

Yokosuka Middle School



Parent and Student Handbook SY 2012-2013

On behalf of the teachers and staff of Yokosuka Middle School, we welcome you to School Year 2012-2013. We hope that your year will be full of rewarding and pleasant experiences. It is our responsibility to you and your parents to help you acquire the tools of knowledge necessary to successfully pursue your education and to provide each of you a positive and safe environment in which to learn and grow. We also desire to help you build confidence and develop a compassion for your fellow human beings. Yokosuka Middle School is a joyful place where learning and learners are celebrated.

The middle school years are a transitional period between elementary and high school, and middle schools are grounded in the diverse characteristics and needs of our young people. These middle school years should provide each of you with an opportunity to experience many different interests and expand your skills. Our main goal is to satisfy the overarching purpose of all schooling in our society: to help students become good citizens; lifelong learners; and healthy, caring, ethical, and intellectually reflective individuals.

This handbook is intended to present the school's policies and procedures governing student behavior at Yokosuka Middle School. If you have any questions or concerns, please call us at 243-5165 or come by the middle school main office.

Sincerely,

Geoff Fong
Principal

YMS Bell Schedule
SY 2012-2013

Grade 7

Period	Start	End
1 A/B	7:25	8:50
2 A/B	8:55	10:20
LUNCH	10:25	11:05
3 A/B	11:10	12:40
4 A/advisory	12:45	14:10

Grade 8

Period	Start	End
1 A/B	7:25	8:50
2 A/B	8:55	10:20
3 A/B	10:25	11:10
Lunch	12:00	12:40
4 A/advisory	12:45	14:10

Grade 6

Period	Start	End
1 A/B	7:25	8:50
2 A/B	8:55	10:20
3 A/B	10:25	11:55
Lunch	12:00	12:40
4 A/advisory	12:45	14:10

Half Day Schedule

Period	Start	End
1 A/B	7:25	8:15
2 A/B	8:20	9:10
3 A/B	9:15	10:05
4 A/advisory	10:10	10:55

FOREWORD

Yokosuka Middle School is part of a multicultural community with many bilingual students. Most students have been separated from a familiar environment and must learn to adjust. In addition, the frequent and lengthy deployment of ships and parents from Yokosuka creates a unique family situation. The philosophy of Yokosuka Middle School reflects an awareness of our students' situations. Additionally, we work to provide an educational experience that is comparable to the best middle schools in the United States.

VISION and MISSION

Vision: Communities committed to success for ALL students!

DoDEA Mission: To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

YMS Mission: To strive for academic excellence and to become healthy responsible citizens.

MIDDLE SCHOOL PHILOSOPHY

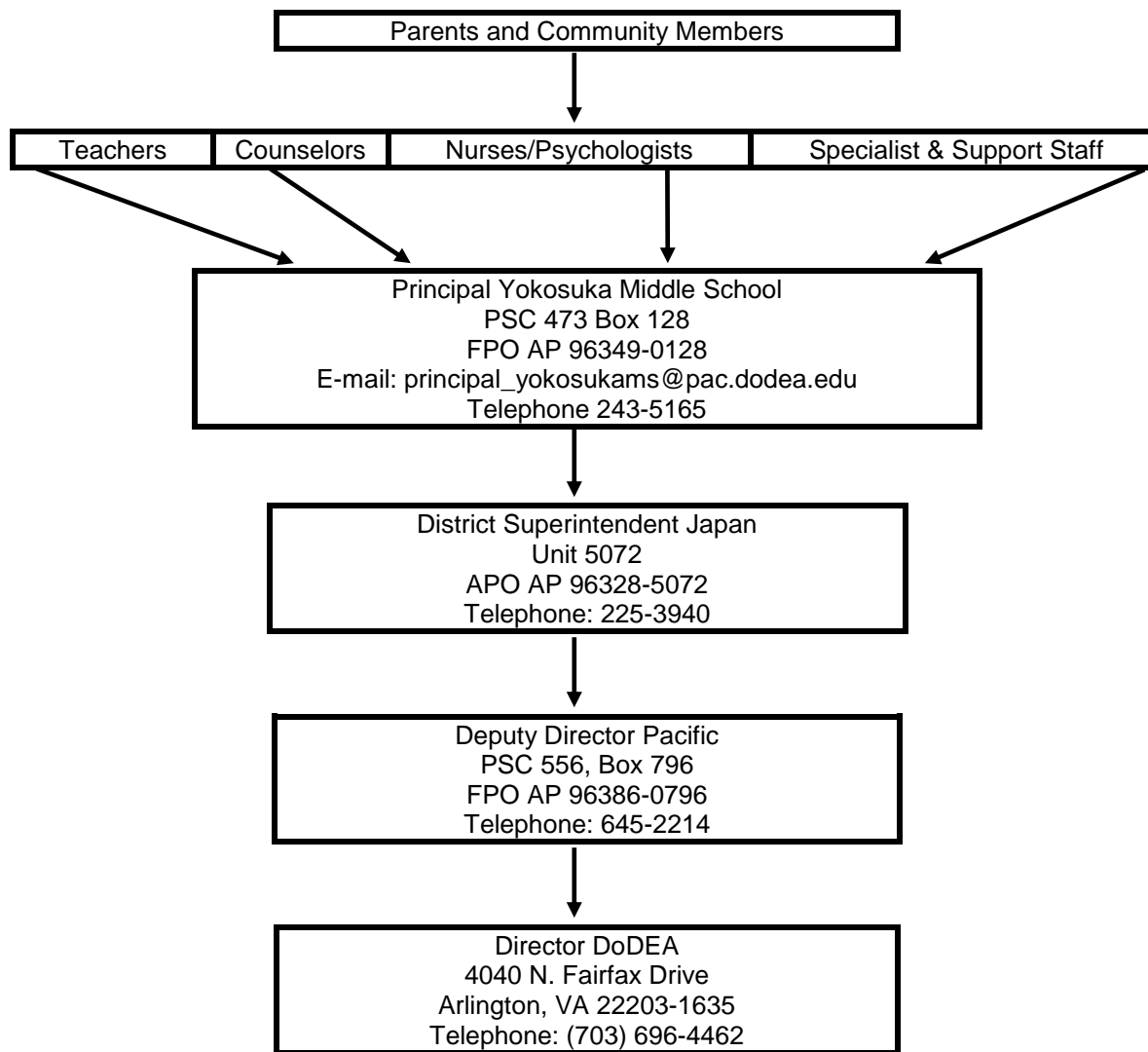
The Middle School philosophy was originated in the United States in the early 1970's. The National Middle School Association (NMSA) was founded in 1973 and its core beliefs are contained in the monograph *This We Believe: Successful Schools for Young Adults* (2003). The cornerstone of middle school philosophy is "...no other age level has so clear and legitimate a claim to the designation of unique as does this period of transition between childhood and full-blown adolescence, roughly ages ten to fourteen" (NMSA, 2003, p. 4). The NMSA vision is substantially different than the guiding ideas behind junior high schools, which were designed to be "junior" versions of high school curriculum and organization (Lounsbury, 1991). Middle schools strive to avoid the specialization and departmentalization of the traditional junior high school. The middle school concept fosters programs that keep the uniqueness of its clientele at the forefront of every decision.

Exemplary middle schools generally have five key components:

- *Interdisciplinary teaming* refers to the organizational structure of a core of teachers assigned to the same group of students. A variety of configurations have been successful ranging from 2 - 5 team members in two, three or four subject areas.
- *Advisory programs* consist of a small group of students (usually 20 or fewer) assigned to a teacher, administrator, or other staff member for a regularly scheduled meeting to discuss topics of concern to students.
- *Varied instruction* includes (1) integrating learning experiences, addressing students' own questions and focusing upon real life issues relevant to the student; (2) actively engaging students in problem-solving and accommodating individual differences; (3) emphasizing collaboration, cooperation, and community; (4) seeking to develop good people, caring for others, democratic values, and moral sensitivity (NMSA, 1995).
- *Exploratory programs* capitalize on the innate curiosity of young adolescents, exposing them to a range of academic, vocational, and recreational subjects for career options, community service, enrichment, and enjoyment. Exploratory topics include foreign languages, intramural sports, health, clubs, student government, home economics, technological arts, independent study projects, music, art, speech, drama, careers, consumer education, creative writing, and several other special areas.
- *Transition programs* focus on creating a smooth change of schools for the young adolescent. (NMSA, 2003).

CHAIN OF COMMAND

From time to time, parents and other community members may have questions or concerns about our educational programs and services. So that we can respond to these issues in a timely manner, this communications chain of command is provided for your use. You may, of course, contact a school administrator or any other person on this list to secure information or resolve a concern. To set up an appointment with YMS faculty or staff, please call the Main Office at 243-5165.



ACCREDITATION

All schools in DoDEA are accredited by AdvancED, the world's largest educational community with 23,000 public and private schools serving 15 million students in 30 states and 65 countries.

AdvancED is the parent organization of the

- North Central Association on Accreditation and School Improvement (NCA CASI)
- Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI)
- Commission on International and Transregional Accreditation (CITA)
- National Study of School Evaluation (NSSE).

ONLINE RESOURCES

General information regarding YMS may be found on the school web site at <http://www.yokosuka-ms.pac.dodea.edu/>

In addition, students may use their log in and password to access the school's intranet site at , **<http://login.yokosukams.pac.dodea.edu/>**

The following topics are available from the intranet

- Homework Hotline
- Daily Student Bulletins and Announcements
- School Calendar
- Student-Parent Handbook.

Students and parents are encouraged to sign up for access to Grade Speed. This program is the online electronic grade book for all teachers at YMS. Grade Speed can be accessed at **<https://dodea.gradespeed.net/>**

GUIDANCE SERVICES

The middle school guidance counselors provide services for students. Their offices are located on the second floor of Yokosuka Middle School. Services are available on an open door or appointment basis. Phone 243-5165 to make an appointment.

A cumulative and confidential folder is maintained for each student. This folder contains records of school progress, test results, health records, vocational and educational plans, and participation in extracurricular activities. The guidance counselors assist students in making adjustments to school. The counselors advise students on individual academic progress and assist them as needed with personal issues. Discussions with the counselor are considered confidential at the discretion of the student, unless information disclosed reveals a danger to the student or others.

DROP AND ADD POLICY

In keeping with the Middle School Philosophy, students are assigned a variety of exploratory programs. Normally, sixth grade students are assigned to a variety of elective courses designed to provide enrichment opportunities in several different areas. As middle school students progress through grades seven and eight, there are opportunities for more choice in electives based on student interest and class availability.

The request, with justification to drop/add, must be submitted in writing to the guidance counselor within 10 days (beginning of year, beginning of semester, or within 10 days of a transfer into the school). All drop/adds must be documented. Exceptions to the guidance will be determined by the principal with advice from the guidance counselor and/or the teacher of the course.

Students in seventh and eighth grade are afforded the opportunity to enroll in courses designed for high school credit, such as foreign languages and high school math. Parents must realize that such courses are taught at the high school level. Students may be academically ready for such challenging classes, but may not exhibit the level of maturity necessary to complete the course successfully. The classroom teacher, school counselor, administrator, parents and student should confer early in the semester to determine correct placement if there is any suspicion or doubt as to whether the student will successfully complete the high school course. After ten days of school, students may not drop a class designed for high school credit. If an exception is granted by a principal it must be documented in the Student Management System. DoDEA does not use WP/WF grades for any reason.

WITHDRAWAL FROM SCHOOL/EARLY DEPARTURE ACCELERATION PROGRAM

If a student's family PCS's prior to the early/accelerated withdrawal date for the semester, a report card will be issued without the semester grade. A statement in the comment section will indicate if the student was passing the class, and if it is the second semester, the statement will indicate if the student had remained in school until the end of the school year, he/she would have been promoted to the next grade.

The Accelerated Withdrawal Date for first semester is Wednesday, 16 December 2009. The Accelerated Withdrawal Date for second semester is Wednesday, 19 May 2010.

If the PSC move happens after the early/accelerated withdrawal date for the semester, the report card will indicate the 2nd or 4th quarter grades. If the student is taking a class for high school credit (such as higher level math or foreign language) that class must be accelerated. The student will have to make up the class work from the time of withdrawal until the end of the semester and take a final exam in order to receive high school credit for the course.

If a student leaves for Continuous Overseas Travel (COT leave), the student will be counted absent through the end of the school year. Second or fourth quarter grades will be based on the work completed to date. The student will receive a grade to date. Students may NOT accelerate in a class for high school credit unless they are PCSing.

GRADING SCALE

90 – 100 A
80 – 89 B
70 – 79 C
60 – 69 D
59 – Below F

PROGRESS REPORTS

Notices on student academic and behavioral progress are provided to parents halfway through each quarter when the quality of a student's work is at the "D" or "F" level or when the work is considerably below the level of expectation. The mid-term progress report indicates which areas of study need improvement. Parents are strongly encouraged to call for an appointment with the teacher to discuss the student's need for improvement.

REPORT CARDS

A report card is mailed to parents of all students at the end of the 1st, 2nd (includes 1st semester grades), 3rd, and 4th quarters (includes 2nd semester grades).

STUDENT PLANNER

Each student receives **one** free student planner for recording their assignments and due dates on the first day of school. The planner also allows the teachers and parents an easy opportunity to communicate on a daily or weekly basis. The planner is used consistently and is considered a part of the student's school supplies. Care should be taken to ensure that it is with the student at all times. If the planner is lost, the student is expected to purchase a replacement from the YMS PTO school store or from the NEX.

HOMEWORK

Home study is a necessary part of each student's educational program. Each student is expected to spend study time, in addition to scheduled class instruction, to achieve satisfactory work. Some assignments are long range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. A general rule for daily homework time is 10 minutes per grade level, i.e., 6th grade = 60 minutes, etc.

MAKE UP WORK

Students must stay current with assigned work and are responsible for all work missed during their absence from class. **Students are responsible for obtaining all makeup work from their teachers promptly upon return to school.** Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence(s). Students should obtain class work before they leave on pre-arranged absences. Teachers will give work for up to one week of absence. If the absence is longer than a week, the student will obtain those assignments via email or upon return. Students who are absent are required to make up work missed in each class.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Guidelines have been developed in order to provide an understanding of the rights and responsibilities of all students in the Department of Defense Dependents Schools.

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

Rights: All students are entitled to an educational program comparable to those offered in public schools in the United States in accordance with pertinent directives and regulations governing eligibility for enrollment.

Responsibilities: Students, regardless of age, have the responsibility to conduct themselves in a manner that does not violate the rights of other people. They share with administrators and teachers the responsibility to develop a climate within the school that is conducive to productive learning and living.

It is the student's responsibility to complete the courses of study necessary for programs they have agreed to pursue. Students and parents are responsible for class attendance, in accordance with local school policy, for maintaining properly the textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled.

STUDENT RIGHTS AND RESPONSIBILITIES UPDATE

- All students are expected to follow the school dress code.
- Students who participate in school sponsored extracurricular activities or hold a student leadership position in an activity or club may not participate if they are academic or behavioral risk of being successful in the classroom. A student who is suspended (in or out of school) will not participate in any school sponsored activity or club for the duration of the suspension.
- All student organizations have equal access to school facilities regardless of religious, philosophical or political content of the activity or event. However, all school sponsored events have priority over outside activities or events.
- The school has the authority to conduct random and periodic searches of school property and to seize contraband items belonging to students, and notice of the school's authority to search student possessions and person when there is reasonable suspicion that the student is in possession of items prohibited by DoDEA Regulation 2051.1.
- Surveillance equipment is present on school property. Furthermore, students may be disciplined based on evidence gathered through surveillance equipment.

BEHAVIOR

Students are expected to behave in a mature and appropriate manner while at school and when participating in school activities. Behaviors that are disruptive and/or disrespectful of others such as teasing, harassment, bullying, fighting, insubordination, abusive language, vandalism, theft, and running/yelling in the halls are some examples of inappropriate behavior. Public display of affection, including holding hands, is also considered inappropriate. Parents will be notified and disciplinary measures may be taken when students misbehave at school.

DRUG AND ALCOHOL ABUSE

Yokosuka Middle School will not tolerate the use of alcohol or prohibited drugs by any of its students. **Any students caught using or possessing alcohol or prohibited drugs are subject to immediate suspension or possible expulsion.** They will also be referred to the appropriate community agencies for assessment and assistance.

ZERO TOLERANCE FOR WEAPONS

This school exercises a zero tolerance for possessing weapons of any kind on school grounds. **Look-a-like weapons are treated with the same seriousness as a real weapon and are not to be brought to school or any school activity.** Any student with an object intended to be used as a weapon will be subject to immediate suspension pending a disciplinary hearing. A weapon is **any** object intended to instill fear or cause harm to another student.

SMOKING

No individual under 18 years of age is permitted to purchase or possess cigarettes on base. Smoking is not permitted on the school grounds, at the school bus pick up points, or at any school activity. This includes sporting events, dances, etc. regardless of whether the event is held on school grounds or not. **Students who possess tobacco products during school or any school-sponsored activity will be suspended from school.**

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse or, in her absence, the Main Office.

FIRE AND EVACUATION DRILLS

Fire and evacuation drills at regular intervals are required by regulation and are an important safety precaution. It is essential that when the fire alarm is activated, everyone responds promptly and clears the building by the prescribed routes as quickly as possible. Each classroom teacher gives the students evacuation instructions.

Please stay off the asphalt driveways around the buildings. Emergency vehicles use these areas during evacuation drills and emergencies!

BOMB THREAT PROCEDURE

If there is a bomb threat, please note these points:

- ◆ The administrative team will begin safety/evacuation procedures in the event of a bomb threat.
- ◆ Students should take all of their belongings to the announced location.
- ◆ The names of students who are not in the room at the time or just prior to the announcement (e.g. absent, late or without a pass) will be reported to an administrator.
- ◆ Everyone should exit the building following the fire drill evacuation route for his or her particular classroom. The students and teacher must stay together. Students may not go to their lockers.
- ◆ Students and teachers should assemble at the designated location (it may change each time). Teachers will take roll.

Classes resume once the building is checked by base security. **Extending the school day is an option available to the principal to make up lost class time.**

EVACUATION PROCEDURES BY TYPE OF DISASTER

When the school buildings are evacuated, the fire alarm is activated and the students proceed to their designated areas using posted evacuation procedures.

Long Term Situations

Walkers are dismissed to their homes and students who ride busses are transported to their homes. Parents are notified by their respective commands.

Typhoons

May through October is typhoon season for Japan. In the event of a typhoon, Commander, Fleet Activities Yokosuka and the School Liaison Officer coordinate with the principal and PACTMO Transportation Officer to decide if and when school is closed.

To inform working parents, the COMFLEACT CDO coordinates announcing school closure with FEN and local commands. Administration dismisses teachers at an appropriate time. Listen to the radio and television for typhoon conditions and additional information.

Prior to School Opening: If we are in Condition 2 and go into Condition 1, COMFLEACT Chief of Staff coordinates with the principal to cancel school for students.

While School is in Session: If Condition 1 occurs during school hours, COMFLEACT Chief of Staff coordinates with the principal.

- Closing of school is coordinated with the base commander.
- COMFLEACT CDO notifies units.
- COMFLEACT CDO calls buses and students are dismissed.
- Students who are away from the building (i.e. field trips) do not return to the school while the typhoon warning remains in effect.
- High school students who are walkers are dismissed first so they may help younger siblings.

POLICE INVESTIGATIONS

The school cooperates very closely with military officials in the investigations of break-ins, vandalism, theft, etc. Students may be asked to go to the CID or NCIS office as part of an investigation. Parents are notified in the event that military police or NCIS intervention becomes necessary.

ATTENDANCE

Daily Attendance

Punctual and regular attendance is an extremely important part of educational achievement and is a part of the student's permanent school record. All students are required to attend school daily.

Excused Absences

Excused absences are

- written requests from a physician/parent/guardian for student illness (after more than 3 absences, a note from the physician may be required),
- medical or legal appointments,
- recognized religious holidays,
- COT leave or emergency leave,
- **official** command functions (i.e. change of command, promotion ceremonies of the immediate family member, pre-deployment briefings),
- absences considered to be in the best educational interest of the student when approved by the principal.

Note: The above list is not all-inclusive; official orders may be required for COT and Emergency leave.

It is the student's responsibility to obtain the required assignments and homework missed during an absence. Students are allowed one school day of make-up time for every day missed. The teacher has the right to refuse to grant credit for make-up work if it is not completed within a reasonable period of time.

***Parents are asked to call the Main Office at 243-5165 when the student is absent.**

Unexcused Absences

Unexcused absences occur without the written consent of the parent/guardian and also include modeling, movie making, or other personal moneymaking ventures, babysitting, missing the bus/ride, oversleeping, seeing friends or relatives off at PSD, command parties or social events, or other non-school sponsored functions. A teacher has the right to refuse or reduce credit for work missed as a result of an unexcused absence. **Note: The above list is not all-inclusive.**

Pre-Arranged Absences

Parents are encouraged to plan family trips that coincide with school vacations. If extenuating circumstances cause parents to remove a student from school at another time, the following procedure should be followed:

- A minimum of **one week before** the scheduled absence, the student should pick up a "Request for Pre-Arranged Absence" form from the front office to be signed by the parent/guardian and return to the front office.
- The administration must sign the form before obtaining teachers' signatures. It is the student's responsibility to check back with the front office to pick up the form after it is signed.
- The student should take the form to each teacher who circles "Recommend" or "Do Not Recommend" based on the student's performance in class, the length of the absence and work that is missed. Teachers have the right to select "Do Not Recommend" when they believe the trip adversely affects the student's progress. Students should obtain any work they miss at this time and attempt to complete it prior to the absence. Students have one school day for make-up for every day they are absent.
- Teachers are only required to furnish one week's worth of work prior to the absence.
- The form is returned to the Main Office and the absence is recorded in the student's attendance.
- Students need to report to the Main Office following the absence to obtain readmittance to school.

***Please note: It is imperative that the Pre-Arranged Absence form be completed and returned to the Main Office prior to the scheduled absence.** This is the only way we can record the student's absence in his/her attendance and ensure that proper procedures are followed. Failure to return the form to the office prior to the student's absence may result in the student being marked truant.

Tardiness

It is the student's responsibility to be on time to all classes. Students who are late to class miss the teacher's introduction of the lesson, initial instruction, and expectations for that day. In addition, they disrupt instruction for the other students in the class.

Getting up late, missing the bus, being caught in traffic, having breakfast at the Food Court, or making trips to a locker are **not acceptable** excuses for arriving late to class. There is ample passing time before school and between classes so there is no excuse for tardiness and students are expected to be in class ready to work when the class begins. The classroom teachers will monitor tardiness and chronic tardiness will be referred to the Administration for appropriate action.

In situations where a teacher detains a student or if there is any other legitimate reason for a student to report late to class, a pass should be issued from the person who detained them before reporting to the next class. If a bus is late, students should report to their scheduled classes. The office is notified by the transportation office or main office personnel in the event of late bus arrival and an announcement is made to all staff. Students affected will be excused for the tardy.

If students arrive at school late, they are required to report to the Main Office to sign in and get their planners signed. The school reserves the right to determine the excused or unexcused status of each tardy. Tardy records are maintained on a daily basis. If a student is consistently tardy, disciplinary action will be taken.

Truancy

Truancy is defined as a student leaving campus without signing out or being absent from class without the prior awareness and approval of the parent/sponsor. Truancy from one period to one day or more usually results in an in-school-suspension or Saturday school suspension.

Leaving/Returning to Campus

Students are NOT to leave campus for any reason while school is in session unless their parent comes to the Main Office to sign him/her out of school. Administration maintains the safety and security of all students. Therefore, no student is to sign him/herself out and leave campus. **Neither email, written notes, nor phone notification is acceptable.** Parents are required to sign all students back in and students are to have their planners signed upon their return to campus. Leaving school without permission is classified as truancy.

Readmittance Procedure

Whenever a student is absent from school for any length of time (one period, one day, etc), the parent must call the Main Office at 243-5165 or send a written note with a contact phone number, the date, the reason for the absence, and parent/sponsor signature with the student **immediately** upon returning to school. Students are required to report to the Main Office to check in and have their absence verified. The office staff will record the date of the absence and whether it is excused or unexcused in the student's planner and in the student's attendance records. Parents must verify all absences through the above methods immediately upon the student's return to school. Failure to do so will result in the student's absence marked truant or unexcused and disciplinary measures may be taken (lunch or after school detention) until the parent/sponsor verifies the absence. Failure to verify absences **within two school days** will be referred to administration for further disciplinary action.

DISCIPLINE **DETENTION (LUNCH/AFTER SCHOOL)**

Detention period is a time when the student is assigned to stay in at lunchtime or after school for an infraction of acceptable student behavior. Work detail is assigned as part of the lunch/after school detention. Students should fully understand that any faculty or staff member has the authority to correct misconduct at any time; therefore, it is possible that a teacher might assign detention to a student who is not enrolled in his/her classes. Teachers generally notify parents and give students 24 hours notice whenever they assign a detention. If a student intentionally misses a detention, the second detention will be doubled. Students who miss detention will be referred to an administrator for appropriate disciplinary action, including suspension.

An administrator may also assign students lunch and after school detention for infractions of school rules. The duration of detention will vary depending upon the nature of the offense.

RESTRICTED ITEMS

Electronic devices including but not limited to iPods, cassette recorders, CD players, headphones, radios, and electronic games are not permitted to be brought on campus. All such electronic equipment is subject to confiscation if seen and will be kept in the main office until a parent or legal guardian signs for the item. Beepers and laser pointers are prohibited at school.

CELL PHONES

Many parents want their children to have a cell phone in case of emergency. The following conditions apply to cell phone usage at Yokosuka Middle School:

- Phones must remain turned off and out of sight **during school hours and on school property.**
- The school is not responsible for lost or stolen cell phones.
- The school is not responsible for charges that may be made on the phone if lost or stolen.
- If a cell phone is confiscated, a parent will need to pick it up in the main office.

FOOD, CANDY, AND DRINK

Students are not to bring food, candy, or drinks to school for consumption during regular class periods, except for special activities that are scheduled by the teacher and approved by the principal's office. Any such items are subject to confiscation and disposal. Students should consume breakfast before entering school grounds in the morning.

SUSPENSION

When a student is suspended from school, the parent will be contacted by telephone and in writing. The sponsor's unit commander and CFAY may also be contacted in certain cases. A student may be suspended or expelled from school if the principal, or in the case of suspension over 10 days or expulsion, the Disciplinary Committee determines that the student has:

- Caused, attempted to cause, or threatened to cause physical injury or damage to people or property
- Possessed or used tobacco, alcohol, controlled substance, illegal drugs or drug paraphernalia
- Committed robbery, theft, extortion, vandalism, arson, forgery, and any lewd, indecent or obscene act
- Threatened to bomb, burn or destroy school buildings or property
- Engaged in fights, gambling, or verbal abuse of a person
- Unauthorized use of, or access to, computers, software telecommunications, and related technologies
- Used a computer to communicate threatening, harassing or indecent messages, or downloaded obscene material
- Willfully defied the authority of school personnel
- Violated any law, regulation of the military installation or school, or policy of the DoDDS system
- Possession of a weapon or dangerous item, including, but not limited to, fireworks/explosive items, knives and BB guns
- Used profanity, vulgarity, or harassed or bullied anyone in any form
- Engaged in forgery, cheating, plagiarism
- Violated attendance regulations

DRESS AND GROOMING REGULATIONS

YMS dress code is aligned with standards established by CNFJ. Clothing which attracts excessive attention, detracts from the learning environment of the classroom and is not appropriate for the school environment. Students are to be neatly and appropriately dressed to

present themselves as ready to learn. Administration will make the final determination on the appropriateness of dress. The following are not permitted for safety and decency factors:

1. Baggy pants with or without a belt, pants hanging below the waist (sagging), bare feet, bare midriff (stomach and back area), halters, spaghetti straps, short shorts (should reach the tips of the fingers), cut-off shorts, low cut blouses or shirts (that show cleavage), see-through clothing, and other items of clothing that are determined to be “too revealing”
2. Articles that could cause damage to other students or property such as a chain
3. Unsanitary or torn clothing including cutoffs (shirts, shorts, or pants)
4. Obscene writing on clothing, or any slogans that are derogatory to any racial, ethnic, or religious group
5. Dark sunglasses in class unless medically approved in writing
6. Hats or any material used as head covering will not be worn inside buildings. (In order to treat all students fairly and equally, boys and girls are required to follow this regulation)

GENERAL INFORMATION

GUIDELINES FOR SCHOOL DANCES

- Students must be in attendance for all classes the day of the dance. If a student is too ill to attend classes, s/he should refrain from attending school dances after school.
- Each dance has specific guidelines stipulating who may attend. These guidelines apply to both Yokosuka Middle School students and any approved visitors.
- Signed administration approval is required for all visitors prior to attending a school dance. The school must have complete information on guests at least **three days** before the day of the dance. This includes complete name, the family telephone number, school attended, and grade level.
- Each student attending the dance must be ready to produce an ID card if it is requested.
- Parents of Yokosuka Middle School students who are inviting non-YMS guests are expected to be responsible for their children’s guests in the event of a disciplinary situation, an accident, or an illness. (We recommend that parents contact the guest’s parents in advance of the dance, so they have a clear understanding of all details related to this responsibility.)
- Unless otherwise stated, all YMS dances are dressy casual. This means dresses, pant suits for girls, slacks, and a collared shirt for boys. Jeans are also permitted for girls and boys as long as they not torn and tattered. Boys are expected to tuck shirts with tails.
- **High school students are NOT allowed to attend middle school dances.**

BUS INFORMATION

The time students spend going to and from school is an extension of their school day. School buses are considered an extension of the school campus and as such, the schools’ Transportation Officer is responsible for disciplining inappropriate behavior on the buses. Principals may also take disciplinary action for school bus misconduct consistent with DoDEA Regulation 2051.1.

Although the bus driver is charged with the safety of the passengers and the safe conduct of the vehicle, students and parents share the responsibility for safety. Any activity diverting the bus driver's attention from traffic/road conditions, thereby jeopardizing the passenger's safety, will not be tolerated. Absences from school or tardiness to classes due to the withdrawal of school bus privileges will be counted as unexcused and/or truant.

Students are responsible for safekeeping their assigned student bus passes. Students must ride to and from school on their assigned bus. Students are required to present their bus pass to the driver as they board the bus. Students or their sponsors must report lost or damaged school bus passes to the local school bus management office before a pass is replaced.

If you have any questions or concerns, the bus transportation office phone number is: 243- 9564.

EXTRA-CURRICULAR ACTIVITIES

Each participant in extra-curricular activities must be in regular attendance in all classes the day of an activity. Fine Arts participants must abide by the rules established by the Fine Arts department. The following is a list of many of the activities at Yokosuka Middle School. Suspended students are not permitted to participate.

CLUBS & ACTIVITIES

Band
Essay Contests
Japanese Club
Brain Bowl
Chorus

National Junior Honor Society
Student Council
Yearbook
Dragon Day
8th Grade Promotion

Robotics Club
AVID
Dragon Academy
Intramural Sports

LUNCH

Yokosuka Middle School has a closed campus policy. All students are expected to eat in the school cafeteria. As part of the school's wellness program, students are not to consume candy or soda during the lunch periods. If a middle school student wishes to eat off campus, the parents must sign their student out of and back into school. Applications for free or reduced lunch are available in the main office. Please note that the NEX manages the school lunch program. If you have any concerns about the lunch program, please direct your questions to them. Bringing food for groups of students to the cafeteria is prohibited.

STUDENT HEALTH SERVICES

YMS Health Services is a health program with community ties. The school nurse is the school representative and facilitates implementation of the program. If you have any feedback or questions, please call the YMS school nurse at 243-9839.

IMMUNIZATION REQUIREMENTS

DoDDS regulations require that all incoming students must meet immunization requirements prior to attendance at any DoDDS school. Students currently enrolled have 10 duty days to satisfy any delinquency; failure to clear the delinquencies may result in disenrollment. Verification of immunizations must be submitted to the school nurse. The requirements can be found on the DODEA website or from the school nurse.

The USNH Immunization Clinic is tasked with administering all immunizations. The clinic can be reached by calling 243-5521. If your child is a known PPD converter, please submit an annual TB clearance form to the school nurse. Contact the Preventive Medicine at 243-2608/2609 to schedule an appointment for this clearance.

EMERGENCY CONTACTS

Acute illness and serious injuries occur at school, and occasionally a parent cannot be reached. For this reason, it is imperative at least one emergency contact be listed for each student. Please ensure this information is updated frequently. We also encourage you to supply your emergency contacts with a medical POA, so they may consent to medical treatment for your child in the event of an emergency.

WHEN TO KEEP YOUR CHILD HOME BECAUSE OF ILLNESS/INJURY

As most illnesses are transmitted via the school setting, PLEASE do not send your child to school sick. The school nurse should not to be used as a sick call. If your child expresses that he/she feels ill in the morning, it may be helpful to use the guide below in assessing when to keep him/her home:

Flushed Appearance	Inflamed Eyes with Continuous Discharge	Excessive Coughing
Fever (temp. over 100)	Vomiting/Nausea	Severe Sore Throat
Unusually Pale Skin	Frequent Diarrhea	Difficulty Eating or Breathing
Joint/Muscle Aches and Pains	Unexplained Rash (esp. with fever)	

ILLNESSES DURING SCHOOL

If students become ill during school, they should request to see the nurse from their classroom teacher and then proceed to the health office with their planner/pass. The school nurse will evaluate the student and contact parents, if necessary. Students will not be allowed to call from the classrooms to have their parents pick them up. Students leaving campus due to illness must be signed out at the Main Office.

MEDICATION AT SCHOOL

All prescription and over-the-counter medications brought to school must be given to the school nurse. A "Hold-Harmless Letter" signed by both the prescribing physician and the parent must accompany all medications to be dispensed at school; NO MEDICATION WILL BE GIVEN WITHOUT A HOLD HARMLESS LETTER ON FILE IN THE NURSE'S OFFICE. All medication supplied to the school must be delivered by an adult and in its original and/or pharmacy labeled container. Special arrangements can be made for those students who must carry their inhaler. Contact the school nurse about any medication question.

***DoDEA policy dictates the school nurse may not administer any medication (even over-the-counter medications) without a Hold Harmless Letter.**

MEDICAL APPOINTMENTS

If your child has an doctor or dental appointment during school hours, please come to the Main Office and sign him/her out in the log book. At that time, your child will be released from class. If your child returns to school afterwards, please sign him/her back in at the Main Office. A hall pass or notation in their planner will be given by the office staff, to excuse him/her back to class.

HEALTH SCREENINGS

Annual health screenings of all 7th grade students usually occur during early fall and may include one or all of the following: dental, vision, hearing, scoliosis, height, weight, and blood pressure. Parents and students will be notified ahead of time.

If you are concerned about your child's hearing or vision, please call the school nurse who will do a screening and recommend further follow-up.

INDIVIDUAL HEALTH PLANS

The school nurse will design an Individualized Healthcare Plan for all students with a serious medical condition. Coordination exists among the school nurse, USNH, and EDIS. If your healthcare provider desires help during school hours in treatments or medically related interventions, please ask him/her to contact the school nurse at 243-9243.

CHILD ABUSE AND NEGLECT

It is the legal responsibility of school personnel to report any suspected child abuse or neglect directly to Family Advocacy.

LOCKERS

Lockers are available for all students. Team leaders and seminar teachers assign lockers at the beginning of the school year. Students should observe the following:

- Do not change lockers without permission from the assigned teacher
- Do not share lockers
- Do not deface lockers (such as writing, scratching, or applying stickers)
- Do not leave the locker unlocked at any time
- **DO NOT GIVE THE COMBINATION TO ANYONE**

LOST AND FOUND

Students who find valuable articles should take them to the Main Office where the owner can claim them. Students who lose wallets/valuable items should report their loss to the Main Office. Clothing and other items found should be taken to the cafeteria where the owner can claim them. Unclaimed clothing will be disposed of at the end of each quarter. Textbooks will be turned in to Supply.

BICYCLES

All bicycles should be locked in one of the bike racks by the classrooms and are not to be ridden on the campus. The base requires bicycle registration at PMO and helmets for riders.

SKATEBOARDS/ROLLERBLADES/SCOOTERS/HEELIES ETC.

Skateboards/roller blades/scooters, etc. are not permitted on school grounds and may not be used in any part of a school building or outside areas of the campus. This includes, but is not limited to, the sidewalks around the campus and the courtyard. "Heelies" are not permitted in the school building as well.

VISITORS

All visitors to Yokosuka Middle School must first sign in at the Main Office and receive a Visitor's Pass. Written approval from the school's administration is required **three days in advance** before guests are allowed to visit classrooms on our campus. Approval forms are located in the Main Office. Parents are welcome to visit the school at any time; however, it is requested that you call the school prior to the visit in order to avoid possible class conflicts, special programs, testing, or any other special event planned by the teacher.

TELEPHONES

Telephones are located in the Main Office for on and off base calls. Students are not to use any other phones, including personal cell phones. Students are asked to limit their calls to **emergencies only**. Permission to use the phones will be approved on a case-by-case basis. Phones in the teachers' workrooms and classrooms are off limits to all students.

BULLETINS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced in the Daily and Student Bulletins each day. Special notices are posted in the main office, the library, the cafeteria, or on corridor or classroom bulletin boards. The administration or faculty sponsor must approve all posters that advertise school-sponsored events.

MESSAGES FOR STUDENTS

Only **emergency** messages should be left in the Main Office for delivery to students. Parents must understand that office staff has responsibilities to the school and to students' academic needs; and therefore, should not be expected to deliver notes and messages to students during the school day. Academic time is protected in the classrooms, and delivering messages disrupts classes and often takes a large chunk of time from other required administrative duties. Parents are responsible for arranging after school plans with their children prior to sending them to school.

CHANGE OF ADDRESS

Please inform the Main Office if you change your home or work address, email contact information or telephone number. When a parent is deployed for long periods of time, it is critical that the Main Office has the remaining parent's email address, work and home phone numbers on file.

POWER OF ATTORNEY

When parents depart from Yokosuka overnight or longer than 24 hours without their children, they should notify the school with the name and phone number of the adult guardian and leave a copy of a Power-of-Attorney with the Main Office. In this way, emergency care is not delayed if situations warranting medical treatment arise during school hours.

LIBRARY/INFORMATION CENTER

The YMS Information Center offers:

- A wide variety of fiction, non-fiction & reference resources
- An extensive video, DVD, CD & periodical collection
- Over 15,000 materials for students to check out
- A Reader's Advisory – matching books to readers
- Thirty computers for student use
- Access to Gale & Proquest Research Databases
- Internet access & instruction
- Library World online catalog
- Accelerated Reader Quizzes
- Digital scanners, printers, photocopier & cameras
- Integrated instruction with classroom teachers
- A quiet place to relax, read & study
- A comprehensive website focused on Student Research
- Support of CSI Goals
- And much more!

Hours

7:15 AM – 2:35 PM

Student planners must be signed by a teacher in order to visit – except before school, after school, and at lunch. Students must sign in and out of the library log each time they visit the library without a teacher. Most Language Arts teachers bring students to the library as a whole group at least every two weeks.

Check Out Policy

Students and Parents may check out up to 5 books at a time; if more are needed, they may speak with the Information Specialist. Students may check out A/V materials with teacher permission to be used for curriculum purposes. Students with overdue materials may not check out books.

Loan Length

Books	10 school days
Magazines	3 school days
DVDs, CDs, VHS	1 school day (with teacher permission)
Reference	0 – 1 school day (see Information Specialist)

Lost/Damaged Book Policy

A student will not be able to check out books if he has an overdue/lost book. We ask that parents replace this item with the **same title, same binding**. This must be a NEW (NOT USED) book.

Books can be purchased from Amazon.com or other online vendor. Have the book sent to YMS Information Center / Replacement book / PSC 473 Box 128 / FPO, AP 96349-0128. Bring in the receipt showing the "ship to" address, and we will clear the library account.

Parents may also come to the Information Center and receive a bill; they then must pay the bill at PSD and then return to the YMS Information Center with the receipt. **However, if a parent chooses to do this, please know that YMS does not receive the money or a replacement book; the money goes back to the government.**

For more information & our powerful research databases, please visit *The Dragon's Lair*, the Information Center's comprehensive website.

- Access it from home by visiting <http://login.yokosukams.pac.dodea.edu>
- Scroll down to **Information Center**
- Login: first.last name
- Password: student's password

BOOK ISSUANCE

Teachers are responsible for the distribution and collection of textbooks. Each student is required to list his/her name, the teacher's name, and the year in the front cover of each textbook. Teachers will check that departing students turn in their books and pay for loss or damages.

LOST OR DAMAGED BOOKS PROCEDURES

Students who lose a library book or textbook should go to the Supply Room and have a DD 1131 form prepared. The student then takes the form to the administration for a signature. After an administrator signs the form, it is taken to the cashier in PSD for payment of the indicated amount. The student should then return the paid voucher to the Supply Clerk and show the teacher the student's copy of the voucher. Students may also replace lost books by purchasing them from any commercial source. It is also helpful if parents consider replacing lost and/or damaged library books and textbooks at their own expense, so that the number of books remains the same.

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