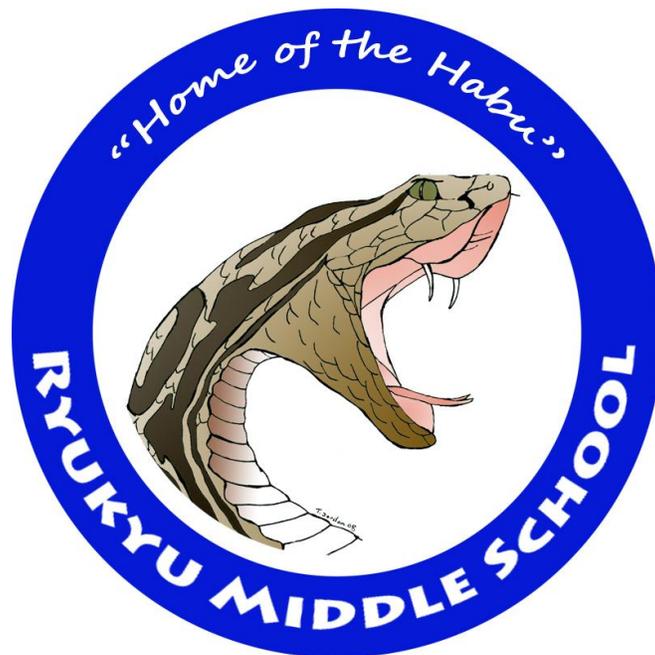


# Ryukyu Middle School

# 琉球 中学校



## ***Parent-Teacher-Student Handbook***

**School Year 2008-2009**

Students, Parents and Teachers,

Welcome to Ryukyu Middle School. It is my pleasure to welcome you to the 2008-2009 school year and our beautiful new school. Our school is dedicated to a belief that all students can learn, achieve and succeed. We are committed to maintaining high expectations regarding student achievement and conduct, and to working in close partnership with all parents and the community to ensure attainment of our expectations.

Parents, mentors and other community members are always welcome, and are encouraged to visit our school. We seek your assistance in helping us to improve the quality and effectiveness of the educational experiences, opportunities and school environment that we offer to students.

We are very proud of the educational environment which prevails throughout DoDDS schools – one that is safe, orderly and clean. Under no circumstances do we condone any form of weapons, drugs, violence, threats of violence, harassment, or bullying in our school. We strive to instill in our students a sense of pride, responsibility and respect for the rights and dignity of others as well as for their own individual self-esteem.

It is our goal to apply the standards outlined in the Carnegie report, “Turning Points 2000: Educating Adolescents in the 21<sup>st</sup> Century” and provide an exemplary education for all students. We want to ensure that each student has a fair and equitable opportunity to acquire the intellectual, social, physical and affective skills needed to become a self-fulfilled individual – one who is a worthy, contributing citizen in society.

There is no way to write guidelines to sufficiently cover all conditions which may come to exist, however, throughout my 30 years in education, I have found that most parents in our communities expect their children to behave and we at school have similar expectations. Please read this handbook along with your student. Each seminar teacher will also review these rules with his or her class. This handbook is not intended to create a contractual relationship with the student; rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. Like the students, we are always growing and changing, and may establish future rules and codes of conduct which are consistent with those established by DoDEA. We always welcome input from our stakeholders, and hope all feel free to contact us if there are any questions, concerns, or suggestions.

Again, we welcome you to Ryukyu Middle School. We look forward to sharing highly successful, enjoyable experiences with you throughout the school year.

Paul Currier, Principal

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# School Curriculum

## Core / Required Classes

Sixth Grade	Seventh Grade	Eighth Grade
English	English	English
Mathematics	Math	Math
Reading	Science	Science
Science	World Geography	U.S. History
World Cultures		

## Elective and Exploratory Classes

Algebra, Applied Technology, Art, Avid, Band, Computer Applications, Creative Thinking, Drama, Family-Consumer Science, Geometry, Health, Humanities, Inter-cultural Education, Japanese, Mathematics Support, Music, Physical Education, Reading Improvement, Research Project, Spanish, Study Skills, and Yearbook.

## Course Selection

The guidance counselor assists students and their sponsors in developing the most appropriate programs for individual students. Students and sponsors should be aware that, once a student is enrolled in a course, that course may only be dropped with the recommendation of the teachers involved, counselor, parents, and student.

## Student Placement

Grade Level Teams make recommendations to the principal on retention, double promotion, or any other grade or class placement which is not routine. The team's data, discuss referrals, make recommendations for placement, and review the progress of students who have been placed. Final decisions on grade and program placement are the responsibility of the principal. The principal has authority and responsibility for final decisions on all grade and class placements.

## Extra-Curricular Activities

RMS offers a wide variety of school activities. Some organizations are traditional; others are activated only when there is sufficient student interest. RMS encourages all students to take an active part in extracurricular activities. Extra-curricular activities could include Yearbook, Science Club, Chorus, Band, Drama, Newspaper, National Junior Honor Society, Junior National Science Symposium, Math Counts, Art Club, Computer Club, Student Council, and various sports and physical activities.

## Contact Information

**School Hours: 0630 – 1530**

-  **Principal: Mr. Paul Carrier**
-  **Assistant Principal: To Be Announced**

### **Address:**

Ryukyu Middle School  
Unit  
APO AP

### **Phone Numbers:**

-  **Main Office**  
DSN: 634-4849
-  **Counselor**  
DSN: 634-8851/8852
-  **Nurse**  
DSN: 634-8858/8723
-  **Supply Technician:**  
DSN: 634-8890
-  **Information Center:**  
DSN: 634-8472
-  **School's Officer:**  
Military: 634-2231

# Chain of Command

Parents with questions or concerns should e-mail or call the appropriate individual. The school believes that frequent communication between the teacher and the parent is essential to ensure that the best possible learning situation is afforded each child. If the concern is not resolved at this level, ask assistance from the school administrators. Follow the chain of command thereafter.

## **Teacher/Staff Member**

Firtstname.Lastname@pac.dodea.edu

Telephone:

## **Assistant Principal**

[@pac.dodea.edu](mailto: @pac.dodea.edu)

Telephone:

## **Paul Currier, Principal**

[Paul.Currier@pac.dodea.edu](mailto: Paul.Currier@pac.dodea.edu)

Telephone:

## **Dr. Gayle Vaughn-Wiles, Superintendent**

### **District Superintendent's Office**

[Email: OkinawaSUPT\\_DSO@pac.dodea.edu](mailto: OkinawaSUPT_DSO@pac.dodea.edu)

*Phone:* 634-1204

*From the U.S.:* 011-81-6117-32-1204

*Web Site:* <http://www.okinawa.pac.dodea.edu>

## **Dr. Steven Bloom, Deputy Director**

### **Dr. Nancy Bresell, Director**

DoDDS-Pacific/DDESS Guam

*Email:* [Director.DoDDSPac@pac.dodea.edu](mailto: Director.DoDDSPac@pac.dodea.edu)

*Phone:* 644-5878/5879/5880

*From the U.S.:* 011-81-611-744-5878/5879/5880

*Web Site:* <http://www.pac.dodea.edu>

# DoDDS Pacific 2008-2009 School Year Calendar

## First Semester

<b>Monday, August 25</b>	Begin First Quarter and First Semester
<b>Monday, September 1</b>	Labor Day - Federal Holiday
<b>Monday, October 13</b>	Columbus Day - Federal Holiday
<b>Thursday, October 30</b>	End of First Quarter
<b>Friday, October 31</b>	No school for students - teacher work day
<b>Monday November 3</b>	Begin second quarter
<b>Tuesday, November 11</b>	Federal Holiday (Veterans Day)
<b>Thursday, November 27</b>	Thanksgiving - Federal Holiday
<b>Friday, November 28</b>	Friday - Recess Day
<b>Monday, December 22</b>	Begin Winter Recess
<b>Thursday, December 25</b>	Christmas - Federal Holiday
<b>Thursday, January 1</b>	New Year's Day - Federal Holiday
<b>Monday, January 5</b>	Instruction Resumes
<b>Monday, January 19</b>	Martin Luther King, Jr. Day - Federal Holiday
<b>Thursday, January 22</b>	End of Second Quarter and First Semester
<b>Friday, January 23</b>	No school for students - teacher work day

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## Second Semester

<b>Monday, January 26</b>	Begin Third Quarter and Second Semester
<b>Monday, February 16</b>	Presidents' Day - Federal Holiday
<b>Thursday, April 2</b>	End of Third Quarter
<b>Friday, April 3</b>	No school for students - teacher work day
<b>Monday, April 6</b>	Begin Spring Recess
<b>Monday, April 13</b>	Instruction Resumes - Begin Fourth Quarter
<b>Monday, May 25</b>	Memorial Day - Federal Holiday
<b>Thursday, June 11</b>	No school for students - teacher work day
<b>Friday, June 12</b>	End of Fourth Quarter and Second Semester

# School-Home Partnership

## **Communications**

Good communication is essential! RMS communicates with all parents and sponsors through a monthly school newsletter. We also mail out customized fliers to all parents and sponsors regarding special events and/or schedule changes. Every student receives a quarterly mid-term progress report. Many of these communications are also being e-mailed to parents when a working address is provided.

We wish to remind parents that the school must maintain the correct addresses, home and unit, as well as the home and duty telephone numbers of every sponsor whose child is enrolled in school. It is important for sponsors to notify the school promptly of any changes in addresses and telephone numbers to ensure school readiness in the event of emergencies.

All students are expected to maintain a school binder and planner to record and organize all their school assignments. Parents are encouraged to check these items on a regular basis, as they contain standards being taught, classroom assignments, homework, and hall passes to include use of tutorial time.

School-Home Partnership is the mutual collaboration, support, and participation of families and school staff at home or at school; in activities and efforts that directly and positively affects the success of children's learning and progress in school. The structure of the DoDDS School-Home Partnership is five-tiered: Co-Communicators; Co-Supporters; Co-Learners; Co-Teachers; and Co-Advisors, Advocates and Decision-Makers.

Parents have a direct influence over the support of quality of education provided by the overseas schools. The influence and understanding of the military parents are highly important. School programs, teaching, and learning take on a new luster when cordial relationships exist between the school and military community. Parents are expected to visit the school during Parent-Teacher Conference Week.

## **Parent/Student/Teacher Conferences**

Conference days are scheduled throughout the school year. (Please see the school calendar.) Conferences can also be arranged by contacting the Grade Level Team Leader or individual teacher. Conferences will typically be scheduled during team time and will not be held at public gatherings such as Open House, PIE meetings, assemblies, or programs.

## **School Visitors**

All visitors, including parents, must clear through the Main Office, and each must request a visitor pass. Each of these visitors, guest speakers, and/or class participants must have a visitor's pass prior to entering the classroom. Parents are welcome to visit classes and to serve as resource personnel. However, they must first be cleared through the office.

## **Parent Volunteers**

The Kadena Military Community has many talented and skilled parents. We encourage and solicit your involvement in school activities where your expertise will be valued as you

assist in various areas of our school's operation. Your vast experiences and knowledge can be very beneficial to our students as we continue our quest to enrich their lives both educationally and personally. Volunteers may work with a particular teacher or a special student on a regular basis, or they may help occasionally for special programs and study trips. Some activities may be non-instructional, such as correcting papers, typing, preparing materials, assisting the school nurse or media specialist, or arranging bulletin boards. Volunteers may also tutor individual students or work with small groups. They may assist in developing basic skills. They often have their own special interests, talents, or skills to share with students, i.e. slides to show for a Social Studies unit, or costumes, crafts, or music to share for ethnic studies.

We seek volunteers to serve in various capacities to include: Mentors, Tutors, Classroom and Office Assistants, Field Trip Chaperones, Presenters of Multi-Cultural Events, Assistants for Extra Curricular Activities

If you are interested in volunteering your services, please contact the School Secretary to indicate your willingness to serve and the area(s) of interest.

### **School Advisory Committee**

The School Advisory Committee (SAC) is an elected educational advisory committee composed of an equal number of parents of students in the school and professional school employees. The SAC advises the principal on matters within the jurisdiction of the school and DoDDS. Parents are invited and encouraged to attend SAC meetings.

Committee matters include school policies, instructional programs, pupil services, and student standards of conduct and discipline. Community matters include school quality, availability, maintenance, safety, security, and comfort of the school environment, transportation, school morale program, and administrative and logistical support services provided by the installation commander. Meetings are held in the Middle School Media Center beginning at 1515 hours on dates to be determined. The SAC will inform parents of the dates.

The Ryukyu SAC is part of the ODAC, or Okinawa District Advisory Committee. The ODAC advises the Community Commander on matters, including logistical support, within the jurisdiction of the Commander and applicable service command.

# Academic Policies

## Grading

### Grading Guidelines

Grades measure academic performance and indicate the student's level in meeting achievement of DoDEA academic standards and curriculum objectives. They report achievement relative to measurable curriculum objectives; they do not measure academic potential or social performance. Percentages used in grading must correlate to the DoDEA grading scale:

A = 90 - 100%; B = 80 - 89%; C = 70 - 79%; D = 60 - 69%; F = below 60%.

Grading reflects the teacher's professional judgment of a student's level of achievement. Official reports of academic grades are issued at the end of each marking period. Various methods can influence a teacher's evaluation of a student's mastery of curriculum objectives. It is understood that within a teacher's grading system, a numerical grade cannot be assigned to every accomplishment or degree of success or failure. Letter grades are based on a great deal more than marks received on tests, quizzes, and exams. They include class discussion, laboratory or hands-on experiences, homework, projects, and more.

Student progress should be reported in a useful and understandable way to the student and sponsor. The critical issues in grading are the validity and usefulness of the grades for the variety of purposes they are called on to serve, i.e., conveying information on student achievement, providing incentives for students to study, serving as selection criteria, and assisting the student in career and educational planning.

A mid-term Progress Report will be sent to parents at the end of the fourth or fifth week, or mid-quarter, of each marking period; however, this notice may be sent at any time during the marking period if the situation warrants it. We also encourage school personnel to send home notices of satisfactory or superior student achievement. The intent of this interim report is to keep parents knowledgeable of student progress.

A grade of "I" may be given to a student for a subject in which he/she has not completed required assignments due to extended excused absences. The time requirement for make-up is equal to the time missed. Students who receive a grade of Incomplete for the quarter or semester will be given two weeks to make-up tests and work to remove the "I". If this is not done, the "I" grade will be removed and a grade representing the value of the work accomplished will be given. Students will be given time to make up work missed when they return. Please do not call school for make-up work if a child is out sick. After your child is well and back at school, his/her teachers will work with your child to assist them with completing the work they missed while they were absent.

The "E" grade indicates the student works to capacity, but achieves below normal standards for a passing grade. The "E" grade will receive credit and will be counted the same as a "D" in determining grade point average.

The "+" or "-" symbols will be used to denote slightly higher or lower grade marks.

## **Homework**

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities that enhance the curriculum. An average student is expected to spend approximately one to one and a half hours per school day completing homework.

The development of study skills must be an integral part of a school's educational policies. DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is DoDDS policy that homework will be assigned in accordance with the needs and objectives of individual students and in support of the learning objectives of the particular curricular area.

Administrators will implement the provisions of this homework policy as appropriate and ensure that it is published and distributed to all teachers, students, and parents; support teachers' efforts to ensure the completion of homework; plan for the periodic evaluation of homework policies with teachers, students, and parents.

Teachers will inform students and parents of their homework policies and procedures; identify the degree to which homework affects the determination of a student's grades; select and assign homework which meets the criteria listed below; provide sufficient classroom instruction and clear, concise directions for completion of homework assignments; check homework for completeness and mastery of concepts and return to students, as appropriate to the nature of the assignment; inform parents of student performance and completion of homework assignments as appropriate.

Students are responsible for understanding the homework assignment; writing all assignments in their planner; taking home all books and materials needed to do the assignment; completing the homework in the assigned format, taking completed homework assignments to class when they are due.

Parents are responsible for providing a quiet place to work, necessary materials, scheduling study times, reviewing the planner entries, and encouraging the student's efforts, improved performance, and/or good work.

### **Guidelines for Assigning Homework**

1. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning.
2. Homework assignments shall be designed to meet the needs and abilities of individual students.
3. The burden that homework places on a student will be considered when such assignments are made.
4. As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

***Students who are absent from school will be able to make up their class work when they return.*** Students will be allowed time, equal to the duration of their absence, to make up these assignments.

The provisions of this policy apply to all Ryukyu Middle School educators, to all parents and/or guardians, and to all students receiving education in Ryukyu Middle School. This policy does not apply to those students receiving homebound instruction; further, it does not apply to students whose instructional programs are governed by individualized educational plans.

### **References**

- DoDEA-R 200-10: DoDDS Progress Reports, 1 Aug 1995
- DoDEA Regulation 2000.1: DoDEA Graduation Requirements, 29 July 2004
- DoDEA Regulation 2000.3: Student Placement, 26 Mar 2004
- DS Administrative Instruction 2000.9: DoDDS Homework Policy, 7 July 1993

### **System-Wide Testing**

Students at Ryukyu Middle School participate in the DoDDS System-Wide Testing program each school year – usually in March. Copies of the Terra Nova test results are mailed to parents. Data obtained from these tests allow parents, students, and school personnel to better understand each student’s progress by providing a comparison with students throughout the U.S. Counselors and teachers use this information to recommend student placement and course selection and for referrals to AVID, Reading Improvement, and Special Education Programs.

Other tests include the National Assessment of Education Progress for 8<sup>th</sup> grade, on line assessments in Science for 6<sup>th</sup> grade and Social Studies for 7<sup>th</sup> grade. Students enrolled in Algebra take End of Course Assessments.

### **Early Departure with Course Credit**

While all of the courses at RMS lay the foundation for success in high school, a few courses can fulfill a DoDDS High School Diploma requirement. Courses offered for High School credit are Japanese I and II, Spanish I and II, Algebra and Geometry. Only 7<sup>th</sup> and 8<sup>th</sup> grade students can earn high school credit. To receive full HS credit in these courses, students must participate for a minimum period of time, complete course requirements, and obtain a satisfactory grade. If you are PCS’ing, ask in the main office for the earliest date you can withdraw and receive credit. For other courses, students receive a “grade to date” on their last day.

# School Procedures

## **Attendance**

The DoDDS educational program is organized on the basic assumption that all students will attend school/class regularly and punctually. Regular school attendance is vitally important. It promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace. Although it may be possible to make up reading and written assignments, it is not possible to replicate teacher-directed lessons, class discussions, laboratory experiences, etc. Missing this instruction may adversely affect the student's learning and, therefore, his or her grades. Students and sponsors are responsible for ensuring that students arrive on time and attend classes regularly unless they are ill, have medical or dental appointments, have followed procedures outlined below for Advanced Notification and Request for Excused Absence, or unless an emergency occurs. Excessive absences or tardies will result in disciplinary action.

Adherence to the school attendance policy is the responsibility of the parents and student.

Parents will be periodically informed of student absences (excessive and/or unexcused) in order for them to exercise parental control and responsibility. Students who do not attend school a full day will not be allowed to participate in or attend any school-sponsored event scheduled on that same day.

The principal must approve exceptions to the above policy. An example of such an exception would be submission of an authentic appointment slip. Note: It is the responsibility of the parent/guardian to call the school every time a student is absent.

Attendance will be taken in every class each period. A note will be required from the student's parent or sponsor following an absence from school. The note must include the student's name, date of absence, sponsor's name, address, and telephone number (home or office), the reason for the absence, and the parent's signature. Student should turn the note into the Main Office immediately upon return to school. He or she will be given a re-admit slip. Absences will be classified "unexcused" or "excused."

## **Absences**

### **Excused Absences**

Students may be excused from school for reasons subject to the approval of the administration. Excused absences will be granted for illness, family emergency (severe illness, death, local hardship situation), and medical necessities which cannot be cared for on non-school time. If the absence is to be considered excused, a signed parent note or an authentic doctor's appointment slip must be submitted upon return to school. Excused absences will also be school-sponsored activities such as athletic contests, music programs, and study trips. In cases of a religious holiday, a written request must come from the parent prior to the day of the holiday. An excused absence is one for which the student will be given make-up privilege and credit.

It is the student's responsibility to determine from each teacher what make-up work is required. **Students who are absent from school will make-up work when they return.** The work must be made up in a reasonable amount of time, usually equal to the amount of time of absence. Other absences are considered unexcused.

### Unexcused Absences

Unexcused absences do not permit make-up privileges, and the grade for each day missed or portions thereof will be an "F." Some examples of unexcused absences include packing or unpacking, waiting for engineers/repairs (these are the sponsor's responsibilities), baby-sitting, missed bus, haircuts, oversleeping, and commissary and/or PX visits.

### Sign In and Sign Out

Students who arrive late on campus must be signed in by a parent or sponsor in the registrar's office logbook; otherwise the tardy will be unexcused. Likewise, students who leave school during the school day must also be signed out by a parent or sponsor, and signed back in upon return that day. Students will not be allowed to leave campus without a parent to sign them out, or without prior arrangements made with the administration.

Ryukyu Middle School is a closed campus. Students are not permitted to leave the campus for any reason unless they have permission to leave school with the proper school permission form. Once students come on the campus, either by car, bus, or foot, they are to remain on campus until the end of the school day.

Passes to the Nurse - Students must report to classes before being referred to the Nurse. Students may not report to the nurse during passing time.

Passes to the Office - Only with an official student planner may a student be released from class and then only if an emergency exists.

### Tardiness

Students must be seated when the tardy bell sounds. The only exception to this rule is dismissal for physical education classes where the student must be in the gym. If a student arrives late to school for the day, he or she must first report to the office to obtain an admission slip prior to going to their first class. Students who are detained by school officials and are consequently late to class will be given a hall pass. A student will be marked tardy if he or she is no more than 15 minutes late to class. Thereafter it will be marked as an absence and the student must come to the office for a readmit slip.

### Dismissal

The teacher will dismiss students from class.

### Health and Safety Inspections

Commanders are responsible for general welfare, morale, safety, law enforcement, and crime prevention. This responsibility requires commanders to take appropriate action to prevent occurrences of misconduct by anyone residing in or around the military community.

Occasionally the community will conduct announced health and safety inspections at the school. The purpose of this inspection is to eliminate and deter the introduction of prohibited items and other contraband into schools on Okinawa, causing an unsafe environment for school students and staff.

### **Educational Trips with Parents**

Students taking educational trips without following the procedure outlined below will be considered unexcused. Students must:

1. Secure a Trip Permission Form from the office **five (5) days** before the date of the proposed trip.
2. Complete the information requested, and take it home for parental approval.
3. Take it to each teacher for teacher comment/progress. Teachers are not responsible to provide work prior to the trip.
4. Take the form to the RMS Principal for final approval.
5. Obtain a readmit slip from the Office upon return.
6. Assume complete responsibility for make-up work.
7. Students have 1 day per day absent to make up assignments.
8. Absences may adversely affect student learning as not all types of classroom instruction can be made up.

### **Subject-Oriented Study Trips**

Subject-oriented study trips are based on sound educational criteria and designed to meet pre-determined objectives in conjunction with clearly defined class curricular goals. Planning for a study trip must include the following:

1. Written definitive objectives of the trip along with a written definition of the expected results.
2. Prepared pre- and post-trip evaluations.

All children are allowed to participate in study trips. We do not use study trips as a reward or punishment for behavior or academic performance. However, the Principal may exclude a child who poses a threat to the safety and welfare of others, or is a disruption, from the trip. The Principal may require that a parent accompany a student on a study trip.

Parents are needed to chaperon study trips. If insufficient chaperons are available, the trip will be canceled.

Signed permission slips will be returned by listed date.

### **Evacuation of the Classroom**

**Fire:** The fire alarm will be a prolonged ringing of the fire alarm bell or an announcement over the intercom. Each class should quietly leave the building as a group according to the fire evacuation plan. After leaving the building, each group must keep together at a safe distance from the building. Fire drills may be conducted with no previous warning.

**Emergency:** The emergency evacuation of the building will be announced over the intercom system. Each class should leave the building as a group, remaining with teacher,

according to instructions given at that time. After leaving the building, class groups will wait in the designated area for further information from a school staff member.

### **School Cancellation and Unscheduled Dismissals**

On occasion it may be necessary to cancel school because of inclement weather. Typhoons or other storms may make it impossible for school buses to make their normal runs. Road conditions may be so hazardous that even the safety of the children who normally walk to school could be endangered. At such time, school will be canceled for the entire day, including for "walkers."

In the case of inclement weather, the installation commander or his/her designee will coordinate school closure or delays in opening with the school Principal. The Principal will consider all pertinent factors in making the decision (e.g., degree of inclement weather, number of students not able to attend class, availability of transportation) and then will make the final decision about the closing or delay in opening of the school for students. The installation commander or his/her designee decides when or if school buses will run.

Should school be closed to students because of the weather or emergency conditions, teachers may be released from duty by the Principal with the approval of the community commander. The community commander's decision should be based on the same criteria that are used for releasing other civilian employees. Dismissal of students, in itself, is not always a justifiable reason for teachers' release.

All available communication systems to announce school delays or closures will be used to notify parents as far in advance as possible.

### **Lost and Found**

We ask students who find lost articles to please take them to the Main Office, where the owner may claim them. The owner must accurately identify items in order to reclaim any they may have lost. Having them marked with a name assists in positive identification and may improve the chances of recovery. At the end of each quarter, unclaimed items will be donated to an off-base orphanage, the Airman's Attic, or other appropriate charitable organizations.

### **Approval for Notices**

All posters, material for the bulletin boards, and printed material for distribution to students, or advertisements of any kind to be displayed or distributed on school premises, must have prior activity sponsor and administrative approval.

### **Early Promotion**

Students withdrawing from school before the end of the semester may be granted credit for an accelerated study program, which is to be outlined by the teacher involved, providing that the withdrawal date is no earlier than twenty school days before the end of the semester. Such students, meeting the conditions of the accelerated program, are to be granted semester grades and credits.

**Retention**

Students who do not satisfactorily complete the requirements for promotion may be considered for retention. The Student Placement Committee will contact parents and discuss their concerns about a child's present level of functioning and whether or not progress can be made at the next grade level.

**Early Arrival at School**

Parents are advised not to allow their children to leave home too early. This applies especially to children in the housing area who walk directly to school. Children should not arrive at school more than ten minutes before the start of classes.

**Telephone Messages**

Telephone messages will not normally be relayed to students in the school. Situations such as medical appointments, lunch money, and changes in family matters cannot be considered "extreme/serious" when these could have been coordinated with the student before school hours. Messages concerning a child's transportation cannot be accepted unless the request is in writing to the principal. Use of school telephones is by regulation restricted to official business, and students are not allowed to use government telephones for personal use.

# Student Conduct

The faculty and staff at Ryukyu believe that all students can and will behave appropriately at school. All students have a responsibility to behave in a manner that neither prevents a teacher from teaching or other students from learning, nor which violates the best interest of any individual in the school community.

We believe that parents share our concern and will partner with school and community to provide a safe environment. We believe in and promote mutual respect among all members of our school and community. No verbal or written put-downs, teasing, name calling, vulgar language, harassment, or racial or ethnic slurs will be tolerated. Any action which threatens the safety of RMS students or staff should be brought immediately to the attention of a counselor, teacher, or administrator. All complaints will receive attention and the situation will be investigated. Based on the results of the inquiry, appropriate actions will be taken.

No child should ever be afraid to come to school, and the staff of Ryukyu Middle School is dedicated to providing a safe learning environment for all children. We will maintain an environment that is free of fear and intimidation, threats, or violent acts. This includes, but is not limited to, fighting, play fighting, pushing, shoving, slapping, shouting, scuffling, horseplay, running, intimidating, threatening, bullying, vandalism, arson, sabotage, possession or use of weapons, or any other act, which, in the administration's opinion, is inappropriate to the school environment. In addition, bizarre or offensive comments regarding violent events and/or aggressive behaviors will not be tolerated. Any student who instigates, cheerleads, promotes, or displays behavior that encourages peers to participate in any unsafe and/or negative practices will be held accountable for their actions.

During assemblies, students will listen attentively, respect the feelings of others, behave courteously towards speakers, performers and guests and applaud at appropriate times.

School policies and procedures for student conduct apply in the school, on school grounds, and at school sponsored activities. This includes any time students are on campus, before, during, and after school; when participating in or observing school-sponsored activities; and on all school-sponsored trips. Management of student behavior is a responsibility shared by students, parents, the school, and the community, and consists principally of teaching and reinforcing positive student attitudes and behaviors.

## **School-Wide Behavior Management Plan**

The following rules apply to all students at all times, including before, during, and after school and at all school sponsored activities and trips. Students will:

- Be Present and On Time
  - Good attendance is important to succeed in school.
  - If a student is absent it is his or her responsibility to ask for and complete the assignments.
  - The tardy policy will be enforced by the classroom teacher. All students are to remain in his or her seat until dismissed by the teacher.
- Bring Learning Materials

- Each student is expected to come to every class with the required materials.
- Passes to lockers for materials will not be issued.
- **Respect Other People and Their Property**
  - At all times the student should act and speak with courtesy towards all.
  - The student should keep school property in good condition.
  - The student will exhibit proper classroom behavior.
- **Be Prepared to Participate.** Education is not a spectator sport!
- **Comply with School Guidelines**
  - Each student will read and demonstrate knowledge of the school handbook.
  - Each student will consume food only in the cafeteria at lunchtime. No gum is allowed at school at any time.
  - Each student will comply with the school dress code.
  - Each student will store his or her book bag in their locker.
  - Each student will bring beverages only if they are part of the day's lunch and is in a can or foil package. No glass bottles are to be brought to school; water is to be in plastic bottles.

Teachers and administrators will use judgment, discretion, circumstances of the incident(s), and their knowledge of individual student's needs in their application of consequences for negative classroom and/or school behavior. Each classroom teacher has an approved behavior plan that addresses teacher expectations in the classroom. Each team may approve behavior plans that may be used in lieu of individual plans. All plans will be shared with parents at the beginning of the school year and made available to new students upon their arrival.

### **School-Wide Discipline Procedures**

Discipline is handled first by the classroom teacher, specialist, or paraprofessional. For repeated offenses or more serious infractions, the student is referred to the administration. At times, the counselor may be called upon to suggest intervention strategies and conflict resolution.

### **Minor or First Offenses**

A student may be disciplined for relatively minor or first offenses with written or oral reprimands or notice to parents, suspension of school or extracurricular privileges, in-school suspensions, time outs, conferences involving the teacher, student and parent, and by any other teacher intervention deemed by the teacher to be appropriate. These minor offenses include any conduct that is not conducive to the good order and discipline of the school.

Individual teachers, teams, or administration may hold detention sessions after school. Parents will be notified by the school or by the student when a detention is assigned. When a student is assigned a detention after school, it is the sponsor's responsibility to arrange transportation if needed.

Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness; unexcused absence; inappropriate dress; chewing gum or eating food in class; being unprepared for class; running or playing in the halls or classroom; cheating or lying;

possessing items in violation of school rules; using offensive language; causing minor damage to rooms or materials or to the property of any other person on or about school grounds; failing to follow instructions; disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity; engaging in inappropriate behavior on the school bus.

Nothing in the preceding paragraph precludes the impositions of more serious discipline, such as suspension or expulsion, when a student engages in repeated or multiple acts of misconduct, which individually might not warrant suspension or expulsion. The teacher or principal may determine that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. In addition, the disciplinary authority must decide whether conduct described in the above paragraph, which may also be described below, should be disciplined under one of the succeeding paragraphs.

### Suspension and Expulsion

The purpose of suspension from school is to communicate clearly to the student and to the sponsor that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that students be under the direct supervision of an adult when out of school. Students who are suspended from school will not be permitted on school grounds, to attend any classes or any school-sponsored activities for the duration of the suspension. Students who are suspended are permitted to make up all class work and homework assignments. The objective of removing a child from school is to modify inappropriate student behavior, not to jeopardize academic growth. The makeup policy is the same procedures and responsibilities for a student as after an absence. Parents may provide direct escort with students to all classes and activities in lieu of suspension when result is deemed effective by administration. The school encourages parents to take advantage of this alternative to suspension when presented the opportunity.

A student may be suspended from school for a period of time that usually does not exceed ten days. If a student is to be suspended from school, the student and parents/sponsor are informed of the suspension and the reason or reasons for this action. The sponsor is notified in writing. Copies of the suspension notices may be sent to the sponsor's command and, if appropriate, the security forces. A re-admission conference may be requested by the school administration.

All detentions, suspensions, or other disciplinary actions must be served in a timely manner.

All students who are suspended from class or school must complete all assignments of work and exams during that period to earn credit. If the suspension period coincides with an exam period, the principal has the option to suspend and offer make-up examinations or to defer the suspension until after the exam period (to include deferment to the start of the next semester).

For those instances where the consequences of an infraction will result in a student being suspended from school in excess of 10 days (consecutive or cumulative) or expulsion, a Discipline Committee Hearing will be held in accordance with existing DoDDS regulations. These regulations and students' due process rights are available in the main office of the school.

and are also available through the official DoDEA website: <http://www.dodea.edu/home>.  
(DoDEA Regulation 2051.1)

In all cases, parental cooperation and support are essential in eliminating inappropriate behaviors and creating a positive learning experience for the student.

### **Articles NOT Permitted in the School**

DoDDS has mandated zero-tolerance in its schools against substance abuse, violence and the possession of weapons.

#### **Tobacco**

For guidance, the following DoDDS policy is quoted: "Under no circumstances and at no time may students smoke on school grounds or in school buildings." If it is determined that a student has been smoking on campus, a suspension will be imposed. Tobacco products are not to be brought to school by students.

#### **Illegal Drugs**

The harmful effects of drug abuse threaten achievement of the educational mission of DoDDS; therefore, it is the responsibility of DoDDS to combat this problem. Drug possession, use, and distribution will not be tolerated in schools operated by DoDDS. Students who possess or use illegal drugs at school will be disciplined in accordance with the information listed below. Suspensions and expulsions will follow normal disciplinary procedures. The possession or use of tobacco products or alcohol is strictly prohibited. Failure to follow this rule will result in suspension.

Possession and/or use; Under the Influence of Illegal Drugs

**Instance:** First  
**Action:** Suspension; Student Counseling; Parent Counseling; Exclusion from School Activities, Remainder of School Year

Possession and/or use; Under the Influence of Illegal Drugs

**Instance:** Second  
**Action:** Expulsion

Distribution/Sale of Illegal Drugs

**Instance:** First  
**Action:** Expulsion

#### **Weapons**

ABSOLUTE ZERO TOLERANCE for weapons at school is the DoDEA policy. "At school" includes the journey to or from school. (DoDEA Regulation 2051.1 August 16, 1996). If a student is found to be in possession of a weapon of any kind, the RMS Principal is required to recommend expulsion to the RMS Disciplinary Committee.

The zero tolerance policy includes, but is not limited to, chains, clubs, razors, laser light pointers, knives, firecrackers, pellet or BB guns, replicas, sling shots and toy guns. Students are

not allowed to have these items in their possession at any time while on school property, traveling to and from school, or at any school-sponsored events or activities.

We consider possession of a weapon a very serious offense, and those breaking the rule should expect extreme consequences. In addition to reporting all cases to the Security Police and Base officials, disciplinary action will be imposed by the school. Students who have weapons should expect severe penalties and could be expelled for the remainder of the semester or school year. In some cases, students may be expelled into the following school year. Furthermore, students who have knowledge of others who have these items are to report this to the main office immediately. Those who have knowledge and do not report this will receive disciplinary action. For more information, see DoDEA Regulation 2051.1 and DoDEA Manual 2051.2

Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

**Grade 6:**

Inherently Dangerous Weapons	First Offense	36 week expulsion
Dangerous Weapons	First Offense, No Injury	10 day suspension
	First Offense, With Injury	20 day suspension
	Second Offense, No Injury	20 day suspension
	Second Offense, With Injury	40 day suspension
Potentially Dangerous Weapons	First Offense	3 day suspension
	Second Offense	5 day suspension
	Third Offense	5 week suspension
	Fourth Offense	18 week expulsion

**Grades 7 & 8:**

Inherently Dangerous Weapons	First Offense	36 week expulsion
Dangerous Weapons	First Offense, No Injury	20 day suspension
	First Offense, With Injury	30 day suspension
	Second Offense, No Injury	30 day suspension
	Second Offense, With Injury	18 week suspension
Potentially Dangerous Weapons	First Offense	4 day suspension
	Second Offense	6 day suspension
	Third Offense	7 week suspension
	Fourth Offense	18 week expulsion

- Inherently Dangerous items include, but are not limited to, firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at a school activity. It is not necessary to determine if the student was going to use the weapon.
- Dangerous items include replicas and other items (not inherently dangerous) used in such a way as to injure others or to instill fear. These include, but are not limited to, small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.
- Potentially Dangerous items include replicas and other items (not inherently dangerous) that are inappropriate on school grounds but are not used to injure others or instill fear.

These include, but are not limited to, unrealistic replicas, toys, or other inappropriate items brought to school or to a school activity without any intent to use them as weapons.

### Laser Pens/Pointers

The possession of laser pointers or pens is becoming a major health issue. According to several reports, the pointers are feared to cause everything from minor eye injuries when they are flashed directly into student's eyes, to near heart attacks in people who see them flashed on their chests and fear they have been targeted by laser gun sights. Although these pen-size laser pointers have become presentation aids in recent years, these battery powered laser pointers produce a narrow, bright red beam, are convenient to use and readily available at local stores and through catalogues, they should never be used as a pointer into an audience. It is this fact, which prompted DoDDS to issue a policy against the use and possession of laser pointers in its schools.

Results carried out on laser pointers have shown that most, if not all of them, are unsafe. Surveys showed that the lasers were so powerful that exposure to them would exceed the maximum permissible radiation exposure level. Based on these results, experts have advised that exposure to these laser pointers may result in serious damage to the eyes and even blindness. Lasers are classified into four classes: Class 1, the weakest and class 4, the strongest. All lasers are dangerous, but those in category 3 or 4 carry the greatest potential for causing irreparable damage to the eyes. Lasers at any distance can be a hazard and cause considerable damage.

DoDDS has stated that any laser pointer falls into the category as dangerous weapon. Parents are advised that a dependent's use of a laser pointer may result in the recommendation for expulsion of the dependent involved in its use. The Food and Drug Administration, has warned parents that children may be risking their eyesight if they use hand-held laser pointers (Associated Press). Lasers pointers are generally safe if used as intended, however, all lasers are dangerous and, if used in inappropriate situations, can be a hazard to people even at a considerable distance. Students in possession of laser pointers will have them confiscated and will be subject to suspension and expulsion.

**Please discuss DoDEA and Ryukyū Middle School weapons policies with your son or daughter, and help us keep the school a safe place where all students may learn and play without fear.**

### Other Articles Not Permitted in School

Students should bring to school only those items that are needed in order to do their schoolwork. Non-educational items are distracting to their owners and to other students, may be a safety hazard, and/or may present an unnecessary temptation to other students to take or misuse them. The following are examples of, but not limited to, items that are not allowed at school, on school buses, on study or incentive trips, or on any school-sponsored activity: collectible cards, skates and roller blades, scooters and skateboards, video games, radios, stereos, I Pods, mp3 players, walkmans, electronic games, CD players, cellular phones, beepers, electrical equipment (hot rollers, irons, etc.), aerosol products (Binaca, shaving cream, air freshener, cheese, etc.), medications (except those kept for students by the nurse), household cleaners and chemicals, toilet items (deodorant, body sprays, after shave, hair items), personal

sports items or equipment, toys, water guns, slam books, and clothing or book bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products, or offensive messages. These items will be retained in the office for sponsor pick up.

Please note: Cellular phone use is not permitted during school hours. A cell phone powered on or in view is considered in use. Cell phones will be retained in the office for sponsor pick up.

Repeated disregard of the above will result in disciplinary action. Any potentially illegal or stolen items will be turned over to the appropriate officials. If the item is considered high value, students will be sent to the office to phone their parents to come and claim it.

Furthermore, as bringing non-educational items to school is a violation of school rules, the school will not be responsible for loss or theft. It will be the student's responsibility, in concert with his or her sponsor, to search of it and to file the necessary police reports.

While cameras are a non-educational item, we recognize that our student body is transient. Cameras will not be confiscated unless they threaten the educational environment and/or safety. While students are not to bring high value cameras to school, there are several models that cost under ten dollars. Students who choose to bring cameras to school will bear responsibility for loss or theft.

### **Articles Prohibited in the Classroom**

A locker is provided for each student to keep jackets/coats, book bags, and other items not needed in classroom. These items are not to be brought to class. Food, gum, and drink (except plain water), are not permitted outside the cafeteria. The principal may grant exceptions bases upon teacher request.

## Student Responsibilities

Each student should have an assignment planner. In this planner students are to write down daily assignments/homework. This planner is also used as a hall pass for student movement through hallways. (Time excused from class and destination is noted in appropriate box and initialed by teacher.)

### Appropriate Attire

All students are expected to arrive at school properly attired. Failure to do so will result in the student changing into appropriate apparel before attending class.

Examples of appropriate attire include:

- Shirts, T-shirts and tops: Students should be able to hold their hands straight over their head and the tail of their shirt should be below their waist so that no midriff or undergarment is exposed. The majority of the shoulder must be covered.
- Pants, Shorts and Skirts: All items should fit at the student's waistline. No underclothing of any kind should be visible above the outside garment when top is raised to waist level. Pants length should not exceed the top of the shoe heel. Shorts and skirts must cover the majority of the student's thigh. Baggy, saggy, or oversized pants or shorts are not appropriate at school.
- Headgear and sunglasses: These items are not to be worn inside the school building. Hats may be worn outside and correctly.
- Jackets, headgear, and other items of clothing, which the student may remove during the school day, should be clearly marked with the student's name.
- Shoes: No house shoes, slippers, Zories, etc., are allowed at school. Tennis type shoes, securely tied, are always permitted.

Any symbol, activity, article of clothing, manner of wearing clothing or language that symbolizes, identifies, or imitates gang or group membership or affiliation will not be tolerated. Examples of these symbols and attire include, but are not limited to: hand or written gang signs; bandannas of all colors; wave caps; durags; goggles; spiked wristbands and sweatbands; dangling belts with tails that hang; one rolled or pulled-up pants leg/sock/sleeve/etc.; elastic headbands; hair combs/picks; headgear worn upside down, sideways, backward, etc.; any article of clothing worn as if in sympathy with gang members; attire that depicts racial or cultural slurs; or attire that contains rude or vulgar language. Chains of any length, to include chains that are attached to wallets, are not allowed. Any items associated with potentially illegal activities will be turned over to the police. It is also inappropriate for shorts or pants to be pulled down from the waist regardless of what the students may be wearing under them. Belts and pants must be worn at the waist. Oversized or not-fitted pants are not allowed to be worn at school.

### **Passing in the Halls**

Students should walk, not run, on the right side of the halls. Students should pass quietly and keep their hands and feet to themselves. Any student who must be in the halls during any time other than regular passing times must have an appropriate pass signed by their current teacher. This includes before school, during classes, during lunchtime, and after school. It is the responsibility of the student to obtain an appropriate pass.

### **Locker Usage**

Each student will be assigned a locker. Student will only use the locker assigned to him or her. Each student is responsible for maintaining his/her locker. If a student's locker has been broken into or damaged, he/she should notify the counselor immediately. If a student needs his/her lock removed, the student must notify the counselor. Any student involved in vandalism of lockers or students who do not follow the rules of responsibility as stated above will lose locker privileges and will pay for all damages.

Use of the locker is both a privilege and a requirement. Locker use is encouraged to decrease the possibility that property and books are stolen or misplaced. Students should not share their keys or lock combinations. The school is not responsible for personal property kept in lockers. Students are not allowed to paint, attach stickers, mount pictures, or deface the locker in any manner, either inside or outside. Students who violate this rule will be held responsible for the destruction of government property, and face disciplinary action. Lockers must be maintained properly and must be locked at all times. RMS will apply both the general inspection and the search provisions mentioned in the DoDEA Manual 2051.2, *Student Responsibilities and Privileges*, as necessary, for health and safety. Additionally, a locker may be opened by a school official or the police to search for stolen or prohibited items, may be opened by the sponsor, or in the case of reasonable suspicion.

Physical education lockers are available in the locker rooms and must be used by each student when class is meeting. Lockers are not assigned, but are used by different students each period of the day. Students are required to have locks for these lockers so that they may secure their valuables during class. Items that do not fit in the locker should be locked in the coach's "cage". While staff members will encourage students to be responsible for securing their valuables, neither they nor the school will assume responsibility should something be lost or damaged.

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

## **Thefts**

Each student is responsible for protection of his/her property. Students are advised not to carry large amounts of money or valuables. Students are encouraged to immediately report acts of theft and/or missing items.

## **Physical Education Participation**

Students are expected to participate actively in Physical Education classes unless they are ill or injured. Students are excused from Physical Education for one day with a note from a parent/sponsor. A doctor's note is required for excused absences if the student will be unable to participate for more than one day. In case of long-term injury, such as a broken arm or leg, the student will be given an alternative program or assignment. Students are expected to bring physical education clothes.

## **After School Activities**

All activities must be sponsored by and come under the direction of a particular school-related organization or group. Requests for all school activities must be submitted to the Principal for approval a minimum of two weeks in advance.

All social functions approved and scheduled for evenings will end not later than 2100 hours unless special permission is obtained from the Principal. Students must stay for the duration of the event; if they leave, they will not be readmitted and must leave the campus. An appropriate number of chaperons must be in attendance for the duration of the event. The sponsoring group must have the activity area cleaned and ready for use the following day. Normal school policies for student behavior apply to all school-sponsored activities as well. No smoking is permitted, and evidence of drinking alcoholic beverages or of the use of drugs will result in suspension. Inappropriate behavior may also result in the loss of the privilege of attending future school activities. No tobacco products may be used at any time.

Middle School social functions are for students in grades 6-8 who are currently attending RMS.

# School Resources

## The Seminar Program

The Ryukyu Middle School emphasizes the teacher in the role of an advisor or “significant other.” The advisor serves as an advocate and resource for each advisee during the seminar block.

The advisory program offers each student:

- A “home base” while in middle school that provides the necessary security and guidance needed by our RMS students.
- An opportunity to appreciate the worth and dignity of each student on an individual as well as team building.
- Assistance toward the recognition of personal interest and needs while operating within the educational framework of our school.
- A secure place to learn and practice skills that assist in social emotional growth.
- Activities include Physical Education, Team Building, Reading Comprehension, Math Matters, and other exercises, which contribute toward the development of a positive self-concept and good citizenship.

## Host Nation Program

The objectives of the Host Nation program are to provide the student with classroom and related community experiences so that he/she:

1. Feels comfortable in his/her contacts with the host nation community that relates to his/her life in it (eating, shopping, skiing, asking directions, etc.)
2. Realizes that one culture is not intrinsically better than another.
3. Perceives appropriately for the stage of personal development the similarities and differences between our culture and that of the host nation, and demonstrates sensitivity to these differences by conducting himself/herself accordingly.
4. Derives personal satisfaction from personal contact with the members of the host nation.
5. Learns and uses those elements of the host nation language appropriate to his/her background, maturity, and, most importantly, his/her contact with the community where it is spoken.

## AVID

(Advancement Via Individual Determination)

The goal of the AVID program is to prepare students to enter and be successful in four-year colleges and universities. AVID is a language arts based curriculum with emphasis on the writing process and writing as a tool of learning. In addition to inquiry and collaboration, AVID also provides students with academic survival skills, i.e., time management, note taking, textbook reading, library research, test taking skills, and study skills. The Cornell note-taking system is taught and students are expected to use this system in all classes.

## **Criteria for Selection**

Students must...

- have Terra Nova test scores of 5-7 stanines in language and math
- have a GPA between 2.0 and 3.5
- enroll in one vigorous course such as math or a foreign language
- have good attendance and discipline
- have a DEROS date at least one year in the future
- obtain recommendations from teachers
- complete AVID application
- have a personal interview with AVID staff
- have the desire to attend college
- demonstrate the willingness to follow AVID curriculum and methods
- demonstrate the willingness to keep an organized binder
- sign a contract of commitment to learning
- set a positive example for other students at Ryukyu Middle School

## **English-as-a-Second Language**

Instruction in English-as-a-Second Language is provided for students who speak little or no English or whose limited knowledge of the language may impede their progress in other classes.

## **Gifted Education**

It is the intent of the SPMS Gifted Education Program to enhance the depth and breadth of its curriculum as the identified gifted students link gifted education to content-based areas of curriculum. This Differentiated Instruction will provide more advance, complex and sophisticated outcomes for high ability learners via information gathering, solution creation and solution refinement. This approach will utilize real world, ill-structure problems in a less prescriptive environment that develops and enhances advance cognitive skills via critical thinking, problem inquiry-based learning and decision making strategies.

The program will intersect with and ideologically fit with currents DoDEA reforms and approaches including cooperative learning, authentic assessment, co-teaching, project-based instruction, independent contract, active learning, culturally relevant teaching, community-based instruction, multicultural education, and inclusive schooling. This approach will benefit all learners including those who are racially, culturally, and linguistically diverse, and those with a range of skills, gifts, strengths, needs, abilities and disabilities in the regular classroom.

## **Guidance Counseling**

The primary responsibility of the guidance counselor is to help students adjust to the school setting. The counselor meets with parents who are concerned about their child's academic, social, and/or emotional development and provides information about professional services available through the school or the community. The counselor also meets with students to assist them with interpersonal problems. Parents are encouraged to inform the

counselor when there is a family crisis. Please telephone the counseling office if you have concerns regarding the Guidance Program or if you would like to make an appointment.

### **Information Center**

The Information Center has a variety of reference materials for student use. Student and sponsor must sign a "DoDEA Computer and Internet Access Agreement for Students" in order to use school computers. This agreement is kept with the student's records. Books are checked out for a two-week period. Lost or damaged books should be reported at once to the Information Specialist. Students should make arrangements for an acceptable replacement for lost or damaged books with the Information Specialist.

### **School Psychologist**

A School Psychologist provides psychological and intelligence testing and individual and group counseling. The School Psychologist is a member of the Case Study Committee as needed.

### **Case Study Committee**

The Case Study Committee (CSC) aids teachers and parents in meeting the social, emotional, physical, and academic needs of the child. The members of the CSC are administrators, specialists, classroom teacher(s), and parents. After obtaining written permission from the parents, a child will be interviewed and evaluated. If a handicapping condition exists, an Individualized Education Program (IEP) is written and implemented under DoDDS criteria for special education services to help meet the student's needs.

### **Learning/Emotional Impaired**

The teacher of the Learning Impaired works with students having diagnosed processing, intellectual, or emotional deficits; which are recognized by DoDEA. Students are serviced based upon their Individualized Educational Program (IEP).

### **Child Find**

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

### **Tutoring**

Students with physical or other health impairments are eligible for home and hospital instruction. For students who are specifically and certifiably restricted from attending any school-based program for the duration of convalescence, instruction for up to three months is permitted. Please contact the school counselor for information and procedures.

### **Health Services**

The School Nurse provides services for students who become ill or injured during the school day. Students who are ill or injured before school should remain at home, or, if necessary, be taken to the medical clinic. They should not be sent to school with instructions to go to the School Nurse. Students who are ill cannot learn effectively, and they spread infection to other students. They should remain at home until 24 hours after a fever has broken.

Students who need to go to the nurse should get a pass from the teacher or a lunch monitor. The nurse will contact the sponsor if the student should be taken home or to the medical clinic. It is expected that parents will make every effort to pick up students as soon as possible. If it is not possible to reach the parents or the designated emergency contact, the sponsor's unit will be asked to provide assistance.

#### **The School Nurse also provides the following services:**

- Ensures that students' immunizations are current,
- Screens for Scoliosis and vision and hearing problems, and makes appropriate referrals,
- Refers questionable contagious conditions or diseases,
- Examines and reports any suspected case of child abuse or child neglect,
- Confers with parents, administrators, and teachers regarding student health concerns or problems,
- Provides liaison services with local medical facilities and consultant services for the Case Study Committee,
- Provides health education classes,
- Coordinates care and medication for students during the school day, and
- Maintains medical and first aid supplies for the school.

#### **The School Nurse does not:**

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

### **Emergency Contact Information**

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

### **Medication**

It is usually possible to schedule a student's medication so that it can be taken at home before and/or after school. In those rare cases when a student must take medication at school, the School Nurse will keep the medication in a locked cabinet. All medication kept at school must be in an original container from the pharmacy. This includes Tylenol and Motrin. The label must provide the following information:

- Name of the Student
- Name of the Medication
- Time to be administered
- Dosage

A medication permission form must be on file with the School Nurse. Parents are responsible for ensuring that an adequate supply of medication is provided.

Please do not send medication to school with your child unless it has a pharmacy label and we have the Permission for Medication form on file. You can obtain this form at your local medical facility where you received the medication or from the school nurse.

### **Allergies and Chronic or Acute Health Conditions**

Sponsors should inform the School Nurse if the student has chronic or acute health problems including allergies, seizures, diabetes, a heart condition, orthopedic problems, or any condition that may require special attention. If a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Inhalers should be provided for students with asthma.

### **Child Abuse/Neglect**

School officials' reporting of child abuse and neglect is mandated by DoDDS and community regulations. Our primary job is to be a child advocate when faced with issues of child abuse and/or neglect. Neglect includes deprivation of necessities, including failure to provide nourishment, shelter, clothing, health care, education, and supervision. This includes

leaving children unattended or without adequate supervision. Children should not be kept home from school to supervise other children.

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

## Registration and Withdrawal

All students must be registered for school every year. To register their child, sponsors or parents should bring a copy of:

- Their orders (which includes the student's name)
- Their ID cards
- A copy of the student's records from his or her previous school
- Current immunization records
- The student's social security number
- The name and phone number of someone, other than the sponsor or spouse, who is authorized to sign the student out and to take responsibility for the student in case of an emergency.

Registration is held each year in May for returning students. If the orders will be more than three (3) years old when the student starts school, a copy of extensions or a Confirmation of Status form is required. Registrations are also accepted throughout the summer from 0830 until 1130 hours. Students who arrive during the school year may be registered daily from 0900 until 1200 hours. Students do not begin attendance until schedules have been developed and teachers have been notified, usually the following day if the student is registered by 1200.

### Withdraw/Transfer

Upon student withdrawal or transfer, sponsors are to ensure that the following steps are taken:

1. Notify the Main Office at least 5 working days in advance. (Any less will not guarantee that your records will be ready on your child's last day of school).
2. Provide the Main Office with a copy of the orders transferring your child.
3. Notify the Registrar if your child has confidential records (ex: IEP, Speech, TAG, etc.). (Confidential records should be hand-carried and not packed in your luggage or household goods).
4. Ensure that library books are returned to the Information Center.
5. Pay for any lost books and/or school items.
6. Parent or Sponsor (by law, records will not be released to student) must pick up records in the Main Office by 1530 hours or after on the child's last day. Records will not be ready before 1530 hours on the date that you have given us as his/her last day of school.

These records will include copies of the child's official records to take to his or her new school. The original transcript is maintained in the school's inactive file. The transmitted records should contain a notification to the receiving school of the existence and availability of records upon request from the gaining school.

## School Lunch

The hot lunch program is provided by AAFES. Lunch credit may be purchased from the cashier at AAFES. School lunch menus are prepared using available commodities and available kitchen equipment. All lunches served meet the USDA pattern meal requirements to provide approximately one third of a student's daily nutritional needs. Free and reduced price lunches are available. Parents are strongly encouraged to participate in the School Meal Program. Students on this program are served more quickly. Students will not be allowed to call home to ask to have lunch or lunch money brought to them.

Students who intend to eat lunch will enter the cafeteria through the entrance door only. They will then:

1. get in line to buy lunch, milk or juice, or
2. find a seat to eat their sack lunch.

Students must get in line immediately if they are buying a lunch, a la carte item, or drink. This ensures that all students will be served a lunch before anyone is allowed to buy a second lunch. Students will treat the cafeteria personnel with respect at all times.

No cutting in line is allowed. Anyone caught cutting or allowing other students to cut will be sent to the end of the line. Once seated, students will remain seated until they finish their lunch. There will be no table-hopping, standing to eat, food throwing, or eating off of other student's plates. It is also understood that inappropriate behaviors such as shouting, yelling, screaming, running, play fighting or other such activities are prohibited. Once finished, students will be responsible for cleaning their area and placing all trash and lunch trays in the proper receptacles. When returning trays to their designated area, students will be expected to stack the trays correctly, fitting them one on top of the other.

Students who elect an outdoor break option will then be expected to depart the cafeteria through the exit door with all their possessions. Once students have exited the cafeteria they will not be allowed to reenter. No food or drinks may be consumed outside of the cafeteria; food is only to be eaten in the cafeteria.

Other lunch break options include remaining seated in the cafeteria once they have cleared their tables or, with the appropriate pass, go to the library, to a teacher's classroom, nurse's office, or to the counseling center.

On rainy day mornings the cafeteria will be opened to accommodate students. During rainy day lunch, students must remain in the cafeteria during their normal scheduled break period. They are to return to their tables after they have cleared their table and remain seated.

## School Bus Rules

The School Bus Safety Practices and expected behavior require that students:

1. sit in the same seat to and from school.
2. sit in the seat with his or her back to the seat.
3. do not stand up on the bus.
4. file out of the bus by rows from front to rear.
5. do not take food or drink on the bus.
6. use inside voices while on the bus.
7. do not litter.
8. follow directions the first time he or she is told.
9. keep all windows closed unless the driver or monitor gives permission to open them.
10. respect all adults and peers.

Discipline on school buses is a joint responsibility of the students, the parents, the installation commander, and the school system. In order to provide a safe and orderly environment on school buses, the following responsibilities are proposed and identified:

1. Students are responsible for:
  - A. Conducting themselves in a safe and orderly manner, in accordance with the standards published, when entering, exiting, or riding on a school bus.
  - B. Obeying the instructions of bus drivers, monitors, DoDDS officials, and installation officials.
  - C. Attending and completing safety training for transportation twice a year.
  - D. Showing or surrendering their bus pass on demand to bus, school, and/or military community authorities.
  - E. Immediately reporting the loss/damage of bus passes.
  - F. Providing school personnel with written notification from parents for any variation from their normal departure from school.
2. Parents/ Sponsors are responsible for:
  - A. Ensuring that their family members riding school buses know what the standards of behavior are (listed above and provided to each parent when children are signed up for their bus passes) and that they comply with those standards.
  - B. Paying for any damage to vehicles that may result from improper behavior.
  - C. Ensuring the safety and conduct of their family members to and from the bus stop and while at the bus stop.
  - D. Ensuring that their family members are at the designated school bus pickup point five minutes prior to the bus's scheduled arrival time.
  - E. Reporting to the local bus office any unsafe actions by drivers or occupants when observed.
  - F. Getting their family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended.

- G. Picking up and signing for replacement bus passes.
  - H. Providing school personnel with timely written notification when a school child has a change in his or her normal transportation schedule.
3. School principals or their designees are responsible for:
- A. Supervising the loading and unloading of school buses at the school.
  - B. Enforcing student behavior standards on school buses and deciding on consequences for students for misconduct, including suspension of school bus riding privileges, after receiving a written report from the Bus Transportation Office personnel, bus monitor, driver, School's Officer, or other responsible person.
  - C. Informing the Installation Commander of serious or repeated school bus misbehavior and criminal acts of students.
  - D. Monitoring the attendance of children who have been removed from school buses for cause and reporting absences from school.
  - E. Determining when to meet with the sponsor/parents of children involved in either a serious incident or repeated minor incidents of school bus misconduct to seek ways to prevent further incidents.
  - F. Advising the Installation Commander of instances when the sponsor/parents are either unwilling or unable to correct school bus misbehavior.
4. The Bus Transportation Office is responsible for:
- A. Developing and publicizing student behavior standards aboard school buses, in coordination with the DoDDS Regional Director and the major military command.
  - B. Conducting in-school training on safety and school bus behavior standards.
  - C. Issuing and replacing bus passes for students eligible for daily bus transportation.
  - D. Collecting and returning bus passes as a result of the suspension of bus riding privileges, and advising the contractor of the duration of suspensions and any route changes that may result.
  - E. Assisting the RMS principal or his or her designees in the supervision of loading and unloading of school buses at school sites, when available, in conjunction with contract quality assurance inspections.
  - F. Ensuring that the contractors are instructed on how to handle and report various incidents and that the contractors have trained their personnel on the procedures.
  - G. Advising school bus drivers of actions they should take if the drivers encounter a significant misconduct problem while transporting students.
  - H. If present when a student misconduct occurs or is reported, acting as liaison between the driver, monitor, or other responsible person and the school principal to provide necessary information, including written reports, when appropriate to the Installation Commander or RMS school principal.
  - I. Acting as the liaison between school bus contractors and the Installation Commander or RMS school principal.