

“Preparing All Students to be Leaders of Tomorrow”

**Parent/Student Handbook
2012 – 2013**



**Seoul American Middle School
Unit 15549
APO AP 96205-5549
<http://www.seoul-ms.pac.dodea.edu/>**

**Ms. Maria Buchwald, Principal
Ms. Erin Grazak, Assistant Principal**

School Colors: Blue and White

School Mascot: Bulldog

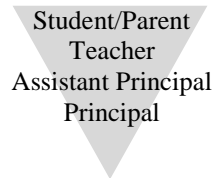
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School Phone Numbers **Office Hours: 0745-1645**

SAMS Main Office: 736-7337/7364
Guidance Office/Registrar: 736-5087
Attendance Office: 736-7337
School Nurse: 736-5091

Chain of Command



Accreditation

SAMS is fully accredited by the North Central Association of Colleges and Secondary Schools, a division of AdvancED.

DoDEA Vision Statement

Communities committed to success for ALL students!

DoDEA Mission Statement

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

SAMS Vision Statement

Preparing All Students to be Leaders of Tomorrow

SAMS Mission Statement

SAMS serves as a caring part of our military community, devoted to the academic and social advancement of all students, inspiring them to become lifelong learners and responsible global citizens.

SAMS Guiding Principles

- High student achievement.
- Standards based education.
- AVID centered teaching methods.
- Respect for the rights of others.
- Unlimited opportunities for achieving high expectations.
- Dedication to lifelong learning.
- Motivation through challenging curriculum.
- Student teams for better cohesion in learning.
- Student success...a stepping stone to the future.

School Improvement Goals

Goal 1: By June 2014, all students will increase performance on targeted Information from Text skills using instructional interventions implemented in all curricular areas as measured by the TN 3 Reading subtest and other System-wide and school based assessments. The targeted skills are to interpret and extend the use of information from the text; to make predictions and generalize ideas to other situations; and to draw conclusions and infer relationships.

Strategy: **SQ3R**

Goal 2: By June 2014, all students will increase performance on targeted Writing skills using instructional interventions implemented in all curricular areas as measured by the TN 3 Language Arts subtest and other System-wide and school based assessments. The targeted skills are to write a response to literature that demonstrates understanding of the literal meaning of the text, to use the writing process and prewriting techniques, to write for different audiences, and, in a written response, to make connections between text, self, and the world.

Strategy: **The Writing Process**

School Calendar SY 12-13

Monday, August 27	Begin First Quarter and First Semester
Monday, September 3	Labor Day Federal Holiday
Monday, October 8	Columbus Day -Federal Holiday
Thursday, November 1	End of First Quarter
Friday, November 2	No school for students -teacher work day
Monday November 5	Begin second quarter
Friday, November 12	Veterans Day -Federal Holiday
Thursday, November 22	Thanksgiving -Federal Holiday
Friday, November 23	Recess Day
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas -Federal Holiday
Tuesday, January 1	New Year's Day -Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day -Federal Holiday
Thursday, January 24	End of Second Quarter and First Semester
Friday, January 25	No school for students -teacher work day
Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Presidents' Day -Federal Holiday
Thursday, April 4	End of Third Quarter
Friday, April 5	No school for students -teacher work day
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes -Begin Fourth Quarter
Monday, May 27	Memorial Day -Federal Holiday
Thursday, June 13	End of Fourth Quarter and Second Semester

SAMS Class Schedule

"A" Day	"B" Day	Bell schedule
Students may enter buildings		0830
Students may enter classrooms		0835
A-1	B-1	0840-1005
Nutrition Break		1005-1020
A-2	B-2	1025-1150
A-3	B-3	1155-1350
6th Grade Lunch		1245-1315
7th & 8th Grade Lunch		1320-1350
A-4	B-4 (Seminar)	1355-1520
Buses Depart		1530

Early Release Schedule

"A and B" Days	All Grades
Students may enter buildings at 0830	
Students may enter classrooms at 0835	
A-1/B-1	0840-0925
A-2/B-2	0930-1015
A-3/B-3	1020-1100
A-4/B-4	1105-1145

2 Hour Delay Schedule

"A and B" Days	All Grades
Students may enter buildings at 1030	
Students may enter classrooms at 1035	
A-1/B-1	1040-1125
A-2/B-2	1130-1215
A-3/B-3	1220-1305
Common Lunch	
A-3/B-3	1340-1425
A-4/B-4	1430-1520

SECTION I – GENERAL INFORMATION

SECTION I – General Information

SAMS is a place to learn. Teachers come to teach and students to learn.

This Parent/Student Handbook provides information to help you learn and be successful. A calendar lays out the school year. There is information on the school's daily cycle, health and safety requirements, guidance, testing, and activities. If you focus on learning, you need not encounter the disciplinary measures this planner addresses. Nevertheless, every student is expected to know the disciplinary rules, those behaviors that are specifically prohibited and the implications for violating those rules.

***You and your parents will be asked to sign and return a statement indicating you are aware of the rules.**

Emergency Contact Information

Parents are asked to provide the school with reliable contact information and a non-sponsor emergency point of contact. You should be aware of who your parents provide as your emergency contact. If they move, please remind your parent(s) to identify another emergency contact and inform the school office immediately.

Office Hours

0745-1645, Monday – Friday

Teacher Duty Hours

0820-1550, Monday - Friday

School Information

There are several programs to support communication:

- Daily Announcements: Announcements are broadcast at 0840 each day
- SAMS Weekly Updates sent via Email
- Monthly Newsletter sent via Email
- Web site: <http://www.seoul-ms.pac.dodea.edu>
- Intranet site: <http://www.sams.pac.dodea.edu>
- The SAMS Parent Handbook (Available in Sharepoint)
- The SAMS marquee on 8th Army Drive
- Gradespeed parent accounts
- Community Information Forum
- AFN
- Morning Calm
- School Liaison Office
- Yongsan Garrison Facebook

Transportation

Transportation by bus is available for students living off post. The Pacific Transportation Management Office (PACTMO) coordinates bus contracts, determines routes, and issues student bus passes. Questions should be directed to PACTMO at DSN 738-5032. School bus transportation is a privilege that may be suspended or revoked. Your parents or sponsor will have signed an agreement with PACTMO about the terms for maintaining your privileges for bus transportation prior to you receiving a bus pass. Bus behavior can also have an impact on your school attendance. Misconduct on buses may result in disciplinary action, including possible suspension or expulsion. Misconduct includes the possession of a weapon, alcohol, or controlled substances. A series of minor infractions also may result in serious consequences. Students may ride bicycles to school, but not on school grounds during the school day, before school, or at dismissal. Students are to get off their bicycles at the curb by the street and walk their bicycle to the bicycle racks. Bicycles must be locked.

Inclement Weather

In the event that school is canceled due to inclement weather or any other reason, that day is MISSED. We have many activities throughout the course of the year, particularly during seminar which cannot be moved. Therefore, missed days will not be re-scheduled by rearranging the A/B day calendar.

Sustained Silent Reading

The first thirty minutes of Seminar will be sustained silent reading (SSR) to support our Continuous School Improvement Plan. Students should have a book (non-textbook), newspaper or appropriate magazine to read. In the event you forget your reading material, ask your teacher at the start of the period for a book from the library.

Lunch

All students are expected to eat lunch at school and may not leave the campus for lunch. You may bring lunch from home or purchase one in the school cafeteria. AAFES operates the hot lunch program. You may pay cash in the cafeteria at the time you purchase lunch, or you may put money into the debit system at the cafeteria or at the cashier's cage of the Yongsan Post Exchange. Some families may be eligible for reduced price meals. You can pick up an application in the main office for this program. As during all activities, good manners are expected during lunch. The lunchroom will be as clean as you keep it. Be sure to take care of trays and trash properly. Lunch monitors are on duty during the lunch period. You must comply with their instructions at all times.

Books, Equipment and other School Property

SAMS furnishes textbooks to all students, and you may use school equipment as directed. Textbooks and equipment represent a major investment, and you are expected to safeguard them against loss or damage. Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Charges for damaged or lost textbooks or equipment will be assessed at list price.

Sidewalks

Please use the sidewalks. Although the sidewalk may not be the most direct path to your destination, walking on them avoids tracking dirt into the buildings and lets our grass and plants thrive.

Personal Property

Your education will require you to bring some personal items to school. Backpacks are allowed at school, **but not always in the classrooms**. Teams/teachers will provide specific instructions for what you may bring to their rooms. Remember that you are responsible for your personal property. While SAMS strives to provide a safe, secure environment, we cannot extend a guarantee of every item of personal property at all times of the day. You are not to bring large sums of money or valuable items to school. Please write your name on all personal belongings so that lost articles may be returned to you.

Lockers

You will have your own locker that has an installed lock; therefore you cannot add a personal lock.

- Do NOT share your locker with other students. You and you alone, are responsible for items found there.
- You may not write, paint, mark, or place stickers on the locker.
- Please do not slam locker doors.
- Please keep your locker and the hallway in front of it clean.
- ***Lockers may be opened by the sponsor, by a school official or the Military Police to search for stolen or prohibited items.***

Lost and Found

If you find lost articles, please take them to the Main Office, where the owner can claim them. Owners must accurately identify items in order to reclaim them. Students are encouraged to label their items. Items not claimed will be donated to a charity at the end of each month.

Study Trips

To enrich the curriculum, SAMS will authorize a number of study trips throughout the school year. You will need to take home, have signed and return the permission slip by the date specified. Absences from class due to field trips are excused but you must notify your teachers in advance. **Remember that study trips are a privilege and appropriate behavior is expected at all times.**

Parent-Teacher Conferences

SAMS Teachers will provide the opportunity for you to meet with your child's team to discuss any questions, concerns, and/or praise you would like to share. Team conferences will be initiated by each team; however parents may request a conference as well. During the conferences, parents will meet with Core Team teachers (English, Math, Science, and Social Studies). Should you wish to meet with Encore (elective) teachers, these teachers will be available throughout the day in their individual classrooms. Parents may drop in at their convenience or schedule a conference in advance with the specific teacher. Scheduled conferences and drop-in times will be provided to you by your child's individual **Team Leader/Teacher**. Each team will build a schedule in two blocks, 0845 hrs to 1245 hrs and 1345 hrs to 1545 hrs. Please be aware that all SAMS faculty will not be available from 1245 hrs until 1345 hrs. Please contact your child's Team Leader for further information.

Telephones

Please ask your sponsor not to contact you by telephone while you are at school except for emergencies. If you must use a telephone during the school day, obtain permission from your teacher or the front office staff to use the telephone located in the administrative building. Because of the potential for disruption, you may only use personal cell phones during nutrition break, lunch and before or after school. You may have them in your possession, but they must remain turned off and out of sight during classroom instruction. Telephones become prohibited items if they are turned on during instruction. Telephones that ring or beep will be confiscated, as will telephones that appear to be in use. Telephones will be assumed to be in use if they are in sight because some cell phones have pager and text message features. Violation of this policy may result in the following:

1. 1st offense: Teacher confiscates phone and returns it at the end of the period
2. 2nd offense: Teacher confiscates phone and turns it into the main office. Parent must pick up phone in the main office.
3. 3rd offense: Teacher confiscates phone and turns it into the main office. Parent must pick up phone in the main office. The student is prohibited from bringing a phone to school for the remainder of the school year.

*This policy also coincides with the use of digital players during instructional time.

Visitors

SAMS welcomes visitors, especially your parents and sponsors. All visitors are required to check into the main office before entering the school and sign out upon their departure. Please advise your sponsors that they should plan their visits to avoid class conflicts, special programs, tests, and so forth. The teachers who are running the programs that your visitors want to see are in the best position to advise on optimal visiting times. If you wish to bring a visitor who will spend all or part of a day with you, your parent or sponsor will need to present a written request to the principal at least two days before the visit. More time allows for planning and avoids disappointments. The request needs to say who wants to visit, why, and what they will be doing during the day. You must obtain the signatures of all your teachers on your request before a visitor's pass will be given to your guest. Remember, you are responsible for your visitor following all school rules.

School Dances

Participation in school dances is limited to only those students currently enrolled at SAMS. Students will maintain school dress code. Loitering in the parking lot or other areas of the school is not allowed. Once a student leaves the dance, the student will not be permitted to re-enter and must immediately leave the premise. Parents are responsible for student's transportation to and from school dances. School sponsors and chaperones will enforce these rules.

SECTION II – REGISTRATION and WITHDRAWAL

SAMS students are to be registered for school and the process is primarily your parents' responsibility. Parents or sponsors must update phone numbers and e-mail addresses. You may have a role in updating records, for example, by reminding your sponsor that emergency contacts have left Yongsan or by bringing documents to the main office.

Withdrawal due to Permanent Change of Station

Your sponsors must withdraw you when you are no longer eligible to be enrolled at SAMS. The most common reason for withdrawal is that your family is leaving Yongsan on a PCS move. Your sponsor must inform the school as soon as the departure date of the pending PCS assignment is received and your sponsor must submit a copy of the PCS orders once they are obtained. Students PCSing ***within the last twenty school days of the semester*** may receive semester grades. Students PCSing before that time will receive a grade to date. No credit may be given for credit classes if students withdraw before the last twenty school days of the semester.

SECTION III - GUIDANCE and ACADEMICS

Guidance Support Services

Trained personnel are available to help you with personal, academic, and social problems. SAMS has school counselors, an ASACS counselor and a school psychologist to help if you wish to discuss academic or personal concerns. Call 736-5082/83 to schedule an appointment with a counselor.

Homework/Make-up Policy

The homework policy is focused on improving student achievement. Research indicates that homework plays a significant role in student learning. Studies show that homework given at least 30 minutes each day helps students increase their GPA by .5 percentage points. Please note the following key points of the policy:

- Homework may only account for **10%-20%** of a student's final grade
- **Average daily** minutes of homework for all classes combined (times may vary depending on type of work assigned and specific class requirements in Core and Elective classes such as Band, Strings, etc...):
 - 6th grade should be given on average 60 cumulative minutes of homework
 - 7th grade should be given on average 80 cumulative minutes of homework
 - 8th grade should be given on average 100 cumulative minutes of homework
 - Students in the AVID program should be given on average 90 minutes of homework regardless of grade level
 - Students taking courses for High School Credit should on average expect to receive more homework in these specific classes
- Long term projects may require homework over an extended period of time
- A waiver or reduction of homework may be granted at the teacher's discretion for special circumstances and on a case-by-case basis in accordance with DoDEA guidelines
- All students are expected to turn in work on the due date. Late work will be accepted with the following penalty:
 - 1 Day late (Next class period) = 50% off the total grade
 - No homework will be credited after this point
- Any assigned homework should be returned to students with verbal or written feedback
- Parental involvement for homework should be kept at a minimum
- After an excused absence, it is the student's responsibility to make up any missed assignments and tests upon return to school. Long-term homework requests should be made through the main office. Requests made before 0830 will be available for pick up at 1600 the next day. Requests made after 0830 will be available for pick up at 1600 two days later.

Incomplete Work

When a grade of "I" is given, the teacher and the counselor will determine the length of time needed to complete the work. Once the deadline is established and the required work has not been completed, the "I" will become an "F". The grade of "I" is equivalent to zero points.

Tutoring

SAMS offers a free tutoring program/homework club on Tuesdays and Thursdays from 1520-1610.

Grades

SAMS' teachers and teams will determine the details as to the weight of class participation, course work, and examinations in the determination of grades.

<u>Percentage to Letter Grade Correlation</u>					
Percentage Range	Letter Grade	Percentage Range		Letter Grade	
90-100%	A	4.0	59% & below	F	0.0
80-89%	B	3.0	Incomplete	I	0.0
70-79%	C	2.0			
60-69%	D	1.0			

Report Cards

Report cards are issued quarterly, approximately every nine weeks. A report card will be mailed home. A duplicate copy will be kept in the student's confidential and permanent file in the Registrar's Office.

Honor Roll

<u>Grade Point Average Range</u>	<u>Category of Recognition</u>
4.00	Principal's Honors
3.99-3.50	High Honors
3.49-3.00	Honors

* If student gets a "D" or an "F" on their report card, they are not eligible to be on the honor roll regardless of GPA. Quarter grades as opposed to semester grades will be used to determine scholastic achievement honors. Honor Roll assemblies will be held for 1st, 2nd and 3rd quarters.

Gradespeed

Student grades are available online through Gradespeed. Parents and students have individual accounts. Please contact the main office for information on signing up for a Gradespeed account.

NJHS

SAMS has a chapter of the National Junior Honor Society (NJHS). A student must maintain at least a 3.5 grade point average in order to be considered for membership and to remain a member. NJHS students are required to attend regular meetings, acquire 10 volunteer hours, and complete an annual service project.

Presidential Awards

Eighth grade students are eligible to earn the President's Award for Educational Excellence. Criteria include an overall average of 3.5-4.0 (first three quarters) and Terra Nova Language or Math scores at 90th Percentile. Eighth grade students are also eligible to earn the President's Award for Educational Achievement. Criteria include teacher nominations for students not meeting the excellence criteria; however have demonstrated tremendous growth in any core subject. A Presidential Awards assembly will be held for those receiving students.

Standardized Testing

SAMS will administer several standardized tests. They include: Terra Nova and the National Assessment of Educational Progress (NAEP). Students in second year for foreign language will take an on-line STAMP test. Students in the AVID or Gifted Ed programs will take the PSAT. All students will take the Scholastic Reading Inventory (SRI).

SECTION IV - SUPPORT PROGRAMS

Information Center (IC)

Hours: 0820 – 1545

The IC has an inventory of over 12,000 items covering a wide range of interests. Additionally, we have many computers with network and internet access to meet your research needs. Of course, students need to follow the computer use guidelines set out in the Internet Use Agreement.

Library Procedures

- ✓ Students may come to the IC individually or in small groups. No more than five students from any one class may come to the IC at one time without their teacher.
- ✓ No student will be admitted to the library during SSR.
- ✓ Teachers must sign up on the IC calendar to bring their whole class to the IC.
- ✓ Students may come to the IC during seminar to use a computer if they have their agenda signed by the Information Specialist. (Please get your agenda signed before seminar begins if you need to use a computer)
- ✓ Students may come to the IC during class time with a pass filled out with their name, objective, and time they left class.

Library Policies

- ✓ Students may checkout up to three books at a time for a two week period.
- ✓ Books may be renewed for another two weeks, but the student must have the book with them in order to renew it.
- ✓ If a student has a book overdue he/she will lose their privilege to check out books until the late book is returned or replaced with a book of equal value.
- ✓ Students must have a pass from their teacher and sign in before entering the IC.
- ✓ The IC is open to students during lunch and nutrition break. No pass is required during these times.

Reading Counts

We also have the Reading Counts program where students can take a computer-based quiz to test reading comprehension. Every time you pass a quiz, you earn points. If you fail to earn at least 70% on a quiz, you can retry two times.

Pupil Personnel Services

SAMS offers the following services:

ASACS Counselor
Case Study Committee (CSC)
Counselors
Individual Education Plan (IEP)
English as Second Language (ESL) Teacher
Gifted Education Teacher
Nurse
Psychologist
Speech Pathologist

Incentives

One method to reward students who have been “caught being good” is by earning a chance to win prizes. When you receive a ticket, add your name, grade, team, and seminar teacher. Then deposit it in the puppy paw jar in the main office. Every week, ten names are drawn. This program is funded by the PTO.

Students of the Quarter

The Students of the Quarter program is established with the purpose of recognizing and honoring individual students who have excelled in the area of academics, leadership, and community service for all grade levels.

Criteria

1. The student must pass all classes, demonstrating at all times a respect for the learning environment.
2. The student must demonstrate trustworthiness and respect toward classmates and staff members.
3. The student must be involved in extracurricular activities of either an athletic or academic nature, while representing the school with dignity and respect for self and others.
4. The student must demonstrate leadership qualities by modeling examples of personal responsibility, fairness, and good citizenship.
5. The student may be recognized only time during an academic year.

Procedure

1. Each team will nominate two students per quarter.
2. During quarterly awards ceremony, the students will receive certificate, along with name and photo displayed in the cafeteria.

SECTION V – HEALTH and SAFETY

Emergency Procedures

A range of events may affect your attendance. These can include severe weather and other naturally occurring events. You should obtain information about how these will affect your school day by listening to AFKN radio. In

cases of natural disaster or other emergency, school phone lines will be needed to coordinate instructions and communicate with base authorities. Please remind your parents to avoid calling the school at these times.

Fire Drill and Emergency Evacuations

SAMS conducts monthly fire drills at regular intervals and at least one emergency evacuation. As soon as you hear the signal, follow evacuation procedures:

- Quickly leave the building by the prescribed route.
- Go directly to the area designated for the assembly of your current class.
- In the event that a fire drill or evacuation commences or a fire occurs between classes, report to the assembly point of your seminar teacher.
- Stay off the asphalt fire lanes, driveways, and parking lots.
- Stay away from fire hydrants.
- Be orderly and quiet. Stay with your teacher and class. Teachers will take roll.
- Reenter the building only after the all-clear signal from Administrators or school designee.

Health Services

If you need to see the SAMS nurse, please ask your teacher for permission to go to the nurse's office, Room 317. The nurse will be at the school from 0820 to 1550. If your condition requires that you leave the school, a parent or your authorized emergency contact person must sign you out. Students will not be released to any person other than a parent or the designated emergency contact.

You are not to consume any medications while on the school campus unless it is cleared by the school nurse. This includes aspirin, Tylenol, and other over the counter drugs as well as prescription medications. Your parent or sponsor must bring medications that you must take during the school day directly to the nurses' office, Room 317. Your parents will need to sign a medication permission form. Copies are in the nurse's office.

SAMS will conduct the following health screens:

Height	Weight
Blood Pressure	Scoliosis
Vision	Hearing

SECTION VI –ACTIVITIES PROGRAM

Students have an opportunity to explore a wide variety of activities. We encourage every student to be involved in at least one activity. The activities include both group and individual participation. The following are examples of, and not limited to, some of the activities offered: Bulldog Ambassadors, Peer Mediators, National Junior Honor Society, Student Council, Yearbook, Art Club and Math Counts.

SAMS does not offer an after school sports program. Please visit **Youth Services** for a listing of available sports throughout the school year.

SECTION VII - ATTENDANCE

In order to learn effectively, you need to arrive at school and each class on time. SAMS has a closed campus. **You may not leave the grounds during the day unless under the direct supervision of a parent, sponsor, or authorized adult who has properly signed you out at the main office.** The school day begins with the first period at 0840 and ends at 1520.

You should try to anticipate and minimize the need to be elsewhere during school hours so that absences are rare. SAMS has standards and procedures for excused absences and a series of steps to address unexcused absences. The repercussions for repeated improper absence can include disciplinary measures.

Notification of Absence

When you miss school, do your best to assure that your parents call 736-7337 before **0830** to inform the school of your absence and the reason. When teachers know that a student will not be in class, and the reason, it helps them anticipate student needs.

Re-admission after Absence

If you are late in arriving at school, your parent or guardian is responsible for signing you in at the main office or you must bring a note from your parents. After returning from an unanticipated absence, report to the attendance clerk in the main office prior to going to class with a note from your parent or sponsor verifying the reason for the absence. If the school does not receive verbal or written confirmation from a parent regarding an absence; the absence will revert to truancy and may result in disciplinary action.

Excused Absences

There are two types of excused or excusable absences. The first is unanticipated, for example a sudden illness. The second type is anticipated. Examples of the latter might be medical, dental, or legal. If you know in advance that you must be absent you should bring supporting documentation from your parents and complete an **Advanced Notification of Extended Absence Form** by having it signed by all your teachers. This form needs to be completed three school days prior to the absence.

Examples of excused or excusable absences may include:

- Personal illness
- Family emergency
- Religious holiday
- Medical, dental or legal appointments
- School- approved events
- Special opportunities at community leadership conferences
- Promotion and change of command ceremonies for a member of the immediate family

Unexcused Absence

There are two types of unexcused absences. The first is called a “tardy” which results when you are late to class. The second is a failure to come to school on time or improperly leaving the school or school grounds. SAMS has a closed campus. You are to be present in the classroom on time or you will be counted as tardy. Students who are detained by a teacher, principal, assistant principal, counselor or main office personnel will be given a pass. If you arrive late to school after the first ten minutes of school, you must report to the main office for a pass to your first class. Tardiness will be recorded during each nine-week period for each class.

A more serious problem for students is when they fail to come to school or leave school for inexcusable reasons. The reasons include:

- Oversleeping
- Missing the bus, ride, or arriving late due to fault of the sponsor
- Walking the dog
- Non-school sponsored functions
- Going home for forgotten homework or materials
- Family trips
- Babysitting

The above list is not all-inclusive. Please contact the administrative office at 736-7337 if you have questions. Students whose absences or tardiness are unexcused will be allowed to make up work. However, appropriate disciplinary action may occur.

Tardy Policy

Teachers will take roll at the beginning of each class period, and mark those students who are absent or who arrive late. Students will be considered tardy if not in their assigned classroom when the clock indicates class is to start. When students reach the following number of **cumulative tardiness** (in all classes) per quarter, the following actions will be taken:

3 rd tardy	Student is counseled and presented with a copy of their attendance report Parents will be notified that the next tardy will result in a detention.
4 th tardy	Student is assigned after-school detention and counseled by administration. Parent is contacted
5 th tardy	Student is assigned Saturday School. Parent is contacted
6 th + tardy	Student is assigned Saturday School for 2 days. Parent is contacted.

1. Students will start with a clean slate each quarter.
2. Students who arrive after 0840 will report to the front office for an admission slip. Students who are late to class will report to that class where they will be marked tardy by the teacher.

3. Students will only be given excused tardies for the following reasons:
 1. Medical/dental/legal appointments
 2. ID Cards/SOFA stamps

Tardiness will not be excused for reasons such as:

1. Oversleeping
2. Parent running behind
3. Missed bus
4. Babysitting
5. Going home to get forgotten homework
6. Walking the dog

SECTION VIII – DISCIPLINE

The discipline rubric and code of conduct was constructed by SAMS stakeholders to include teachers, parents, SAC members and student council representatives. Nothing in this discipline section is intended to or shall be applied to conflict or contradict the DoDEA Regulation 2051.1 “Discipline Rules and Procedures”

You are responsible for following three basic rules:

- **Respect yourself.**
- **Respect the rights of others.**
- **Obey any request by any adult in the school.**

One of the goals of education is self-discipline. Parents, teachers, and administrators work with you to establish guidelines for acceptable behavior. You are required to know what is expected of you and the responsibility you share with your parents to maintain a positive education. When inappropriate behavior disrupts the learning and school environment, the teachers and administrators at SAMS will take appropriate action according to the discipline rubric, parents, community, and military authorities.

Discipline Actions

Some students make choices which require the use of the discipline rubric. When the rubric is used, consequences such as detention, suspension, or expulsion may result.

Detention

Detention requires a student to report to and remain at the place designated by a teacher, team, or administrator. Students will be under supervision at all times during detention. Teachers, teams, and administrators may assign detention during lunch, before school, after school, or on Saturdays to students who disrupt or misbehave in class and/or fail to do assigned classroom work. The letter will state the date of the detention and the reason. The administrator and/or the detention supervisor can make the detention a working detention or a classroom detention where the missed homework and assignments are completed. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next available date. It is the student’s responsibility to coordinate this with the teachers/administrators. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action.

After-School Detention

Students will be assigned after-school detention with an administrator or designee. The detention will be held on Mondays from 3:25 pm – 4:25 pm in the school cafeteria or designated location. If there is a school holiday on the Monday, then, detention will be held on Tuesday. Students and parents will be notified of after-school detention by an administrator.

Saturday School

Students will be assigned Saturday School detention with school administrator or designee on Saturday from 8:00 am – 10:00 am in an assigned location. Students and parents will be notified of Saturday School by school administrator.

Suspension

Suspensions from one to ten days require involvement of school administration, sponsor, and command officials, as necessary, and are imposed in accordance with DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, April 4, 2008. Students and parents will be notified of the reason for the student’s suspension. Within one school

day of the assigned suspension, teachers will have prepared assignments and placed them in the administration office for pick-up by parents. Assignments will be graded as though the student was in class. Tests, quizzes, and exams given during the suspension must be made up within five days of the student's return from suspension. While on suspension, students may not participate in any school activity. While serving an out of school suspension, students cannot be on campus for any activities. This includes any weekend activity such as sports events, dances, etc. Students under suspension are not permitted to go to another school where activities with SAMS are being conducted unless given written approval from the principal. A formal Discipline Committee hearing must be held in the event that a student is suspended for more than ten consecutive school days in one school year. Your parents will be provided written notification of your suspension and the reason(s). Also, a conference with your parents may take place before and/or after the suspension.

Expulsion

Expulsion is a disciplinary consequence that terminates the student's education at the school; it involves a hearing in accordance with DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, April 4, 2008. Expulsion may also occur for single infractions that are particularly serious (see the discipline rubric Category D for examples). SAMS will inform parents in writing of the expulsion hearings. The notification will tell parents the reasons for the proposed expulsion. This will include the following: a description of the offense(s), the date and time of the hearing, the right to waive a hearing, the right to present witnesses and document evidence, to present evidence to reduce the consequences, the right to be represented by counsel or another representative, and the procedures for appeals. Parents will also be given a copy of DoDEA Regulation 2051.1, Disciplinary Rules and Procedures. This regulation can also be found at the DoDEA website; <http://www.dodea.edu> Students expelled from the school will be provided the opportunity to obtain academic counseling at the closest DoD school and may be entitled to enrollment in a correspondence course or other appropriate alternate education program for the duration of the expulsion.

Specific Prohibited Behaviors

The school expects you to know and follow laws and rules that you apply at home and in the community. The handbook does not include all expected and prohibited behaviors, but rather focuses on school-specific standards.

Classroom Misconduct

Each teacher/team will establish classroom rules and enforcement procedures. Students have a responsibility to be appropriate active participants in the learning process.

Hallway or Common Area Misconduct

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason MUST have their planner with the hallway passport signed and any adult may request to see the planner, your identification, your readmit slip, etcetera. Make every effort to use the rest room facilities during the passing period between classes, nutrition break or at lunch. Individual teachers establish policies for allowing students to leave their classroom during class time.

Cafeteria Misconduct

During lunch you are expected to:

- Take your place at the end of the cafeteria line
- Do not purchase items for another student
- Do not hold a position in line for another student
- Deposit all trash in appropriate containers
- Return trays and silverware to appropriate place
- Do not run, chase or engage in physically unsafe activity
- Talk at a normal conversation level
- Stay seated unless putting away your tray and trash or exiting to the play area
- Remove headgear upon entering the cafeteria

***No food and/or drinks outside the cafeteria unless authorized by school administrator.**

****Students should not enter buildings during lunch. Students must remain in the cafeteria or in the Courtyard area during lunch and may use the restrooms located in the cafeteria.**

Public Displays of Affection

You are not allowed to kiss or embrace on campus at any time.

Bullying, Teasing and Gang-like Behaviors

Any actions or behaviors that result in bullying or teasing will not be tolerated and will be dealt with according to the discipline rubric. Dress related to gangs or actions related to gang like behavior will likewise be handled according to the discipline rubric.

Physically Dangerous Behavior

Running, wrestling, throwing objects, pushing, shoving, inappropriate touching, and horseplay on all school grounds are not acceptable behaviors. Punching and/or pinching another student as a part of their birthday “celebration” is inappropriate. Another example would be St. Patrick’s Day where students are not wearing green. There are other similar situations. Students physically intimidating classmates in this manner will be disciplined.

Harassment

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. If the behavior continues, the student must report the harassment to an adult employee or authorized volunteer at the school.

Food, Drink and Gum Rules

You may carry drink containers and wrapped or sealed food in the hallways when you are transporting it to a locker or to the cafeteria for lunch. As a general rule, food, drink and gum are not allowed in classrooms unless the teacher makes specific exceptions.

Improper Dress

The way you dress reflects the kind of person you are. Cleanliness, good grooming and appropriate attire are important. Extremes in dress and personal appearance that tend to cause distraction or pose health problems are not acceptable. Individual teachers/sponsors may set additional, higher standards than those listed below for reasons of safety and presenting a positive image on field trips such as to the DMZ or off campus activities such as school exchange programs.

- You may not wear hats, hoods, headgear, armbands, leg bands, bandannas, heavy coats, chains, and/or sunglasses inside the school, any of its classrooms, the offices, or the gymnasium. You may wear hats at athletic events and other designated activities.
- Students will wear footwear at all times.
- If you wear long pants, both pant legs will either hang or remain straight so that the legs are even with each other. One pant leg may not be drawn up.
- Halter-tops, tank tops, and spaghetti straps are not considered appropriate dress for school. Your attire must cover the entire midriff without being revealing while performing normal activities such as bending, stretching and sitting.
- Shorts and skirts must be loose fitting and no shorter than mid-thigh.
- You should fasten clothing in such a way that your skin or undergarments do not show. Undergarment-like clothing is prohibited. Clothing items should not be too tight and “sagging” is not appropriate. You must secure pants at or above the waist.
- The administration is the final authority on what is too tight, too short, and what is sagging. Students with sagging pants will be required to tuck in shirts.
- You may not wear garments or jewelry, or carry accessories, with profane or provocative pictures or messages advertising tobacco or alcoholic beverages, drug use, racial discrimination, promoting violence, or depicting sexual innuendo.
- Hair pulls, hair bands, or hair ties that are used to keep hair in place are acceptable for either sex. Bandanas used as hair bands are not acceptable.
- Pajamas should not be worn at school unless it is at a prescribed time such as “spirit week” or “red ribbon week.”

Clothing that detracts from the learning environment is not necessarily limited to the above examples. You share responsibility with your parents to follow the dress code. If you violate the rules you will be sent to the office and parents will be contacted. Your parents will then be required to either escort you home to change clothes or to bring appropriate clothing to the student. You will not be permitted to leave campus on your own. Students may not return to class until appropriately dressed. If you continue to violate the dress code, you may be subject to discipline.

Possessing Inappropriate Items at School

You should not bring to school any items that interferes with learning or endangers the health and safety of other students. The following are examples of inappropriate items:

- Water guns
- Digital players
- Hand-held computer games
- Laser pointers

Dice for gambling
Sports equipment
Wheeled objects

Please note: This is a partial list and may include other items.

Teachers and administrators can determine other items as inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up, if the item is otherwise acceptable in the community. Such items not claimed by the sponsor by the close of the school year will be donated to charity or destroyed. ***Items which are contraband under law or installation policy will not be returned.*** If a school-authorized activity requires specific items that would otherwise be inappropriate, you will receive instructions from your team or teacher on their authorized and limited usage. If you are in doubt about whether an item is appropriate, ask before you bring it. If you are too embarrassed to ask if the item is appropriate at school, it probably is not appropriate. If a teacher has any reason to believe that a container of liquid contains alcohol, that container may be confiscated.

Improper Computer Use

You may use SAMS computers in accordance with your Student Computer Use Contract. **The "Computer Technology Acceptable Use Agreement" signed by you and your sponsor must be on file at SAMS before you may use a school computer.** Unauthorized access to a computer, unauthorized copying to or from a computer, entry into non-authorized website (such as chat or game sites), and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration. Students will be authorized to access a Gaggie email account at school. This is to be used instead of commercial email accounts. However, this mail system is NOT private, and the school retains the right to review student electronic mail. Gaggie is set up by the school for school purposes only. All students will sign the user agreement which acknowledges that SAMS retains the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or receiving unauthorized content will warrant disciplinary evaluation.

Weapons

The most serious inappropriate items at SAMS are weapons and drugs. The following list provides examples of prohibited weapons although it is not an inclusive list:

- Guns, machine-guns, shotguns, pistols, rifles, air-soft guns are prohibited.
- Any device that acts to destroy property or injure
- Knives
- Club-type weapons, e.g. blackjacks, brass knuckles, nun chucks
- Gas pistols and shooting pens
- Straight razor, razor blades or weapons made from razor blades
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments, including piercings
- Clubs, or any object that may be used as a club, e.g. pieces of wood, pipe, stones or bricks
- Authentic appearing replica of a firearm, e.g. a toy or BB gun
- Blank cartridge pistols
- Objects that might be readily used to inflict bodily harm, e.g. bicycle chains, cans with sharp points, broken bottles or glasses, knives with retractable blades
- Locking blade knives regardless of length
- Items that are not normally considered dangerous but could be reasonably misconstrued to be a weapon.

Teachers, administrators or appropriate base support staff will seize the items immediately.

For additional information, please refer to DoDEA Regulation 2051.1 located at www.dodea.edu

Drugs

Do not possess illegal drugs. If you must take authorized prescription medicine, your parent or sponsor must bring the medications that are prescribed to be taken during the school day directly to the nurses' office, Room 317. Parents will also need to sign a medication permission form. Copies are in the nurse's office.

Tobacco Products

Cigarettes, cigars, snuff, smokeless tobacco or any other type of tobacco product or similar product are prohibited from school or school activities.

Prohibited Student Behavior

Any specific misbehavior not included in the below list of Prohibited Behaviors will be categorized by the administrator as the incidents occur.

Prohibited Behaviors Definitions

Behavior	Category
Affection, Excessive public display (more than holding hands)	B
Alcohol, possession or use	D
Assault or intentional physical act to inflict injury or damage to another person	D
Bomb threats	D
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).	B
Cheating to include copying another student's work, either partly or the whole assignment, allowing another student to copy your work, copying from a book or the web (plagiarism), or using illegal notes or other information on a quiz or test. No credit will be given for the assignment or test. *Use of cell phones or any other electronic devices during test constitutes cheating.	B
Disrespectful, disobedient or defiant to school personnel such as not following directions from any teacher or staff member, in a classroom or in common areas, immediately and not interacting with adults in a mature, respectful manner.	B
Disruptive behavior, in classroom or common areas including disrespectful comments to fellow students. Also includes improper use of cell phones, iPods, and other electronic devices including internet social media networks. At the second offense, the item will be held in the office for parent pick up. At the third offense, the item will be confiscated until the end of the year.	A
Dress code violation (See above section on dress code)	A
Drug possession/use/sale (See DoDEA Regulation 2051.1)	D
Extortion or using using threats or fear to force another student to give up money, school work, possessions, or act inappropriately.	C
Fighting. Shoving and exchanging of blows with the intent to injure. <i>Both offenders will be punished;</i> however, if it is determined that one student started the fight, and the other tried to avoid the confrontation, lesser penalties may be applied to the defender.	C
Falsely sounding of Fire alarm. This will also result in notification of the command for appropriate action.	C
Falsely signing or alter a document to make it false.	B
Littering on campus	A
Profanity/vulgarity in public conversation or in class	B
Sexual harassment, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature	C
Slander or Spreading rumors about another student or school personnel in any way including verbal or electronic means that is designed to hurt their feelings or reputation.	B
Theft /possession of stolen items	C
Threat of physical violence to staff or fellow student	C
Tobacco products or related paraphernalia	C

Truancy , Skipping school or class, failure to appear for teacher-assigned detention, for administrative detention, Saturday School, missing (cutting) classes. An unexcused tardy to a class of more than 5 minutes to any but the first class will be considered truancy	B
Unsafe behavior , including but not limited to, tripping, shoving, or horseplay	B
Vandalism or Deliberate destruction or school or personal property. This includes malicious or destructive actions on school computers, to include locking files, disconnecting equipment, "hacking" or attempting to "hack" school or student files. Students and parents will be held financially responsible for damages incurred due to vandalism.	C
Possession of Weapons as defined in DoDEA Regulation 2050.1.	D

Behavior Rubrics

Administrators have the authority to apply the following Behavior Rubrics for inappropriate behaviors. The rubrics are guidance only and are not binding on Administrators. Each disciplinary case must be judged on the specific facts of the individual case to determine the fair and appropriate penalty.

<i>"A" CATEGORY RUBRIC</i>				
These behaviors are initially handled by individual teachers or teams, and warrant referrals after repeated incidents or if initial incidents are severe.				
"A" CATEGORY BEHAVIORS				
<ul style="list-style-type: none"> ▪ Disruptive behavior, in classroom or common areas ▪ Dress code violation ▪ Littering on campus 				
"A" CATEGORY CONSEQUENCE GUIDELINES				
<u>1st Referral</u> Counseling assigned, possible detention assigned. Parent notified.	<u>2nd referral</u> Parent notified, detention assigned	<u>3rd referral</u> Saturday School (1 day)	<u>4th referral</u> Saturday School (2 days)	<u>5th and subsequent referrals</u> 1-3 days suspension
"B" CATEGORY BEHAVIORS				
These behaviors are handled by teachers, teams, and administration.				
<ul style="list-style-type: none"> ▪ Affection, excessive public display ▪ Bullying ▪ Cheating ▪ Disrespectful or disobedient to school personnel ▪ False signature ▪ Profanity/vulgarity 		<ul style="list-style-type: none"> ▪ Slander ▪ Truancy, Skipping class or Teacher/Admin detention, failure to appear ▪ Unsafe behavior 		
"B" CATEGORY CONSEQUENCE GUIDELINES				
<u>1st referral</u> Parent/Teacher/Admin conference Counseling After-School Detention	<u>2nd referral</u> Saturday School (1 day)	<u>3rd referral</u> Saturday School (2 days)	<u>4th referral</u> 1-3 days suspension	<u>5th and subsequent referrals</u> 4 - 9 days suspension

"C" AND "D" CATEGORIES RUBRIC		
These behaviors are considered severe and warrant immediate referral.		
"C" CATEGORY BEHAVIORS		
<ul style="list-style-type: none"> ▪ Extortion ▪ Fighting ▪ Fire alarm, false ▪ Sexual harassment ▪ Theft/possession of stolen items 	<ul style="list-style-type: none"> ▪ Threat of physical violence to staff or fellow student ▪ Tobacco products or related paraphernalia ▪ Vandalism 	
"C" CATEGORY CONSEQUENCE GUIDELINES		
<u>1st referral</u> 3 days suspension	<u>2nd referral</u> 5 days suspension	<u>3rd and subsequent referrals</u> 7-9 days suspension
"D" CATEGORY BEHAVIORS		
<ul style="list-style-type: none"> ▪ Alcohol, possession or use ▪ Assault ▪ Bomb threats 	<ul style="list-style-type: none"> ▪ Drug possession/sale ▪ All weapons 	
"D" CATEGORY CONSEQUENCE GUIDELINES		
<u>1st referral</u> 10 days suspension	<u>2nd referral</u> Expulsion hearing	

The categories in the Behavior Rubric are cumulative – meaning that a second offense in a category, even if it is of a different type from the first, counts as a second offense (i.e. one disruptive in class + one dress code violation would result in parent notification and detention)

Suspension

Types of Suspensions

1. Parent Accompanied In-House Suspension – A student will attend school with his/her parent accompanying the student to all classes for the duration of the suspension.
2. Out-of-school Suspension – The student is sent home in the care of his/her parents.

A student who is suspended or expelled may be reported to - the Command, Civilian Misconduct Officer, and District Superintendent for official purposes only.

Computer Abuse	
Students sign a computer usage policy at the beginning of the year that states the do's and don'ts of computer usage. Computer privileges will be suspended if you abuse computer policies.	
Students will be given a clean slate at the end of the semester.	
1st Offense	3 Days Privileges suspended
2nd Offense	10 Days Privileges suspended
3rd Offense	Privileges suspended for the remainder of the semester.

** Any computer abuse deemed detrimental to the school network and security will result in permanent loss of privileges for the school year.*