/Teacher Conference –ES/MS/HS
 Monday, November 11 ----- Veterans' Day – Federal Holiday – No School for All Students
 Thursday, November 28 ----- Thanksgiving – Federal Holiday – No School for All Students
 Friday, November 29 ----- Recess Day – No School for All Students
 Thursday, December 12 ----- DoDEA Acceleration Date
 December 23 – January 3 ---- Winter Recess – No School for All Students

2014

Monday, January 6 --- ----- Instruction Resumes
 Monday, January 20 - ----- Martin Luther King, Jr. Day – Federal Holiday –
 ----- No School for All Students
 Thursday, January 23 ----- End of 2nd Quarter & 1st Semester
 Friday, January 24 --- ----- Teacher Workday – No School for All Students
 Monday, January 27 - ----- Begin 3rd Quarter & 2nd Semester
 Friday, February 7 ---- ----- Parent/Teacher Conferences - Grades PreK-5 Only – **Early Release for PreK- 5 Students Only**
 Monday, February 17 ----- Presidents' Day – Federal Holiday – No School for All Students
 Thursday, March 6 --- ----- Terra Nova Prep
 Friday, March 7 ----- Terra Nova Prep
 March 10 – March 14 ----- Terra Nova Testing
 Friday, March 21----- CSI Early Release Day
 Thursday, April 3----- End of 3rd Quarter
 Friday, April 4 ----- Teacher Workday – No School for All Students
 April 7 – April 11 ----- Spring Recess – No school for All Students
 Monday, April 14----- Instruction Resumes & Begin 4th Quarter
 Friday, April 18----- Parent/Teacher Conferences –ES/MS/HS
 Friday, May 2 ----- CSI Day- No School for Students
 May 5-May16 ----- AP Testing (High School)
 Saturday, May 10----- Prom
 Thursday, May 15 ---- DoDEA Acceleration Date
 Monday, May 26 ----- Memorial Day – Federal Holiday – No School for All Students
 Friday, June 6 ----- High School Graduation
 Thursday, June 12 --- ----- End of 4th Quarter & 2nd Semester
 ----- Last Day of School for Students
 Friday, June 13----- Teacher Work Day



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630-0005**



21 August 2013

Dear Students and Parents, Community and Commands, Educators and Support Staff:

As the new Superintendent of the Mediterranean District, I am delighted to welcome you to another school year! Last year was an extraordinarily busy one, with many challenges, and this year seems to be headed in the same direction—only faster! However, I am sure that, with the tremendous expertise and great efforts of all our administrators, teachers, and support staffs, we will prevail on all fronts. I am counting on the continued dedication and good will of everyone in our wonderful district so that all our students receive the very best educational opportunities possible.

One of my major goals is to guarantee that each of our 18 schools in the five countries comprising our district has a smooth and very successful year. In order to do that, however, I need open and frequent communication with all of you. Equally important is that I am very fortunate to be working with a veteran leadership team, knowledgeable and productive educators, and a finely honed District Office staff.

What awaits us this year? Aside from the ever-present funding hurdles, we continue to look at important military transitions in the Mediterranean District. Where other districts are facing closures or “drawdowns,” the Mediterranean District is facing significant student increases due to military adjustments around the globe within the next two years. We already are seeing significant use of technology in all areas—for education, training, and interactive meetings. Strong security measures will remain in place throughout the district, and our Safety & Security Officers will be keeping close watch on potential problem areas. Our most important goals are to provide all our students with challenging 21st Century educational opportunities in safe and solid environments, guaranteeing their highest achievements in all aspects of school life.

I will be visiting your schools and look forward to meeting you.

A handwritten signature in black ink, appearing to read "Kent R. Worford".

Kent R. Worford
Superintendent,
Mediterranean District



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
LAJES ELEMENTARY HIGH SCHOOL
UNIT 7725
APO AE 09720
Telephone: (351) 295 574151
E-mail: lauri.kenney@eu.dodea.edu



Vision Statement: All stakeholders will provide a nurturing, safe learning environment which will contribute to the development of responsible students who possess the skills, attitudes, knowledge, and values to succeed in a changing world.

Welcome to all of our Falcon students! What an exciting time and school year to be a part of the Falcon family. The teachers, counselor, and administrators welcome you and your family to a school year that will be filled with learning adventures and legacy moments. Lajes Elementary/High School (LE/HS) promotes high student achievement by providing a wide-range of courses to meet the needs of our students. Our focus is on our students and learning. Being a “true” unit school, our teachers work diligently to ensure that each student is prepared for the next level; whether is 1st grade or college. The guidance counselor will work with the students to build relationships that will help to foster academic success.

The vision of our school encourages all students to grow in personal responsibility which prepares our students for greater accomplishments and achieving goals. **L**ajes **E**xemplifies **H**igh **S**tandards and with your contributions, our school will be an even more rewarding place to achieve academically. You will find our teachers to be firm, fair, and friendly while they provide a curriculum that is based on rigor and the DoDEA standards. Our teachers use differentiated instruction to meet the individual student needs so all our students attain success.

We invite everyone to become involved in the Lajes Legacy. As we move through this school year we will experience changes as our school closes its doors. This is not the end, but can be seen as a beginning and as a school we will rejoice in our success as we provide a quality education. Our teachers will encourage your student to become involved with the different organizations that we will have for students within all grade levels. Research has shown that as students become more involved in their school activities, their grades improve, or are maintained at a higher level.

We hope that your time as a Lajes “Falcon” is rewarding from registration and orientation to your PCS departure date or graduation, we wish you a highly successful and rewarding Lajes school experience. As a TEAM: students, faculty, parents, and administrators we will work together to ensure that all students exceed their potential and that all have success at LE/HS.

Go LE/HS Falcons
Home of the Blue and Gold

Lauri Kenney
Principal

Shenae Wiley
Assistant Principal

Mediterranean School District

Stretching from Adana, Turkey to Rota, Spain and from Lajes, Azores, Portugal to Catania, Sicily, the DoDDS Mediterranean District serves students in some of the most historic and beautiful spots on the globe.

District Vision

The Mediterranean District Superintendent's Office (DSO) will provide leadership, support and guidance, resources, and quality control to ensure a successful educational environment at each school.

District Mission

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

Introduction to Lajes Elementary High School

Lajes E/H School is one of many schools worldwide, which make up the Department of Defense Education Activity (DoDEA). The mission of DoDEA is to provide a quality education from Kindergarten through grade 12 for the eligible minor dependents of Department of Defense military and civilian personnel on overseas assignments.

The school's mailing address is:

Lajes Elementary High School
Unit 7725
APO AE 09720-7725
DSN: 94-312-535-4151
Civilian: 295-574151/573357

Principal E-mail: lauri.kenney@eu.dodea.edu
Assistant Principal Email: shenae.wiley@eu.dodea.edu

School Web Address: <http://www.laje-ehs.eu.dodea.edu/>

Lajes Elementary/High School Vision Statement

All stakeholders will provide a nurturing, safe learning environment which will contribute to the development of responsible students who possess the skills, attitudes, knowledge, and values to succeed in a changing world.

All students, by 2014, will increase their proficiency in critical reading through improvement in analyzing text in all content areas as measured by system-wide and school based assessments.

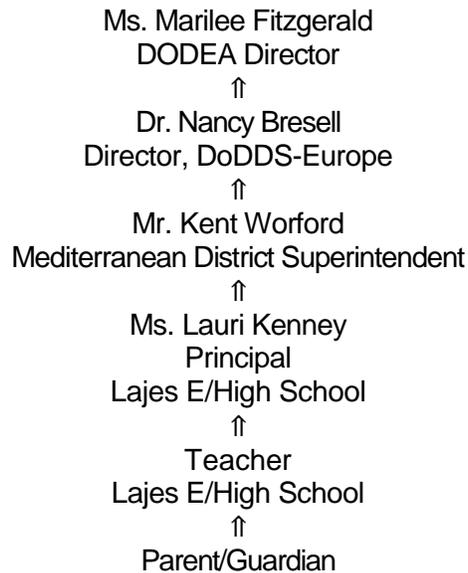
All students, by 2014, will increase their proficiency in math through improvement in number relationships and application across the curriculum as measured by system-wide and school based assessments

Chain Of Command

CHAIN OF COMMAND

When they arise, problems should be resolved at the lowest possible level in the chain of command. However, anyone with a problem should know that they have access to those further above if a particular matter cannot be resolved at a lower level. Only after unsuccessful attempts for resolution at lower levels should matters be elevated to those further up the hierarchy.

The chain of command within the DODDS schools is as follows:



It is recommended that questions of attendance, tardiness, discipline, or academic progress be directed to the appropriate office.

For attendance and tardiness, contact the administrative office. (Extension: 535-3357/4151)

For discipline or behavior concerns, contact the school Assistant Principal. (Extension: 535-4151/3214)

Appointments can also be made by email or note.

If a concern cannot be resolved at the school administrative level, then you may contact the District Office. The Superintendent's Office for the Lajes schools is located in Vicenza, Italy. The Superintendent is Mr. Kent Worford. His e-mail address is: Kent.Worford@eu.dodea.edu. His telephone number is DSN: 634-8460 or Civilian: 00 39 0444 8460.

Headquarters for DoDEA is in Arlington, Virginia. The DoDEA Director is Ms. Marilee Fitzgerald. Her e-mail address is DoDEA.Director@hq.dodea.edu. Her telephone number is: Civilian: 703-588-3200.

GENERAL INFORMATION

Attendance Policy and Procedures

The Department of Defense Dependents Schools (DoDDS) educational program is organized on the assumption that students will attend school regularly and punctually. At Lajes E/H School, we believe that punctuality and regular attendance will increase the chances of students' academic success and will teach them the values and rewards of self-reliance and dependability. We also believe that punctuality and regular attendance contribute to a distraction-free learning environment. DoDEA has recently issued a DoDEA-wide attendance policy. The policy can be found at http://dodea.edu/foia/iod/pdf/2095_01.pdf. Please refer to the new policy for specific information in regards to absences and tardies.

Bus Transportation

General Information

Bus transportation is a privilege and not a right and is provided by the Air Force free of charge for students who attend Lajes E/H School. This service is made available to all families living off-base in the following villages: Fontinhas, São Brás, Agualva, Vila Nova, Lajes, Santa Lúzia, Juncal, Praia, Cabo da Praia, Porto Martins, Fonte do Bastardo and Casa da Ribeira.

To register your student for school bus services, you must complete a School Bus Registration Form, which can be picked up at the school's main office or from the School Liaison Officer. To allow for proper coordination, service may not begin for up to five (5) duty days.

Bus discipline guidelines and the enforcement of those standards are monitored by the School Liaison Officer. Any concerns/issues such as bus routes, and pickup times should also be addressed to the School Liaison Officer at 535-5711.

Student Conduct on School Buses

The School's Liaison Officer and Transportation Officer are tasked with the responsibility of ensuring the safety and social well being of all students riding the school buses. We urge parents to emphasize and discuss the appropriate kinds of conduct expected of their children when they ride the bus. Reported incidents of inappropriate conduct or use of indecent language by students will be dealt with by the School's Liaison Officer and/or Assistant Principal. Sponsors will be notified if their children have been reported for improper conduct on the bus. Bus privileges will be denied to students who repeatedly ignore bus rules and jeopardize the safety of other students. Specific questions concerning bus safety and student conduct should be directed to the School's Liaison Officer and/or the Assistant Principal.

The bus driver and/or monitor have the authority and the responsibility to maintain order and to enforce safety regulations on the bus. Students who create problems will lose the privilege of riding the bus.

The school staff is responsible for standards of conduct for students while in transit to and from school-sponsored activities such as field trips and athletic events. The school administrators are charged with enforcing the following DoDDS-Europe standards of conduct by students in transit to and from school.

The 10 School Bus Rules

1. Obey the driver or adult.
2. Enter and exit the bus safely and always show your bus pass.
3. Stay properly seated.
4. Keep your hands, feet, and other body parts to yourself.
5. Do not throw things.
6. Put nothing out of the window.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, smoking, prohibited items, or vandalism.
9. Do not eat, drink, or chew gum.
10. Be responsible, be safe.

Change of Contact Information

If your contact information changes at any time during the school year, it is critical that you inform the administrative office as soon as possible.

It is very important that the school have your current home phone number, sponsor and spouse duty phone numbers, physical address, sponsor and spouse cell phone numbers, email address, and at least one emergency contact. Because situations can arise where we have an emergency on hand and are unable to reach the student's parent/sponsor, it is essential that we have an emergency contact on file listing his/her home phone number, duty phone and/or cell phone number.

The school should also be notified in the event that both parents are off island and your student is being cared for by another adult. The school must be provided with the appropriate Power of Attorney as well as contact information for the individuals listed on the Power of Attorney who are responsible for your student during your absence.

Remember, if we have to contact you with regards to your student, it is imperative that we have current contact information on file for you.

Child Find

A DoDDS initiative called Child Find continuously attempts to locate and identify handicapped persons age birth through 21 who need individual and appropriate school education. Once identified, the needs of children ages 3-21 with visual, hearing, communication, learning and/or physical handicaps and developmental delays, can be met through the special education services offered in the DoDDS schools. Anyone may refer a child or young person who seems to need special educational help to a school counselor. You can help identify children who may need these services by spreading the word about Child Find among your friends and neighbors. For more information about Child Find and the special education services offered by this school, please call or stop by the office during regular school hours.

Computer Usage

Every student must sign an Internet Agreement Form at registration 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 Lajes Elementary/High School constitute misuse of a government computer. All student storage space and usage is monitored by DoDDS-Europe. **Access to school computers and networks will be revoked from anyone in violation of this policy.**

Early Dismissals

All students who leave early in the school day must be signed out in the office. Children cannot be released to non-family member or friends without written authorization that has been confirmed by the office in advance. If a parent intends to pick up a child before regular dismissal time, a note should be sent to the school indicating the time the child should be sent to the school office. A babysitter/nanny needs a power-of-attorney. Please, provide the sitter/nanny's name, telephone number, address, and any change in the child's after-school schedule.

Fire Alarms

The fire alarm is an emergency signal to evacuate the building. Be familiar with all of the fire exits and the route of departure from all of your classrooms. If the fire alarm is activated, please do not enter the building. If you are inside the building, please leave via the nearest exit and join the student body until the "all clear" is given.

Information Center Program

The media center is an important part of your child's educational program. The teachers and specialists in the classroom use materials from the center. Things to find there are books, computers with CD ROM capabilities, video tapes, audio cassettes, filmstrips, records and all of the equipment needed to use them. Students and parents are responsible for lost, damaged, or stolen books. Parents are welcome to visit the media centers at any time.

Lost and Found

The Lost & Found locations are in the cafeteria/multi-purpose room and in the main office. Valuable items, such as ID cards, watches, jewelry, and wallets, should be turned into the main office for all grade levels. Students should also know that anything that is not recovered prior to the last day of each quarter will be donated to a charitable organization.

Nurse's Office

The Nurse's Office is staffed by a registered nurse. The school nurse conducts health screenings assessing children when they are ill or injured, acts as a liaison between teachers, parents and other health professionals, and makes referrals when necessary. Please contact the school nurse with **any** pertinent health information regarding your child. When a child becomes ill or injured at school they may be sent to the Nurse's Office by the teacher or aide.

Children should not be sent to school when they are obviously ill. It is recommended that children stay home when vomiting, having diarrhea, coughing uncontrollably or running a fever (above 99.6). Please help to foster a good learning environment by making sure your child gets enough sleep and eats breakfast every morning.

Although every precaution is taken, accidents do occur in and around school. When minor accidents occur, the School Nurse administers first aid. If the injury is severe, the parent is contacted and if necessary, advised to consult the medical clinic. The same procedure is followed for illnesses.

Medication (including over-the-counter) cannot be given at the school unless prescribed by a physician. Medication must be labeled with a pharmacy label and accompanied by a medication permission slip signed by the parent and physician.

It is recommended that medications which require a three times daily dose be given before and after school and at bedtime. Medications, which require Four Times daily dose, may require a dose while at school. Ask your pharmacist for a separate school bottle when filling your child's prescription.

Registration Procedures

DoDDS registration eligibility is based on the child having a qualifying dependent relationship with a qualified sponsor. Any child who is five (5) years old by September 1st of the current school year is eligible for entrance into kindergarten, the age of six (6) years for first grade, and four (4) years old for Sure Start. Final placement of students is the responsibility of the principal.

At the time of enrollment, the following documentation must be presented:

- Enrollment packet
- Sponsor's Orders
- Proof of identity for Sure Start through 1st Grade only (passport or birth certificate)
- Current immunization record
- Anti-Terrorism Awareness Certificate (only for students 14 years of age & older and can be obtained by going to <http://at-awareness.org>)
- All previous school records that may be available.

School Closure and Inclement Weather Policy

Severe weather and/or security issues may result in an unforeseen change in the school schedule. These changes include the following:

School Cancellation

If school is cancelled, students should NOT come to school. The MSG Commander would normally make the decision to cancel school prior to 0615. When delay or cancellation conditions exist, announcements will be made on radio (**FM - 96.1 or AM - 1503**), television (**AFN News Channel**), Lajes Field Facebook page, and Lajes Field All Personnel email. The **military recall roster** would also be used to contact families.

2-Hour Delayed Start

The start of school would be delayed exactly 2 hours. All grades should arrive no earlier than 9:45 am with a 10:00 am start time. Notification procedures are exactly the same as above.

Early Dismissal

If the MSG Commander determines that students should be released early from school, the MSG Commander and the school would use all the means of communication listed above to let families know of the early dismissal. Students in grades 6-12 will normally be released at the designated time while **students in grades Sure Start-5 will have to be picked up by a parent or other adult authorized by the parent. Parents should have contingency plans or alternate arrangements in place to cover a situation where children are sent home when parent(s) may not be at home.**



DEPARTMENT OF THE AIR FORCE
65TH MISSION SUPPORT GROUP (USAFE)
LAJES FIELD AZORES PORTUGAL

MEMORANDUM FOR ALL US PERSONNEL

FROM: 65 MSG/CC

SUBJECT: High Wind School Bus Cancellation Notification Procedures and Actions

1. The 65 MSG/CC will use the following procedures with respect to cancellation of school bus and late start or early dismissal of school in the event of high winds.
 - a. If weather conditions indicate sustained winds in excess of 52 mph (45 knots), a dialogue between 65 OSS Weather Flight Chief and 65 MSG/CC will take place prior to 0600 to discuss possible cessation of bus services, and late start or school closure. Parents may be required to transport their children to school if it is determined that buses will be unable to run but the school remains open. Classes may also be cancelled by the 65 ABW/CC for the entire day or delayed until conditions permit resumption of classes.
 - b. When a delay or cancellation of bus services condition exist, announcements will be made on AFN radio and TV NLT 0615. As soon as possible information will be posted on Lajes Facebook and Lajes Field/All Personnel email. Vehicle Operations Dispatch will be notified and school buses will either be cancelled or run on a delayed schedule.
 - c. If school is in progress when sustained winds in excess of 52 mph (45 knots) are expected, a dialogue between 65 OSS Weather Flight Chief and 65 MSG/CC will take place prior to 1330 hours to determine if it is safe to transport children via buses. If it is determined safety is impacted, Vehicle Operations Dispatch will be notified and buses will not run. Parents will be notified via announcements on the AFN radio and TV, Lajes Field FaceBook, and Lajes Field/All Personnel E-mail NLT 1400 to pick up their children at the end of the school day or as directed. Elementary students will only be released if a parent or parents' designated adult is present to pick them up. All other students will be dismissed on their own recognizance.
2. Please remember high winds are likely at Lajes and they can develop quite suddenly. Lajes personnel should be constantly alert for weather warnings and postured to react quickly when warnings are issued. Please **do not call** the weather station or AFN for additional information. Weather forecasters and AFN personnel must be free to monitor weather indicators and provide notifications when adverse conditions are expected.
3. Direct any questions to Ms. Laurie Salafia at 535-5711 or 295-57-5711.


JOHN S. OLIVER, Col, USAF
Commander

Student Drop -Off Point

Parents are to use the designated drop off point when bringing students to school. Please **DO NOT** drop off children on the main road. Enter through the gate and proceed as far as possible along the side of the curb before stopping to let students disembark. This will help keep the traffic moving. Please do not leave your car unattended in front of school between 0730–0830 and 1440-1445.

Study Trips

To enhance your child's total education, study trips are planned throughout the year. Teachers who are planning to take study trips will notify parents well in advance and ask for volunteer chaperones. Notification will include destination, date, time of study trip, and other information such as whether to bring lunch, and admission costs.

Active parent participation in chaperoning study trips will help provide a safe, enjoyable experience for the children. **Parents who attend study trips are there to help the teacher supervise the students.** Therefore, it is inappropriate to bring any children not participating in the general planning of the trip (i.e., preschool children, children from a different class, siblings).

Suspected Child Abuse and Neglect Policy

School Policy indicates that DoDDS personnel are required to:

1. Participate in the identification of suspected child abuse and protection of children.
2. Work cooperatively with Family Advocacy Program (FAP) personnel and other official investigating agents.

Visitors to the School and Classroom

ALL VISITORS TO LAJES E/H SCHOOL MUST SIGN IN AT THE MAIN OFFICE. In order to provide a safe environment for our entire student population, you will be issued a visitor's pass, which must be worn prominently and returned to the office upon departure from school.

You are encouraged to visit your child's classroom and your school. It is recommended that you notify the teacher in advance about any visit to the classroom. Discussions with the teacher during class time should be avoided except for emergency situations; your child and others may lose valuable instructional time. Teachers will be happy to schedule conferences.

Withdrawal Procedures

Should you PCS at any time during the school year, we ask that you please contact the administrative office as soon as possible to make arrangements for your student's withdrawal. This notification is required to allow sufficient time to process all of your student's school records.

We will require a copy of your PCS Orders and coordinate with you your student's last day of attendance. At the end of the school day on his/her final day of attendance, you will be scheduled to review and sign for his/her school records to hand-carry to his/her new school when you travel.

The DoDEA provision for permitting the early withdrawal of students with full semester credit is based on careful consideration of the unique circumstances found in the DoDDS system. This policy recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision was never intended to apply to, or be extended for, the

convenience of family travel, visits, or other discretionary reasons. The policy therefore requires that students present verification of the date of their sponsor's departure, PCS or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a withdrawal grade rather than a final grade. The accelerated withdrawal dates for SY 2012-2013 are December 13, 2012 for the 1st semester and May 16, 2013 for the end of the school year. Students must be in school all day on the last school day prior to the accelerated withdrawal date, December 12 and May 15 respectively.

Parent Organizations

School Advisory Council (SAC)

The School Advisory Committee (SAC) is composed of an equal number of parents and teachers who are elected by the school community. SAC addresses issues directly related to education within the jurisdiction and authority of DoDDS; advises the principal with respect to school operations; makes recommendations pertaining to scheduling, instructional practices, curriculum, extracurricular activities, school policies, and budget matters; and advises the local military commander about issues within the jurisdiction of the commander. The advice is welcomed as a part of the decision-making process, but should not be interpreted to be a directive or as a means for controlling the administration or any other faculty members. The principal is responsible for decisions necessary for the administration of the school.

Parent/Teacher Organization (PTO)

We urge all parents to become active participants in the Lajes PTO. This organization is designed to provide programs that benefit our children. Its success is dependent on an active and large membership. Regularly scheduled meetings provide opportunities for parents to become involved, active, and helpful to our student population. For further information contact the school office at: 535-4151.

Booster Club

The Booster Club is a parent/student organization designed to support the high school athletic department. The Booster Club organizes and host fundraisers throughout the year to raise money for traveling sports teams as well as the end of year athletic banquet, senior nights, and senior scholarships.

MIDDLE/HIGH SCHOOL

2013-2014 Supply Lists

Middle School

- Pens (blue and black) and pencils
- Rubber eraser
- Colored pencils
- Glue (sticks, bottled)
- Pocket folders
- Highlighters
- Book bag or backpack
- Notebook dividers
- Bound composition book
- Gym shoes
- Notebook - 3-ring binder
- Tissues (1 box, max.)
- Paper - loose leaf
- Scissors
- 1 box tissues

High School

- 3-ring binder (**sturdy**, 4 inch)
- Pens (blue and black)
- Pencils (#2 lead)
- Rubber Erasers
- Colored pencils
- Loose-leaf Paper (college-rule)
- Pocket folders w/ 3 brads (PE)
- Highlighters
- Notebook dividers
- 1 box tissues
- Book bag or backpack

MIDDLE/HIGH SCHOOL POLICIES

Assessment

School-wide assessments takes place every March, when all DoDEA schools administer the *Terra Nova*. Individual test results are communicated to parents and students. Group scores are used by the school to plan improvement in areas deemed necessary by the faculty.

The National Assessment of Educational Progress (NAEP) test is administered to all students in grade 8 in odd years (2013, 2015, etc.) in selected subject areas.

End-of-Course assessments will be administered in selected, critical, academic courses at the high school level. The results will provide individual student achievement levels as well as comparative data across schools, districts, areas, and the system. Results of the assessments will not be used to determine whether a student passes or fails a course, but will provide meaningful information to the student, parents, and teachers concerning strengths and weaknesses of individual students and groups of students.

In May, Lajes E/H School also tests students who are enrolled in AP courses. Students receive a weighted grade in these courses and potential college credit.

As a service to Lajes E/H School students, the guidance counselor administers the SAT and the ACT college entrance examinations each year.

Individual schools will pay alternate exam late testing fees and non-participation penalty fees when the reasons for rescheduling or non-participation are beyond the student’s control **and/or** the result of a school decision. Payment criteria:

- Approved by the Principal
- IAW College Board/AP® fee waiver policy
- IAW College Board/AP® “not approved” alternate Exam testing list.

The schedule for SY 2013-2014 is as follows:

SAT 2013-14 Registration Deadline:	SAT 2013-14 Test Dates:	ACT 2013-14 Registration Deadline:	ACT 2013-14 Test Dates:	*****
September 6, 2013	October 5, 2013	September 27, 2013	October 26, 2013	These test dates are fixed by the testing agencies and may not be changed
October 3, 2013	November 2, 2014	November 8, 2013	December 14, 2013	
November 8, 2013	December 7, 2013	March 7, 2014	April 12, 2014	
April 4, 2014	May 3, 2014			

Athletics

Participation in the athletic program at Lajes E/H School is a privilege, which is extended to those students in grades 9-12 who agree to compete under the rules governing the program. The athletic program is open to students in grades 7-8 only on a limited basis, and at the discretion of individual coaches of non-contact sports. No 7th or 8th grader may travel with the team or earn a varsity letter. **It is understood that participants will attend all practices and competitions unless prior approval of the coach is received.** Furthermore, it is understood that letter awards will only be presented to students who complete the season.

All participants and their sponsors must sign the "Athletic/Activities/Academic Code of Conduct" prior to being a participant. The Code establishes expectations for behavior and academic eligibility. A copy of the Code is available at school registration or from any coach or activity sponsor.

The primary purpose of the DoDDS-E schools is to prepare students to be productive citizens now and in their future lives. Academic eligibility policies ensure uniformity, promote good sportsmanship, achieve sound educational objectives, and assist students in staying on track for graduation. Eligibility to participate in interscholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades will be used to determine eligibility for the fall and spring sport/activity seasons. First quarter grades will be used to determine eligibility for the winter sport/activity season. This policy will ensure that all students are on track to meet graduation requirements. The initial eligibility for the activity or sport season will be determined by the semester or quarter grades as outlined above.

All students will be monitored for D's and F's on a weekly basis throughout the activity or season. Students who have more than one failing grade are ineligible for competition/participation. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team/activity. Grades during the period of monitoring will be cumulative from the beginning of each quarter. If a sport season or activity carries over from one quarter to the next, then the quarter grades will be used to determine eligibility for the week following the end of the quarter. Students who participate in athletics are considered eligible once air tickets are purchased.

Grade checks will be completed every Wednesday morning of each week the activity is held. A student declared ineligible on the grade check will be ineligible from Wednesday 8am through the following Wednesday 8am. A student declared ineligible may practice but is not authorized to participate in scrimmages, competition, be in school uniform at a scheduled event, or travel with the team/club to any away event.

Binder Criteria

In order to organize students' work and ensure the best possible learning experience, educators at Lajes E/H School require students to keep a binder. Each student's binder will be graded once a quarter. The binder will be graded one time by each of the following four departments: language arts, math, science, and social studies. The requirements are as follows:

- 3-inch 3-ring binder
- Planner
- Dividers for each subject with Cornell Notes in each section
- Paper/pens/pencils and any other necessary supplies (binder pouches are great to organize these supplies).

The binder is to be brought to every class, and all work is to be stored in the proper sections. This alleviates forgotten homework, class work, and missing supplies by keeping all materials in one place.

Below is the rubric teachers will be using to grade the binders:

Cornell Notes	35 Points (5 points per class)*
Class Sections	21 Points (3 points per class)
Paper/Writing Utensils	15 Points
Organization (all work included, dates written on assignments and notes)	14 Points (2 points per class)
Planner	10 Points
Neatness	5 Points
Total...	100 possible points

*Some courses do not require daily notes, like band or PE, and if this is the case, sections may contain course/class info and little else. In this situation, students will earn maximum points for the section provided it contains what the teacher requires. Be sure to check with teachers to determine course-specific requirements.

Also, remember that Cornell Notes are a powerful learning tool, so even if notes are not required, they are always recommended.

Cellular Phones/Electronic Devices

Cell phones carried to school must be turned off or placed on silent mode and kept in the student's locker, backpack, or purse during school instructional hours. Use of cell phones during the school day is strictly prohibited. **If cell phones or any electronic devices are seen or heard during the school day (0740-1440), they will be confiscated, turned in to the main office and a parent will be required to pick up the device.**

Video cameras, portable radios, tape players, CDs, DVDs, and other electronic devices or games are not permitted on campus. **Lajes ES/HS is not responsible for lost or stolen items.**

Clubs, Activities, and Organizations

Lajes E/H School has a comprehensive structure of school-sponsored clubs, activities, and organizations for students according to their interests. Some of the activities that have been sponsored in the past are art club, chess club, computer club, concert band, Creative Connections, Future Business Leaders of American, Future Educators of America, Student Council, Math Counts, Model U.S. Senate, National Honor Society, school newspaper, outdoor club, and yearbook. In addition, the high school will be sponsoring the following athletic teams: Co-ed Cross Country, Volleyball, Boys Basketball, Girls Basketball, Co-ed Cheerleading, and Co-ed Soccer. In addition, the school offers intramural sports which are tennis and golf. Students and parents will be informed regarding each activity throughout the school year.

NOTE: DoDDS policy states that students engaged in extra-curricular activities (including sports) must meet the following academic requirements: NO MORE THAN ONE "F". Activity sponsors are tasked with enforcing this policy.

Daily Schedule

Students in grades 6-12 will start school each morning at 7:50 am and will dismiss at 2:30 pm.

School rules and expectations are in effect from the time the students arrive until they leave. If a student is transported by bus, school rules and expectations are in effect from the time the student gets on the bus until he/she gets off the bus back at home. All students are under the school's jurisdiction while on the school grounds or attending school-sponsored events such as school dances, athletic events, and field trips.

Dance Rules

Eligibility

In general, only Lajes E/H School students are allowed to attend school dances. Exceptions are:

- Visiting DoDDS students
- Homecoming (graduates may attend)
- Guests who have written permission from the parents of the student sponsoring them and approval of the principal.

Arrival/Departure

Students must arrive within one hour from the beginning of the dance. When a student leaves the dance, he/she may not return. There will be no sign out.

Behavior Standards

Regular school rules concerning behavior policies and expectations are in effect at dances. Discipline will be the same as during regular school hours. Observe the school dress code and wear nothing that would be inappropriate for normal school attendance. Absolutely no use of alcohol, tobacco, and other harmful drugs at any point during the event is permitted.

Students will participate in dancing activities in a tasteful, appropriate way.

Discipline Policies & Procedures

[Excerpt from Regulation 2051.1 \(Change 1, September 2008\)](#)

Mediterranean District Disciplinary Matrix

STUDENT RIGHTS AND RESPONSIBILITIES

DS Manual 2050.1 Student Rights and Responsibilities in DoDDS provides for an understanding of the rights and responsibilities of all students in the Department of Defense Dependents Schools.

This matrix of suggested consequences for student misconduct does not supersede DoDEA Regulation 2051.1. It is provided to offer general guidelines for imposing disciplinary consequences but in no way restricts the right and responsibility of school administrators to apply appropriate levels of discipline on a case-by-case basis, depending on the specific circumstances, even if it deviates from the suggested consequences identified in the table.

In all cases of suspension and expulsions, a letter will be sent to the sponsor and to the sponsor's commander and DSO Superintendent, Mr. Worford.

Category I: Minor Infractions

All sanctions for Category I infractions will start over at the beginning of the second semester.

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ General classroom misconduct ➤ Failure to follow general instructions ➤ Public display of affection /Improper show of affection ➤ Eating/drinking (gum included) outside cafeteria except for water ➤ Loitering in an unauthorized area ➤ No hall pass ➤ Running, playing, or horseplay (hall or grounds) that may endanger self or others ➤ Unauthorized sale of items (candy, etc.) ➤ Dress code violations which the student refuses to correct ➤ Minor disrespect (talking back, rolling eyes, etc.) ➤ Other minor offenses 	Referral 1:	Warning and/or contact with the parent/guardian
	Referrals 2 - 4:	Warning, parent contact, and/or detention, Saturday School; 1 day In-School Suspension
	For Referral 5 and each additional referral.	Warning, parent contact, and/or detention, Saturday School; 1 day In or Out of-School Suspension. Once a student has accumulated a minimum of 5 referrals, a behavior plan may need to be created to address behavioral concerns.
<p style="text-align: center;">An administrator may offer the following alternatives to Out-of-School Suspension:</p> <ul style="list-style-type: none"> • A parent may opt to shadow his/her child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only. • The Principal at each school may limit the number of times that shadowing is allowed instead of Out of School Suspension (OSS). <p><u>NOTE:</u> If the offense has taken place in the teacher's classroom (with the exception of tardies), all teachers are generally expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator (including parental contact and referral to guidance).</p> <p>The consequences listed above come into effect only after the student has been referred to an administrator.</p>		

Category II: Serious Infractions

Category II: Serious Infractions	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, Blackberry's, iphones; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities. (<i>Individual principals will determine the locale for keeping such devices during the school day.</i>) ➤ Minor Vandalism (\$25 or less) (Restitution required) ➤ Minor Theft (\$25 or less) (Restitution required) ➤ Leaving school grounds without administrative permission (also includes failure to sign out) ➤ Falsifying, forging, cheating, or plagiarizing the work of others. (written or verbal) ➤ Abusive, profane, or obscene language, gestures, or material (student to student): This includes, but is not limited to the following references: race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or matters pertaining to sexuality. ➤ Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed). ➤ Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, <i>and/or</i> the violation of <i>other rules</i> and guidance established for an orderly educational atmosphere. ➤ Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut or related paraphernalia (lighters, matches, rolling paper, etc.) ➤ Any activity that endangers self or others while at school ➤ Violating attendance regulations or policies (i.e., truancy). 	Referral 1:	After School Detention
	Referral 2:	Detention or Saturday School or Work Detail <i>Examples of work detail: working the booster tent, help setting up the football field; assisting at the track meet, etc.</i>
	Referral 3:	1 day In or Out of School Suspension
	Referral 4:	2-3 Days of the combination of Saturday School, and/or In or Out of School Suspension
	Referral 5:	3-5 Days of the combination of Saturday School, and/or In or Out of School Suspension.
<p>An administrator may offer the following alternatives to Out-of-School Suspension:</p> <ul style="list-style-type: none"> • A parent may opt to shadow their child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only. • The Principal at each school may limit the number of times that shadowing is allowed instead of OSS. 		

Category III: Severe/Extreme Infractions

A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

- Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h) (3) of 18 U.S.C. (reference (k)).
- Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (j))), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. *A minimum 1-year expulsion is required for the possession of firearms.*
- Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.
- Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in enclosure 2. *A mandatory expulsion recommendation is required for a second offense.*
- Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.
- Robbing or extorting, or attempting robbery or extortion.
- Damaging or vandalizing school, U.S. Government, contractor, or private property.
- Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.
- Gambling in any form.
- Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.
- Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
- Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, burn, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).
- Possessing or using fireworks or other explosive devices.
- Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.
- Violating any law, rule, regulation, or policy of the military installation or the school.
- Failing to report or otherwise be complicit in the above-described acts.

Formal Discipline Hearings

DoDEA Regulation 2051.1 defines a formal hearing as, "The process by which the school Disciplinary Committee reviews the evidence and affords the school and the student accused of misconduct (and his/her parent or guardian) a chance to contest allegations. Formal hearings afford certain rights to the student accused of misconduct when the proposed disposition involves expulsion or suspension for more than ten (10) days. These include an impartial fact-finder or hearing officer, a statement of charges in writing prior to the hearing, the opportunity to present a defense including the presentation of evidence and witnesses on the student's behalf, an opportunity to request that certain questions be asked of witnesses against him or her, written findings of fact and disposition, and a right to appeal to a higher authority."

Saturday School

Students who are given Saturday School are expected to work in isolation on school from their teachers. Students are to report to the Main Office Entrance by 7:55 A.M. to be escorted to the Saturday School room. Students will be dismissed at 10:00 A.M. In addition to their Saturday School assignment sheet,

they must bring necessary textbooks, paper, pens, and pencils. Failure to follow the expectations of Saturday School may result in an out-of-school suspension. Students in Saturday School may not participate in any school activity until the Saturday School has been successfully completed. This includes any weekend activity such as sports events, dances, plays, or school function. Failure to attend Saturday School will result in out-of-school suspension.

Plagiarizing/Cheating

Students involved in cheating or plagiarizing will receive a “0” grade for the examination, project, or homework assignment, and the parents will be so notified by the classroom teacher. Depending upon the seriousness of the offense, further disciplinary action may be taken. All such offenses will be handled on a case-by-case basis.

Public Display of Affection (PDA)

Undue displays of affection can be disrespectful and disruptive. Displays of affection other than handholding are inappropriate and subject to disciplinary action ranging from a verbal warning to suspension from school.

Sexual Harassment

Sexual harassment is a form of discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Such actions will not be tolerated.

Student Rights and Responsibilities

Student involvement in the educational process is a basic right and responsibility. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this philosophy is the concept of mutual respect among faculty and students. The school staff, parents or sponsors, installation commanders, and students have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system.

Guidelines have been developed by DoDDS in order to provide an understanding of the rights and responsibilities of all students attending Department of Defense Dependents’ Schools. These guidelines are general statements of principle and are subject to limitations imposed by the laws or customs of the host nation or by general authority of the installation commander. The host nation’s legal agencies and the installation commander share legal jurisdiction in overseas military communities.

It is the right of all DoDDS students to participate in an educational program comparable to those offered in public schools in the United States in accordance with pertinent directives and regulations governing eligibility for enrollment.

It is the responsibility of all DoDDS students, regardless of age, to conduct themselves in a manner that does not violate the rights of other people. Students share with administrators and teachers the responsibility for developing a climate within the school that is conducive to productive learning and living.

It is the responsibility of students to complete a course of study necessary to obtain a high school diploma. Students and parents must take responsibility for class attendance. In accordance with local school policy, students are responsible for properly maintaining textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not met.

Suspension

The student and sponsor will be notified by the school administration why a student may be suspended. Command officials will be involved when necessary.

Following suspension, the sponsor will be required to bring the student to school for a scheduled re-admittance conference with school administration. Suspension will be from one to ten days, and the student will be allowed to make up schoolwork given during the period of the suspension. Students on out-of-school suspension may not participate in any school activity nor be on the school grounds until the out-of-school suspension has been successfully completed. This includes any weekend activity such as sports events, dances, plays, or other school functions.

Dress Standards

Students will not be permitted to attend classes if their appearance does not meet school standards. Opportunities will be given to students to correct their dress. If correcting the dress is not possible, then the parents will be notified by the administration and requested to bring appropriate clothing to school before a student may return to class. Students will remain in the main office for the remainder of the day if correction of dress cannot be made. Teachers or activity sponsors may set additional dress standards for safety reasons, presenting a good image on field trips, participation in career practicum, or other school or off-campus activities. It is expected that

- Students will wear clothing that is neat and clean.
- Shirts and blouses must be long enough to touch the top of the slacks, skirt, or shorts when the arms are raised. There should be no "cleavage" visible. No "tube" tops, spaghetti strap tops, sheer tops, or sleeveless shirts with large armholes allowed. Brassiere straps should not be visible.
- Hip-huggers will be allowed as long as the hem of the shirt tucks into the top of the pants.
- Waistline of pants should be above the gluteus maximus (buttocks). Undergarments should not be visible.
- Shorts, dresses, and skirts cannot be shorter than the tip of your finger tips.
- Slogans, insignias, buttons, and other decorations that encourage gang affiliation, anarchy, illegal use of drugs, tobacco or alcohol use, contain profane or derogatory words or drawings including those that depict blood or death are inappropriate for school wear and are inconsistent with our status as guests in Portugal. Clothing that carries culturally and/or sexually offensive language is inappropriate.
- Towels are not permitted as part of a student's attire.
- Such fads as one pant leg up and one pant leg down are also not permitted. Arms must be through both sleeves of the shirt. In the case of wearing multiple shirts, arms must be through the sleeves of all shirts worn. No pajamas may be worn to school except as allowed during spirit week or as otherwise approved by the administration.
- Articles that can cause damage to other students or property (e.g. chains) may not be worn.
- Dark glasses inside the building are not permitted unless medically approved in writing.
- No headgear (males or females) may be worn inside the building, classrooms, the cafeteria, the administration building, or the gym. "Rags", sweatbands, bandannas, or towels on the head are not permitted at any time. These items will be confiscated, turned in to the main office, and will require a parent to pick up the item.
- Footwear will be worn at all times.

The administration has the authority to make decisions about the appropriateness of all attire.

Grades

The following is a brief explanation of the letter grades used in evaluating student performance:

A = Excellent achievement, superior work (90 - 100)

B = Above average work (80 - 89)

C = Average achievement, acceptable work (70 - 79)

D = Below average work, barely passable achievement (60 - 69)

E = Student is trying, work is too difficult for student ability

F = Failure, no credit earned (Below 60)

N= No Grade

P = Passing

I = Incomplete grade. Work is not completed because of student illness, or other reason beyond the control of the student. Work must be made up within two weeks of the grading period and a letter grade earned. Work not made up within two weeks will result in an F grade.

WP = Withdraw Passing

WF = Withdraw Failing

The following point values are used in calculating the Grade Point Average (GPA) for courses completed in DODEA: A=4, B=3, C=2, D=1, and F=0.

A **weighted** point value will be assigned to each letter mark in Advanced Placement (AP) courses in which students take the AP exams in May. "Weighted" grades are used to compute individual grade point averages, class rank, and for other competitive purposes;(i.e., honor roll). The weighting will be as follows: A=5, B=4, C=3, D=2, F=0.

Grade Placement

The grade in which the student is registered in high school is determined in the following manner, in compliance with DoDEA Regulation 2000.1:

Freshman Class (9th Grade): A student must have met the requirements for completion of Grade 8 or must have been previously enrolled in Grade 9.

Sophomore Class (10th Grade): A student must have earned a minimum of 6 units of credit in preparation for graduation. The student must meet the criteria for normal sequencing of coursework in preparation for graduation.

Junior Class (11th Grade): A student must have earned a minimum of 12 units of credit. The student must meet the criteria for normal sequencing of coursework in preparation for graduation.

Senior Class (12th Grade): A student must have earned a minimum of 18 units of credit. The student must meet the criteria for normal sequencing of coursework in preparation for graduation.

Graduation Requirements

<u>SUBJECT AREA</u>	<u>UNITS REQUIRED TO GRADUATE</u>
Language Arts	4
Social Studies	3
Mathematics	4
Science	3
Career Education	-
Professional Technical Studies	2 (incl .5 Comp Sci)
Fine Arts	1
Physical Education	1 ½
Foreign Language	2
Health	½
Computer Science	-
Electives	6
TOTAL	26

See the Guidance Counselor for specific information regarding graduation requirements.
Website: www.dodea.edu/students/graduation.cfm.

Other Notes Concerning Graduation Requirements:

***WEIGHTED GRADES:** DoDEA now calculates the weighted grades of AP courses for students transferring into DoDEA schools on the scale used by DoDEA (SEE **GRADES**). In order to receive weighted credit for an AP course, the student must show proof of having taken the AP exam for that course.

***NOTE:** DoDEA no longer awards weighted point value for Honors courses.

***2.0 GRADE POINT AVERAGE:** Students shall be required to have a grade point average of 2.0 or better to graduate from a DoDEA high school.

***HONORS DIPLOMA:** DoDEA will award an Honors Diploma for students who meet the following criteria:

- completion of all graduation requirements;
- earn a passing course grade and take the requisite examinations in a minimum of four Advanced Placement courses;
- earn a Grade Point Average of 3.8 or higher based on grades received through the end of the second semester of the graduating year.

Hallway Passes/Seminar Cards

If a student is out of class for any reason OR if a teacher wants a student to join him/her during lunch, the student must have a pass.

Incomplete Grades

The grade of incomplete "I" may be given to a student in a subject, at the discretion of the teacher, when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school. The maximum time allotted for completion of work is two weeks after the end of each nine-week grading period. No incomplete will be issued at the end of 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 "I" is equivalent to zero grade points.

The time allotted for completion should not extend beyond two weeks after the end of the nine-week grading period. When students do not complete the missing work within this time period, the "I" is converted to an F.

Incomplete grades cannot be assigned:

- When a student is withdrawing.
- At the end of the school year.
- Incomplete grades must be converted by the end of the second week of the next grading period.

Withdrawal Grades

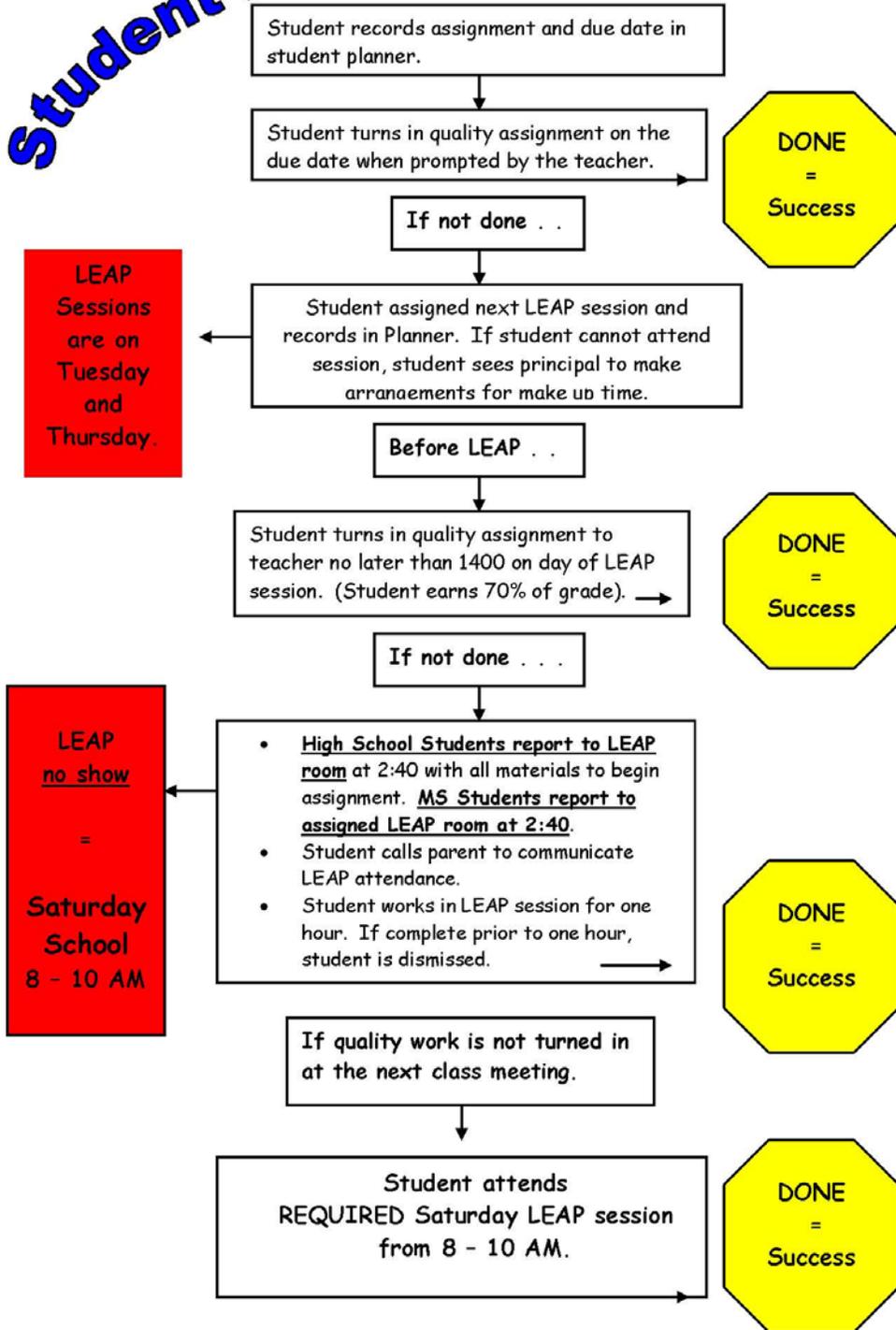
- The first 19 days of a marking period: No grade is listed.
- From 20 days on: Average of grade to date.
- Accelerated students: Final grades, credit will be granted for courses with final grades.

Grades for New Students

- Student enrolled for less than 20 days - Quarter grades are not received, unless the student enrolls with incoming grades from the previous school.
- Student enrolled from 20 days through the end of term - Grade must be assigned for quarter and semester.
- If student has received credit from last school for the semester, student will be in an audit status until end of the semester.
- It is the responsibility of the instructor to look at the official record of a new student to determine grades.

LEAP

Student LEAP



LEAP Sessions are on Tuesday and Thursday.

LEAP no show = Saturday School 8 - 10 AM

ALL ASSIGNMENTS COMPLETE

Lockers

Middle and high school students will be assigned a locker based on a list provided by the facility manager. Students will sign a locker agreement at the beginning of every school year which states the conditions of locker assignments.

Lunch

AAFES provides hot lunches and a la carte items for our students. Parents are encouraged to open lunch accounts for their children at the Ocean View BX. Once an account is opened, students will be given a PIN number so that lunch purchases can be made each day. AAFES will allow a student to charge a lunch if there is no money in his/her lunch account, but this should rarely happen. Please check regularly and ensure your child has money in his/her account. Students may also bring a sack lunch from home. Parents are invited to have lunch with their children. Sharing of lunches is not permitted nor is lunch trading allowed. We ask that all students enjoy only "quiet talk" with their friends during their lunch period. Microwaves are available in the cafeteria for students to utilize. No food is allowed in the hallways. No drinks are allowed in the hallway with the exception of water. Lunch menus are located on the school's website and will also be emailed on a monthly basis for your planning purposes. You can also find it at [AAFES Lunch Menu](#)

We do have an "**open campus**" during lunch; however, due to the length of the lunch period, students are reminded not to attempt a long journey, as returning late from lunch is unexcused. Parents must sign a permission form for open campus for each of their Middle/High School students each school year when they register. NOTE: All school discipline policies are in effect during the lunch hour on or off campus.

Parents/Sponsors may apply for Free & Reduced Lunch. Applications are available in the school's main office and from the School Liaison Officer. If you have any questions regarding this program, please contact the School Liaison Officer, Ms. Laurie Salafia, at 535-5711 or via email at laurie.salafia@lajes.af.mil.

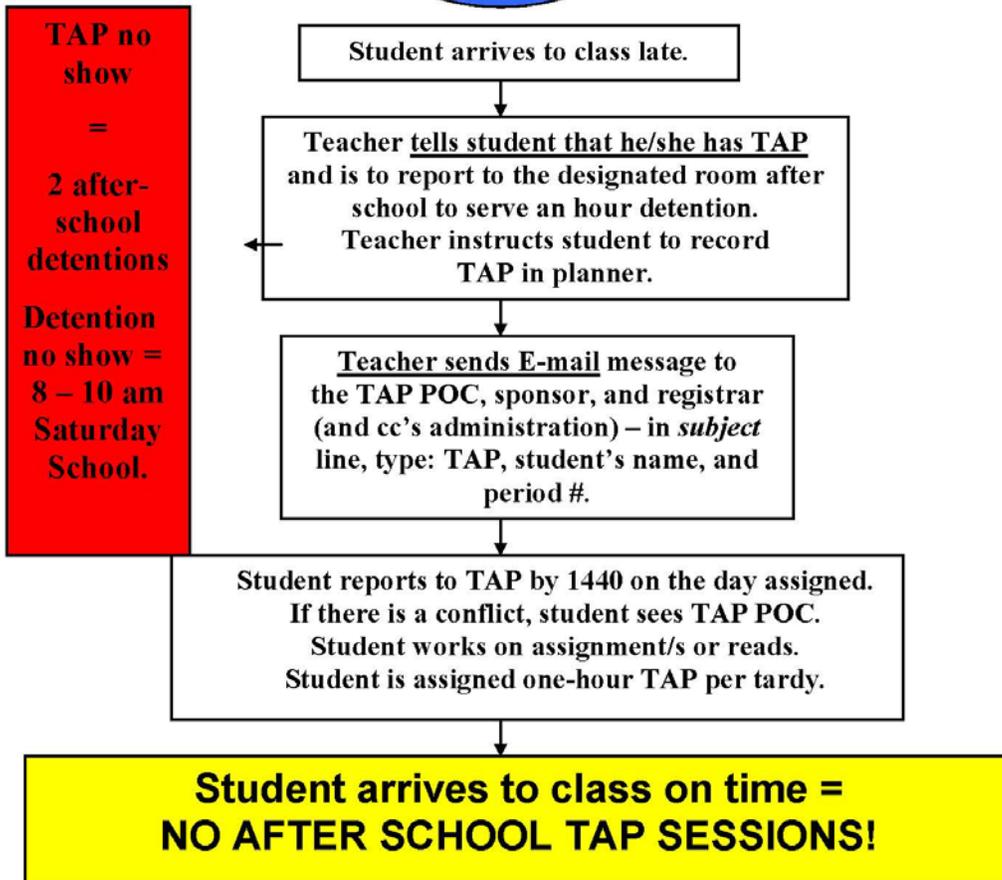
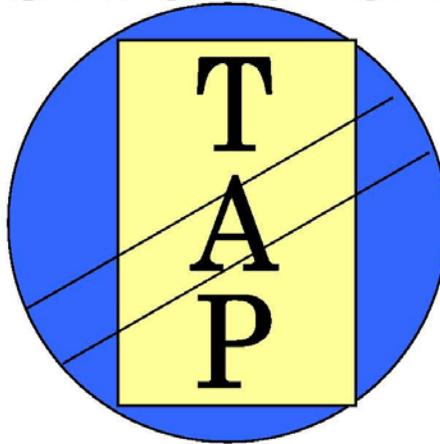
Tardies

Students are required to be in their classroom and in seats, ready to work, at the start of each scheduled period. If a student is tardy, he/she will be required to serve a 1-hour after-school detention and parents will be notified. **SEE TAP ON FOLLOWING PAGE.**

Students who arrive late to school (including those who are tardy due to a late bus) should report directly to the main office. A 1-hour after-school detention will be required of all students for each unexcused tardy.

PLEASE NOTE: Oversleeping or missing the school bus are unexcused tardies. The final decision whether a tardy is excused or unexcused will rest with the principal.

Tardies Aren't Permitted!



SECONDARY PROFESSIONAL SERVICES OFFERED

Accommodation Plans

Students with a documented disability may be eligible for an Accommodation Plan as directed in the DoDEA Regulation 2500.14, *Nondiscrimination and Accommodation on the Basis of Disability in DODEA Conducted Educational Programs and Activities*, dated October 30, 2007. The SST team will conduct an assessment to determine the extent of the disability and how this adversely affects educational performance. If the student is found to meet the criteria, appropriate accommodations would be recommended for the classroom and the school environment to include activities.

Gifted Education

Gifted students often go through school without being challenged. They make easy A's and rarely cause their teachers any problems. By identifying gifted students and by having a resource teacher monitoring the students' curriculum, DoDEA's goal is to ensure a challenging school experience for each gifted student.

Lajes E/H School is in full compliance with DODEA Gifted Education guidelines. There is a Gifted Ed Coordinator who leads the Gifted Review Committee (comprised of other teachers, the principal, and the guidance counselor) in identifying students and providing challenging learning experiences.

Student Selection and Monitoring

There are several ways to bring a gifted student to the Gifted Coordinator's attention. Students who score at or above the 97th percentile on a standardized test such as the Terra Nova are automatically eligible through annual screening done by the coordinator and guidance counselor. Students, parents, teachers, and administrators may nominate a student for evaluation. (Parents can contact the Gifted Coordinator for the necessary referral form.)

No student will be evaluated without the parents' permission. Once permission has been obtained, the Gifted Coordinator will prepare a folder containing teacher evaluations, samples of the student's work, and test scores. The Gifted Review Committee meets quarterly and determines eligibility.

Once a student has been evaluated, the committee determines which services should be recommended for each identified student. If the student and parents agree, the counselor schedules these services. (A student is not required to accept the services recommended.) A blue card will be placed in the student's cumulative folder. This ensures that the student will be considered for special services at his/her next school, and that colleges will have official documentation when considering the student for admission. Students who show great promise, but don't have the grades or the test scores for eligibility, may be placed on monitor status for up to a year.

Gifted Education Experiences

We offer the following opportunities for students in grades 6-12 to step up to the challenge of adding extra rigor to their academic program. (These opportunities are **not** limited to only gifted students. However, gifted students are strongly encouraged to participate.)

- Grade acceleration – this could mean skipping an entire grade (rare) or it could mean placing a 7th or 8th grade student in Algebra (common.)

- Cluster grouping – Teachers could give a special assignment to the gifted students in class if they have already exhibited proficiency.
- Additional Opportunities –MUSS, Junior Science and Humanities Symposium, National History Day, National Honor Society, etc. (*Note:* National Honor Society and National Junior Honor Society are national organizations. Membership into one of these organizations is not guaranteed to Gifted Ed students; selections are made by a committee of teachers based on several criteria, only one of which is scholarship.)
- AP classes – These are college level courses offered in each of the subject areas. These courses are typically taken by high school juniors and seniors.
- Honors Classes – Advanced sections offered in English and Social Studies in the ninth and 10th grades.
- Interdisciplinary courses such as Creative Thinking or Independent Research.
- Regular courses with differentiated instruction.

Please note that being in the Gifted Education program requires no membership dues, nor does it require fund-raising or after-school meetings or other such obligations. Again, it is a set of enriching experiences designed to challenge those students who have proven that they are ready for such academic-related challenges. For more information, go to the official DoDEA gifted website: <http://www.dodea.edu/instruction/curriculum/ge/index.htm> or call the school (535-4151) and ask to talk to the Gifted Coordinator.

Guidance Program

The Lajes E/H School counselor is committed to establishing a competency based guidance program. The major difference between the competency based program and the former services based program is the planned, systematic delivery system that ensures specific delineated competencies for all students. The total program is defined by a system that includes specific planning, management, monitoring, and evaluation of elements. Pupil personnel service workers will provide a flexible delivery system, consisting of a variety of processes, based on individual student needs and learning styles. The planning model allows the pupil services professional expertise and then to assume the responsibilities of educating parents and community concerning the program goals. The use of parents, community, and staff to support, facilitate, monitor, and evaluate pupil personnel services efforts is an integral part of the total program. In addition, formal evaluation processes will be periodically scheduled to validate results. These procedures are in agreement with the philosophy of the school. The ultimate aim of the counselor is to provide opportunities for each student to realize his or her fullest capability. To reach this goal the counselor is devoted to the priorities set by staff and administration to provide learning experiences for students.

Those priorities are:

1. To create an environment that increasingly provides for the learner's individual differences;
2. To create an environment that is humane; and
3. To create involvement of students, parents, community representatives, and staff in the total educational program.

Guidance Counselor

The counselor provides assistance to students, parents, and other staff members in a variety of ways. Some of the functions of the counselor are to:

- assist students with personal decisions and help them in personal crisis situation;
- counsel with students regarding academic progress and factors that may inhibit learning (i.e., poor study skills, student-teacher conflicts);

- provide information on colleges, careers, drugs, sexual matters, personal or social concerns, and referral resources;
- advise on schedule changes for students within the school;
- organize the Standardized Testing Program as well as other group aptitude and achievement tests;
- interpret test results to students, parents and faculty;
- maintain accurate student records and transcripts, and forward all necessary records and data to colleges, receiving schools, and employers;
- counsel students regarding education and vocational plans through individual and group sessions;
- maintain an accurate check on individual student schedules so that school requirements and graduation requirements are met;
- advise students, parents, and school of students who may not be or who are not meeting grade level or graduation requirements;
- provide individual and / or family counsel and guidance as a follow up to significant and/or chronic disciplinary situations.

Guidance Office

The Guidance Office is located in the school administrative office.

Students are encouraged to take advantage of the services available in the Guidance area by dropping in before or after school. A pass from your teacher is needed if you go to the Guidance Office during regular class time.

Special Education Program

Special education is any specially designed instruction, support, or equipment a student may need to order to reach his or her fullest potential. These services are available to eligible students, ages 3 through 21 years of age within DoDDS, and may include changes to the education program, commonly known as classroom modifications. A student may also receive services in the general education classroom, a resource room, self-contained class, or other appropriate setting. Special education services provide the additional support or assistance you child may need to be successful.

If your child requires special education services, you will be involved in decisions about what services, instruction, and equipment are to be provided, as well as where these services may take place. DoDDS will ensure that placement is made in the least restrictive environment. This means a student who receives special education services must be placed, to the greatest extent possible, in an educational setting with students his or her own age. Special education and general education are partners with you in this process.

DoDDS special education services are directed by the 1997 amendment (PL 105-17) to *The Individuals with Disabilities Education Act* (IDEA), (P.L. 101-476) and Department of Defense Instruction, DoDI 1342.12, *Provision of Early Intervention and Special Education Services to Eligible Dependents*, dated April 11, 2005. These documents ensure that DoDDS personnel and families know who is eligible and what they must do to provide a free and appropriate public education (FAPE).

Student Support Services

A Student Support Team (SST) comprised of school staff, is available to discuss students referred by teachers and/or parents for educational and/or behavioral difficulties.

The SST serves as a screening committee for students referred for various reasons to include behavior, academic, learning, language, attention, social/emotional, and organizational skills. It is the committee's role to identify activities and make recommendations for intervention and services appropriate for each student. The committee may decide to monitor a student's progress for a period of time, suggest programs, or help with referrals to other agencies on base.

Parent conferences to discuss concerns and obtain information must be held before a written referral is made to the SST. Parents are often invited to attend the SST meeting. Members of the team may include the counselor, school psychologist, assistant principal, reading specialist, and classroom teachers. Written intervention plans, which usually include strategies for parents and teachers, are made to assist home and school with improving the child's school success.

The team is also responsible for developing 504 Accommodations Plans and making referrals for special education assessments. The committee is comprised of the School Psychologist, Counselors, Nurse, Regular Educators, Special Educators, and Administrators. Members may also include a representative from EDIS, . Referrals may be made by parents, teachers, or administrators. Please call the School to make a referral to this team.