

Ryukyu Middle School
2012 - 2013



Parent-Teacher-Student Handbook

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We have tried to provide as much information as possible in order to facilitate any issues that may arise concerning the policies and procedures of Ryukyu Middle School. Please feel free to contact the school, the *School Advisory Committee*, or the school *HaBooster* organization for any suggestions that will improve the contents of the Handbook. Please be aware that our policies and procedures are based on *Best Practice* research, and are designed to provide a sound education, both academic and social, for our students.

If you are PCS-ing to Okinawa, and you do not find the information you are seeking, please contact the school and we will promptly respond.

The Handbook uses direct links to many topics found in the *Table of Contents*. Simply click on the topic you wish to review. Use the back-arrow to return to the Table of Contents.

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2012 - 2013 School Year Calendar

First Semester - 92 Instructional Days

Aug 21, Tuesday	New Student Orientation & School Tour 1000
Aug 27, Monday	Begin First Quarter/First Semester
Sep 03, Monday	Labor Day, Federal Holiday
Sep 27, 28	School Photos
Oct 08, Monday	Columbus Day, Federal Holiday
Nov 01, Thursday	End-of-First-Quarter
Nov 05, Monday	Teacher Work Day. No school for students
Nov 05, Monday	Second Quarter Begins
Nov 12, Monday	Veteran's Day, Federal Holiday (Observed)
Nov 22, Thursday	Thanksgiving Day, Federal Holiday
Nov 23, Friday	Recess Day for Students and Staff
Dec 24, Monday	Begin Winter Recess
Jan 07, Monday	School Resumes
Jan 21, Monday	Martin Luther King Jr. Day, Federal Holiday
Jan 25, Friday	End-of-Second Quarter/First Semester
Jan 25, Friday	Teacher Work Day. No school for students

Second Semester - 91 Instructional Days

Jan 28, Monday	Begin Third Quarter/Second Semester
Feb 18, Monday	President's Day, Federal Holiday
Apr 04, Thursday	End-of-Third-Quarter
Apr 05, Friday	Teacher Work Day. No school for students.
Apr 08, Monday	Begin Spring Recess
Apr 15, Monday	School Resumes
May 27, Monday	Memorial Day, Federal Holiday
Jun 13, Thursday	End-of-Fourth Quarter/Second Semester/students last day
Jun 14, Friday	Teacher Work Day. No school for students



**Ryukyu Middle School
Unit 5166
APO AP 96368
Contact Information**

School Hours are 07:00 - 16:00

Principal	Ms. Rhonda Spruiell	634-4849
Assistant Principal	Mr. William Bragg	634-4849
Main Office	Ms. Caroline Bohannon Marjorie Murray	634-4849/4518 634-4849/4518
Cafeteria	Sueko Cantu San	634-8522
Counselors		
6 th Grade	Ms. Catharine Royem	634-8853
7 th & 8 th Grade	Ms. Susan Kinter	634-7603
Education Tech	Ms. Leslie O'Pry	634-8109
Information Center	Ms. Jeanne Davis Asato, Shizuka San	634-8472 634-8451
Nurse	Ms. Holly Gouldman	634-8723
Psychologist	Dr. Bryce Leavitt	634-8855
Registrar	Isa, Yoshiteru San	634-8626
Supply Technician	Nakamura, Hayato San	634-8749/8890

To contact a faculty or staff member using email, please use the following format:
Firstname.Lastname@pac.dodea.edu

Faculty & Staff will do their best to try to respond within 24 hours.

Communication between Home and School

When parents have questions or concerns, they should call the school office which will then give the message to the teacher. The parent and teacher should meet with the student to create a plan that addresses the needs of the student to make the student more successful. If that plan fails, it is appropriate to solicit the help of the grade-level guidance counselor, the school psychologist, and/or the school administration to mediate the situation. Any issues which cannot be resolved by meeting with the teachers or administrators may be referred to the office of the District Superintendent.

Chain of Command

Classroom teacher

Support Staff

Mr. William Bragg, Assistant Principal

Ms. Rhonda Spruiell, Principal

District Superintendent's Office, Mr. Mike Thompson Telephone: 634-1204

Acting DoDDS Pacific/DDESS Guam Deputy Director, Ms. Martha Brown
645-2340





DoDEA Pacific & Ryukyu Middle School Mission & Vision for the 21st Century



DoDEA Mission Statement:

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

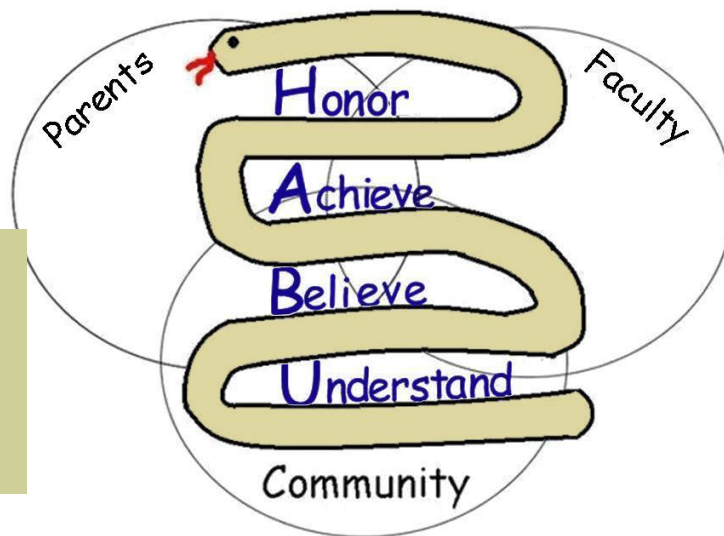
DoDEA Vision Statement:

Communities investing in success for ALL students.

Ryukyu Middle School Vision:

To provide a safe and dynamic environment that challenges students to become productive citizens and lifelong learners.

Ryukyu Middle School Guiding Principles:



Ryukyu Middle School

School Accreditation Process & Continuous School Improvement (CSI)

Accreditation is a voluntary method of quality assurance developed more than 100 years ago by American universities and secondary schools. Accreditation engages the entire school community in a continuous process of self-evaluation, reflection, and improvement (CSI). It invites external scrutiny and welcomes the constructive feedback of peers. It demands rigor, is based on data, and approaches documentation of results with discipline. Accreditation is about making the quest for excellence a habit; it's about being the best a school can be on behalf of the students it serves.

Accredited schools are committed to being better today than they were yesterday. Schools identify a shared vision, maintain a school-wide profile of the current reality, establish plans and assess the implementation of interventions, and document the results of their efforts to improve student learning and school effectiveness.

Internal review involves the schools and their stakeholders. External review involves feedback from experienced educators outside the schools. In both cases, reviewers examine evidence to determine if schools are meeting the standards and achieving goals for improving student learning and school effectiveness.

CSI Goals for Ryukyu Middle School:

CSI Goal 1: By June 2014, all students will increase student performance on the targeted area of reading comprehension using instructional interventions implemented in all curricular areas as measured by the TN3 Reading and Language subtest, system-wide and school based assessments. The targeted skills of reading comprehension include analyzing text (drawing conclusions), extended meaning (inferences, comparing/contrasting, predicting), and improving/increasing vocabulary knowledge.

CSI Goal 2: By June 2014, all students will increase student performance on the targeted area of Written Communication using instructional interventions implemented in all curricular areas as measured by the TN3 Reading and Language Arts, Science, Math, and Social Studies subtest, system-wide and school based assessments. The targeted skills are problem solving, reasoning, writing strategies, and the appropriate grammar usage, mechanics, spelling, vocabulary, and error analysis

Curricula



Core/Required Classes; Electives;
Course Selection; Student Placement;
Co- & Extra-curricular Activities;
Study Trips

Core / Required Classes

Sixth Grade	Seventh Grade	Eighth Grade
Language Arts	Language Arts	Language Arts
Mathematics	Mathematics	Mathematics
Science	Science	Science
World Cultures	World Geography	U.S. History
Seminar	Seminar	Seminar
Reading		
Electives (2)	Electives (3)	Electives (3)

Electives

Sixth Grade	Seventh Grade	Eighth Grade
Exploratory Wheel 1	Beginning Band	Beginning Band
Exploratory Wheel 2	Intermediate/Adv Band	Intermediate/Adv Band
Beginning Band	Foreign Language I or II	Foreign Language I or II
Chorus	Semester 1 Class	Semester 1 Class
Gifted Education	Semester 2 Class	Semester 2 Class
Reading Improvement	Reading Improvement	Reading Improvement
Mathematics Lab	Mathematics Lab	Mathematics Lab

Exploratory Wheel and Elective Classes

Please see Addenda *A*, *B*, and *C* for complete course descriptions and suggestions for grades six, seven and eight and Addendum *D* for 7th and 8th grade high-school credit courses (caveat emptor) pp. 36 - 40.

Course Selection

Guidance Counselors assist students and sponsors in developing the most appropriate programs for individual students. Students and sponsors should be aware that, once a student is enrolled in a course, they may only drop enrollment from that course with the recommendation of the school placement committee, and permission of the school principal. The time frame for such action is during the first week of a given quarter or semester only. Class-request changes typically involve parent, student, teachers, counselors and administration.

Student Placement

Grade-Level Teams, the counseling department, and/or the placement committee make recommendations to the principal on retention, double promotion, or any other grade- or class-placement which is not routine. The team, department, and/or committee examine pertinent data, referrals and student progress, to make a recommendation to the school principal. The principal has sole authority for making final decisions on grade and program placement.

Extra-Curricular Activities

Ryukyu Middle School offers a wide variety of extracurricular school-activities. Some organizations are traditional; others operate only when there is sufficient student interest. The school encourages all students to take an active part in extracurricular activities. These activities typically include:

Academic Success Clubs; Algebra & Geometry Success Clubs; Art Club; Aviation Club; Double Dutch Group; Fitness Club; Habu Helpers; Intramural Basketball, Soccer, Softball, Track, and Volleyball clubs; Jazz Band; National Junior Honor Society; Ocean Club; Okinawan Reading Society; Science Club; Science Fair Competition; Student Council; and Yearbook;

These activities and clubs typically meet on Tuesdays and Thursdays to accommodate those students that are bused to school. The activity buses depart the school promptly at 1500 on those days, and students must have an activity-bus Pass.

After School Activities

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

All social functions approved and scheduled for evenings will end not later than 2100 hours unless special permission is obtained from the Principal. Students must stay for the duration of the event; should students leave the event, they will not be readmitted and must leave the campus. An appropriate number of chaperones must be in

attendance for the duration of the event. The sponsoring group must have the activity area cleaned and ready for use the following day. Normal school policies for student behavior apply to all school-sponsored activities as well. Middle School social functions are for students in grades 6-8 who are currently attending RMS.

Eighth Grade "Moving On" Ceremony

Eighth graders will be invited to attend this ceremony at the end of each school year. It is not a graduation ceremony, rather it is a ceremony celebrating the growth of the students as they have journeyed, with their peers, through their last year of middle school. It also recognizes the bond that has been formed between students, teachers, and parents during the year. Students are eligible to participate in the ceremony if they have attended Ryukyu Middle School eighth grade for the entire year, or if they have arrived during the school year as an eighth grade student. Students will participate in fundraisers throughout the year to help defray the cost of the ceremony. Information on date, time, and location will be announced during the second semester. Contact your child's eighth-grade seminar teacher for further information.

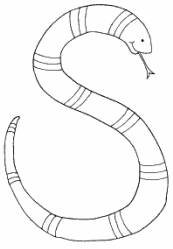


Subject-Oriented Study Trips

Subject-oriented study trips are based on sound educational criteria and designed to meet pre-determined objectives in conjunction with clearly defined class curricular goals. Teacher planning for a study trip must include written definitive objectives of the trip; a written definition of the expected results; and prepared pre- and post-trip evaluations.

All children may participate in study trips. However, the Principal may exclude a child that poses a threat to the safety and welfare of others, or interferes with the learning environment. In addition, the Principal may require that a parent accompany a student on a study trip.

Parents are needed to chaperone study trips. If sufficient chaperones are not available, the trip will be canceled. Signed parental permission slips must be returned to the teacher by the listed date.



School-Home Partnerships Communication, Conferences, School-Advisory- Council (SAC), Volunteers

Communication. Effective communication is essential to the learning process. Ryukyu Middle School communicates with all parents and sponsors through the Principal's newsletter. The school also periodically emails information to all parents and sponsors regarding special events and/or schedule changes. In addition, every student receives a quarterly mid-term progress report. It is critical that parents and sponsors keep their contact information current, to include home phone number, work phone number, and email addresses.

All students are expected to maintain a school binder and planner to record and organize all their school assignments. We encourage parents to check these items on a regular basis, as they contain classroom assignments, homework, and hall passes to include use of tutorial time. The planner is an excellent way for teachers and parents to stay in daily contact.

The school also uses the software package "GradeSpeed" where parents can view, on a daily basis, class assignments, test and quiz grades, and classroom participation. The school encourages parents to use this software to track student performance. Access the school web-site for particulars.

SharePoint is the school's primary means of communication. Information including events, teacher WebPages, the school calendar and homework can be found on the SharePoint site. All RMS students (parents will also use the student account) using this tool will have a login that has been created especially for each student. It is important that students NOT share their individual login information with other students. Login information will be based on: Login Name: firstname.lastname. Password: ryms.5678 (NOTE: the numbers reflect the last four numbers of the student school-number - this is not related to the student's Social Security number). If you have problems with access, please contact the school Educational Technologist.

The website address is: <http://ryms.pac.dodea.edu>

GradeSpeed is the DoDEA online grade book for all students at RMS. There is a version of GradeSpeed for students and another version for parents. It is highly recommended that parents create their own account in GradeSpeed so that they are

able to create "alerts" (tied to a parent email) for various grade averages as well as tardies and absences. GradeSpeed can be accessed through the school SharePoint site or directly from the following URL's:

Students: <http://dodpacific.gradespeed.net/pc/studentlogin.aspx>

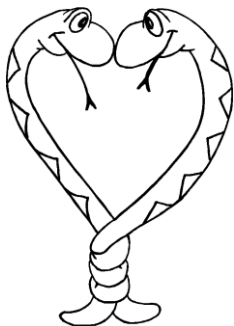
Parents: <https://dodpacific.gradespeed.net/pc/Default.aspx>

Login information for students will be based on: Login Name: firstname.lastname. Password: ryms.5678 (NOTE: the numbers reflect the last four numbers of the student school-number - this is not related to the student's Social Security number). If you have problems with access, please contact the school Educational Technologist.

Parent/Student/Teacher Conferences. Conference days are scheduled throughout the school year (refer to the school calendar on the school website). You may also arrange a conference by contacting the front office, the Grade Level Team Leader, the counselor, the Home Room Teacher, or the individual teacher.

School Visitors. All visitors, including parents, must sign-in at the Main Office and request a visitor pass. This procedure is part of the school's safety and security plan. Parents are welcomed to visit classes and to serve as resource personnel after coordinating their visit with the classroom teacher and obtaining a visitors pass at the front office. Parents and sponsors are asked to contact teachers twenty-four hours in advance of a classroom visit.

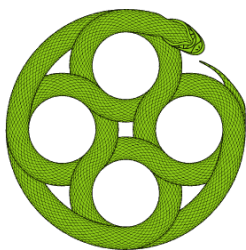
Parent Volunteers. Our military community has many talented and highly skilled individuals. The school encourages military members to become part of the many school



activities that serve to enhance student learning. Volunteers are always needed to tutor individual students, or to work with small groups of students. Volunteers may work with a particular teacher or a special student on a regular basis, or they may occasionally assist with special programs or study trips. Some activities may be non-instructional, such as assisting the school nurse, the school media specialist, the front office personnel, or even arranging bulletin boards. Contact the front office to meet with our Volunteer

Coordinator to share your expertise in mathematics, language arts, science, or whatever specialty you may have that would benefit our students.

School Advisory Committee. The School Advisory Committee (SAC) is an elected educational advisory committee composed of an equal number of parents of students that attend Ryukyu Middle School, professional school employees. The SAC advises the



principal on matters within the jurisdiction of the school and DoDDS, such as school policies; instructional programs; pupil services; and

safety and security issues. Meetings are held in the Ryukyu Middle School Information Center beginning at 1400 hours on dates to be determined each September.

The Ryukyu SAC is also part of the Okinawa District Advisory Committee (ODAC), which addresses school- and community-related issues. The ODAC meets quarterly, and all community members are encouraged to attend. Contact the school for additional information about these two groups.

Academic Policies



Grading System,
Homework,
Testing,
Early PCS

Academic Performance and Grades. Teachers do not *give* grades - students *earn* grades. Grades are based on student performance on a number of activities including tests, quizzes, homework, projects and in-class activities. As such, grades measure academic performance and indicate the student's level of achievement in meeting DoDEA academic standards and curricula objectives. See individual teacher syllabi for performance standards. Also, the school encourages parents and sponsors to utilize the software package *GradeSpeed* and individual teacher WebPages to determine how well a student is doing in a given class. Details for both sites can be found on the school website.

Percentages used in grading must follow DoDEA guidelines:

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

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

A grade of *Incomplete* may be used for a subject in which the student has not completed required assignments due to extended excused absences. The time requirement for make-up of missed assignments, tests, projects, etc. during a given quarter is equal to the time missed. Students who receive a grade of *Incomplete* for the end-of-quarter or end-of-semester will be allowed two weeks to make-up missing assignments in order to remove the *Incomplete* and earn a final letter grade. If this is not done, the *Incomplete* grade will be removed and a grade representing the value of

the work accomplished to date will be indicated on the student's grade record. Students will be given time to make up work missed when they return. (Note: This policy does not apply to those students receiving homebound instruction, nor does it apply to those students whose instructional programs are governed by individualized educational plans [IEPs]).

Please do not call the school for make-up work if a child is out sick, unless the absence is for an extended period of time. After your child returns to school, the teachers assist with completing the work missed while absent. Again, you may also access *GradeSpeed* or the teacher Website for assignments and test/project due dates.

Homework. Homework is defined as assignments to be done outside designated class meeting times to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities. An average student is expected to spend approximately one- to one-and-a-half-hours per school day completing homework, or 10 minutes per grade level (e.g. grade 8 X 10 minutes = 80 minutes/school day).

The development of good study skills is an integral part of the school's educational goals, and DoDDS strongly supports the philosophy that homework is an integral part of the learning process. The assignment of academically-appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is DoDDS policy that homework will be assigned in accordance with the needs and objectives of individual students, and in support of the learning objectives of the curricula.

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

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

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

The school encourages parents to provide a quiet place for their child to complete homework; provide necessary materials; provide assistance in scheduling study times; review the student planner entries on a daily basis; and encourage the to do their best work.

System-Wide Testing. Students at Ryukyu Middle School participate in the DoDDS System-Wide *TerraNova* Testing Program each school year - usually in March. Copies of the test results are mailed to parents. Data obtained from these tests allow parents, students, and school personnel to better understand each student's progress by providing a comparison with students throughout the United States. Counselors and teachers also use this information to recommend student placement and course selection and for referrals for specialized courses, Reading Improvement, Mathematics Lab Classes, and Special Education Programs.

Other tests include the *National Assessment of Education Progress* for 8th grade and the STAMP test for Foreign languages.

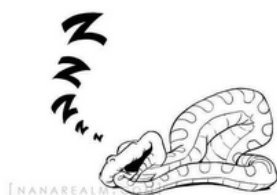
Acceleration (early PCS)

If you are PCS-ing prior to the end of a semester, contact the main office for the earliest date your student can withdraw and still receive high-school credit (12 December 2012 for first semester and 15 May 2013 for second semester). Students must complete accelerated work for all classes, if leaving prior to the end of a semester in order to receive a year-completion grade and be eligible to move to the next grade level. Please see the addendum with this policy at the end of the handbook.

High School Course Credit. While all of the courses at RMS lay the foundation for success in high school, foreign language, algebra, and geometry courses can be taken for high school credit. Only 7th and 8th grade students can earn high school credit. To receive full HS credit in these courses, students must participate for a specified period of time, complete course requirements, and obtain a satisfactory grade.

School Procedures and Policies

Attendance. It is DODEA policy that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that



[NANAREALM]

are critical for developing career readiness skills and success in college. School attendance is mandatory.

1. All students are required to attend school for 180 instructional days per year.
2. Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
3. Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
4. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with classroom teacher.
5. A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of work.
6. Students with excessive school absences, as defined in DODEA Reg 2095.01, will be monitored by the student support team to assist students in the completion of all required work and successfully master course objectives.

Students shall adhere to the school attendance policies and procedures, inform the local school main office in the event of an absence, arriving late, or departing early from school, and identify and make up all classroom activities, or assignments, which were missed as a result of the absence.

Early Arrival at School. Parents are advised not to allow their children to leave home too early. This applies especially to children in the housing area who walk directly to school. Children should not arrive at school more than ten minutes before the start of classes. Students are dismissed at 1350 hrs, and are asked to leave campus no later than 1400 hrs unless they are participating in an after-school activity.

Excused Absences. DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.

1. Personal illness
2. Medical, dental, or mental health appointment
3. Serious illness in the student's immediate family
4. A death in the student's immediate family or of a relative
5. Religious holidays

6. Emergency conditions such as fire, flood, or storm
7. Unique family circumstances warranting absence and coordinated with school administration
8. College visits that cannot be scheduled on non-school days
9. Pandemic event
10. Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teacher(s) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences.



Unexcused absences Absence from school or a class without written verification from a parent or sponsor will be unexcused. The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school. School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible. Unexcused absences may result in disciplinary action (i.e., detention, in-school suspension, and expulsion), along with loss of credit, if the student does not comply with the intervention plan, pursuant to Reference (a).

Excessive School Absence After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school-year (elementary and middle school) or, successful completion of course credit (secondary).

If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

Faculty & Staff Duty Day. Faculty & Staff work from 0700 hrs through 1420 hrs. Many of the faculty members conduct after-school homework/help sessions. Contact respective faculty members for days and times.

Fire Drill & Evacuation Procedure. The fire alarm will be a prolonged ringing of the fire alarm bell or an announcement over the intercom. Each class should quietly leave the building as a group according to the fire evacuation plan. After leaving the building, each group must keep together as they form up on the football field. The Fire Department may conduct fire drills without warning.

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

Passes. Students must have a pass when leaving the classroom or cafeteria.

Posting Notices On School Grounds. Administrators and activity sponsors will approve/disapprove all posters, bulletin board materials, and printed material for distribution to students.

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

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

Student Conduct. The faculty and staff of Ryukyu Middle School believe that all students will behave appropriately at school. All students have a responsibility to behave in a manner that neither prevents a teacher from teaching, nor prohibits other students from learning.

The faculty and staff believe that parents share this philosophy, and will partner with the school and the community to provide a safe, orderly, caring, and learning environment. As such, the faculty and staff will not permit verbal or written put-downs, teasing, name calling, vulgar language, harassment of peers or staff, and racial, or ethnic slurs. Any action which threatens, intimidates, harasses or violates student or staff rights, will be dealt with promptly and fairly.

Please be aware that the school will hold any student who instigates, cheerleads, promotes, or displays behavior that encourages peers to participate in any unsafe and/or negative practices toward another to be held accountable for their actions. This includes, but is not limited to, fighting, pushing, shoving, slapping, shouting, scuffling, play fighting (which all too often becomes serious), running, intimidating, threatening, bullying, vandalism, arson, possession or use of weapons, or any other act, which, in the administration's opinion, is inappropriate in the school environment. This is by no means a complete list of inappropriate behaviors. Any action deemed inappropriate by the school administration is subject to a disciplinary action.

School policies and procedures for student conduct apply in the school, on the school grounds, and at any school-sponsored activity. This includes any time that the students are on campus -- before, during, and after school; when participating in or observing school-sponsored activities; and on all school-sponsored trips.

Responsibility for inappropriate behavior at a school bus stop rests with the parent or sponsor; while riding a school bus, the responsibility rests with the Student Transportation Office (although if the inappropriate behavior carries over to the school environment, administration will also mete out an appropriate consequence).

During assemblies, students are expected to listen attentively, respect others, behave courteously towards speakers, performers, and guests and only applaud at appropriate times.

Management of student behavior is a responsibility shared by students, parents, the school, and the community.

Student School-Wide Behavior Management Plan

School faculty, staff and administration will use judgment, discretion, relevant circumstances of the incident(s), and knowledge of individual student needs in the application of consequences for inappropriate behavior.

Starting at the classroom-level, each classroom teacher has an approved behavior plan that addresses teacher expectations in the classroom. (Each team may approve behavior plans that may be used in lieu of individual plans). Teachers will communicate their classroom behavior plan to parents at the beginning of the school year and to new students upon arrival to Ryukyu Middle School. This plan, enforced by all teachers is a four-step process:

- 1) Follow Classroom Management Plan (Step 1, 2, 3, etc.)
- 2) Contact parents. If inappropriate behavior continues, meet with the parents and student face-to-face. (Avoid repeated emails. This usually escalates, rather than resolves, a situation).

- 3) If behavior continues, meet with grade-level counselor and/or school psychologist, parents and student to develop and implement a behavior plan to correct the problem.
- 4) Office referral when none of the above have proven effective.

For serious breaches of conduct that are beyond the scope of classroom discipline and a parent/teacher/counselor/student behavior plan, students are immediately referred to the office. All referrals are dealt with on a case-by-case basis.

Student School-Wide Discipline Procedures



Minor/First Offenses
Suspension
Expulsion
Articles Not Permitted in School.

Minor or First Offenses. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. A student may receive discipline for relatively minor, or first minor offenses, by an oral reprimand and/or notice to parents; in-school lunch time suspensions; time outs; conferences involving the teacher, student, and parent; or by any other teacher intervention deemed appropriate.

Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness; unexcused absences; inappropriate dress; chewing gum or eating food in class without permission; being constantly unprepared for class; running or playing in the halls or classroom; cheating or lying; possessing items in violation of school rules; using offensive language; causing *minor* damage to rooms or materials, or to the property of any other person on or about school grounds; failing to follow instructions; disrupting the class by talking, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity; and engaging in inappropriate behavior on the school bus.

Individual teachers, teams, or administration may hold detention sessions after school, or assign a classroom lunch-time detention. Teachers will notify parents when assigning a detention. When a student receives an after-school detention, the sponsor is responsible for arranging transportation on those days that the activity bus does not operate.

Nothing above precludes the impositions of more serious discipline, such as Saturday School, suspension or expulsion, when a student engages in repeated or multiple acts of misconduct.

Suspension and Expulsion. The purpose of suspension from school is to communicate clearly to the student and to the parent/sponsor that the school will not tolerate the behavior that precipitated the suspension. Students who are suspended from school will not be permitted on school grounds or to attend any classes or any school-sponsored activities for the duration of the suspension. Students who are suspended are permitted to make up all class work and homework assignments. The makeup policy is the same as that for student absence. Parents may provide direct escort with students to all classes and activities in lieu of suspension as the Administration deems appropriate. The school encourages parents to take advantage of this alternative to suspension when circumstances allow. Students may also be assigned to in-school suspension as a penalty.

A student may receive suspension from school for a period of time that usually does not exceed ten days. The Administration will inform parents of the reason(s) for the suspension action, in writing, and may forward copies of the suspension notices to the sponsor's command and, when appropriate, the base Security Forces. The school Administration may require a re-admission conference with parents.

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

For those instances where the consequences of an infraction will result in a student being suspended from school in excess of 10 days (consecutive or cumulative) or expulsion, a *Discipline Committee* Hearing will be held in accordance with existing DoDDS regulations. These regulations and student due-process rights are available in the main office of the school and are also available through the official DoDEA website: <http://www.dodea.edu/home>. (DoDEA Regulation 2051.1)

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

Articles NOT Permitted in the School



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

Electronic Devices: Games, iPods, MP3 Players, cameras, and similar electronic devices should not be brought to school. Such items can become a distraction, if used, and are also high-theft items. Cell phones may be brought to school if they are kept in the student's locker, and are turned off. Any item confiscated will be sent to the front office, and will only be returned to the parent or sponsor, not the student. If an electronic device

is brought to school, and is subsequently stolen, the school assumes no responsibility to replace that item.

Illegal Substances: DoDDS will not tolerate drug possession, use, or distribution. Suspensions and/or expulsions will be imposed.

Laser Pens/Pointers: These items are identified by DoDEA as *dangerous* items, and students may face suspension/expulsion for possession of such an item. As background to this policy, the Food and Drug Administration is "warning parents and school officials about the possibility of eye damage to children from hand-held laser pointers. These products are generally safe when used as intended by teachers and lecturers to highlight areas on a chart or screen. However, recent price reductions have led to promotion and use of these products as children's toys. The light energy that pointers can aim into the eye can be more damaging than staring directly into the sun. Federal law requires a warning on the product label about this potential hazard to the eyes. 'These laser pointers are not toys. Parents should treat them with appropriate care,' said FDA Lead Deputy Commissioner Michael A Friedman, M.D. 'They are useful tools for adults that should be used by children only with adequate supervision.'"

Tobacco and Alcohol: If it is determined that a student has been smoking or drinking on campus, a suspension will be imposed. The penalty will also apply if the student smokes or drinks OFF CAMPUS during the school day (in addition to a penalty for leaving campus without permission).

Toiletries and Aerosol Products: These items pose a serious health threat to many students that may suffer from allergies or asthma.

Weapons: *Per DoDEA Regulation 2051.1*, Ryukyu Middle School has a Zero Tolerance Policy for possession of a weapon of any kind, be they classified as *dangerous, inherently dangerous, or potentially dangerous*.

The zero tolerance policy includes, but is not limited to, chains, clubs, razors, laser light pointers, knives, pen-knives, firecrackers, pellet or BB guns, replicas (toy guns that are designed to look like an actual gun), and sling-shots. Students are not allowed to have these items in their possession at any time while on school property, traveling to and from school, or at any school-sponsored event or activity.

DoDEA and Ryukyu Middle School consider possession of a weapon a very serious offense. Those breaking this rule should expect extreme consequences. In addition to reporting all such cases to the base Security Police and Base command, to include the *Kadena Disciplinary Action Program* or the Marine IG, the school will impose severe penalties. Students could be expelled for the remainder of the semester or school year. In some cases, students may be expelled into the following school year. Students who have knowledge of others who have these items are to report this to the Main Office immediately. Those who have knowledge and do not report this will be subject to disciplinary action. Please discuss DoDEA and Ryukyu Middle School weapons policies

with your son or daughter, and help us keep the school a safe place where all students may learn and play without fear.

Student Success To be successful students should:

Bring Learning Materials to Class

1. Texts, paper, pen/pencil, other required materials
2. Homework

Respect Other People and Their Property. It is expected that:

1. At all times the student will act and speak with courtesy towards all.
2. Students will respect school property and the property of others.
3. The student will exhibit proper classroom behavior.
4. Students will be prepared to participate.

Students are Responsible to Know and Obey School Rules. Each student will:

1. Read and demonstrate knowledge of the school handbook.
2. Eat only in the cafeteria at lunch time.
3. Comply with the school dress code.
4. Store his or her book bag/backpack in their locker.
5. Beverages are to be consumed as part of the student's lunch. Students will not bring glass bottles to school; please use plastic or foil-packages. "Energy" drinks are not permitted at any time.

Student Tardiness. Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.



1. Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness.
2. Students are responsible for making up all missed work when arriving late to class.
3. Students missing less than 1/2 school day will be counted present, but will be marked "tardy excused", or "tardy unexcused."
4. Excused tardy-same conditions that constitute an excused absence also constitute excused tardy.
5. Unexcused tardy-Tardy from school or class without written verification from a parent or sponsor will be unexcused.

Excessive Tardy. After 5 cumulative tardies (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration shall be made for the

student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

Students that are tardy five times in one quarter will receive a Tuesday/Thursday Detention from 1400 hrs through 1550 hrs. Students that are tardy six or more times in one quarter will receive a Saturday Detention from 0800 hrs through 1200 hrs. Parents/sponsors will be notified by email of the detention, and a Detention Slip will be sent home with the student for parental signature. This signed slip must be turned in to the Detention Coordinator. Saturday Detentions may include school beautification projects in addition to serving as a study hall. Saturday transportation to and from the school is the responsibility of the parent/sponsor; Tuesday-Thursday transportation is provided by the school, utilizing the Activity Bus service.

Students that fail to report for Saturday Detention will have that detention doubled. Failure to report a second time will result in the student being suspended from school for one day. Three such suspensions will result in a referral of the student to the *Kadena Disciplinary Action Program* and/or the *Office of the Inspector General*, where the student and the parent/sponsor will explain to the command why such behavior continues on the part of the student.

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

Student Responsibilities



Appropriate Attire,
Book Bags/Back Packs,
Locker Usage

Appropriate Attire. All students are expected to arrive at school properly attired. Failure to do so will result in the student contacting the parent/sponsor for a change of clothing. The student will not be allowed to attend classes until properly attired.

Examples of appropriate attire include:

Shirts, T-shirts and tops: Students should be able to hold their hands straight over their head and the tail of their shirt should be below their waist so that no midriff or undergarment is exposed. The majority of the shoulder must be covered.

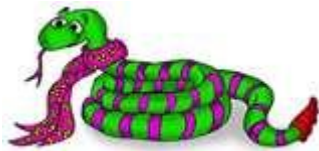
Pants, Shorts and Skirts: All items should fit at the student's waistline. No underclothing of any kind should be visible above the outside garment when top is raised to waist level. Pants length should not exceed the top of the shoe heel. Shorts and skirts must cover the majority of the student's thigh. Baggy, saggy, or oversized pants or shorts are not appropriate at school.

Headgear and sunglasses: These items are not to be worn inside the school building. Hats may be worn outside.

Jackets, headgear, and other items of clothing, which the student may remove during the school day, should be clearly marked with the student's name.

Shoes: No house shoes, slippers, Zories, etc., are allowed at school. Tennis type shoes, securely tied, are always permitted.

Any symbol, activity, article of clothing, manner of wearing clothing or language that



symbolizes, identifies, or imitates **gang or group membership** or affiliation will not be allowed. Examples of these symbols and attire include, but are not limited to: hand or written gang signs; bandannas of all colors; wave caps; do-rags; goggles; spiked wristbands and sweatbands; dangling belts with tails that hang;

one rolled or pulled-up pants leg/sock/sleeve/etc.; elastic headbands; hair combs/picks; headgear worn upside down, sideways, backward, etc.; any article of clothing worn as if in sympathy with gang members; attire that depicts racial or cultural slurs; or attire that contains rude or vulgar language. Chains of any length, to include chains that are attached to wallets, are not allowed. Any items associated with potentially illegal activities will be turned over to the police. It is also inappropriate for shorts or pants to be pulled down from the waist regardless of what the students may be wearing under them. Belts and pants must be worn at the waist. Oversized or *sagging* pants are not allowed.

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

Locker Usage. Use of a school locker is both a privilege and a requirement. Locker use is encouraged to decrease the possibility that property and books are stolen or misplaced. Students should not share their keys or lock combinations. The school is not

responsible for personal property kept in lockers. **Students are not allowed to paint, attach stickers, mount pictures, or deface the locker in any manner, either inside or outside.** Students who violate this rule will be held responsible for the destruction of government property, and face disciplinary action. Lockers must be maintained properly and must be locked at all times. RMS will apply both the general inspection and the search provisions mentioned in the DoDEA Manual 2051.2, *Student Responsibilities and Privileges*, as necessary, for health and safety. Additionally, principals may conduct a general search of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records) on a periodic or random basis and general searches of school spaces and property may be conducted in cooperation with appropriate installation authorities or military police, including dogs trained to detect the presence of contraband. Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search or as soon as practicable under the circumstances.

Physical-education class lockers are available in the locker rooms and must be used by each student when class is in session. Lockers are not assigned, but are used by different students each period of the day. Locks are provided by the PE Department, and students are required to use the locks to secure their personal items. Items that do not fit in the locker should be locked in the PE Teachers secure storage area. While staff members will encourage students to be responsible for securing their valuables, neither they nor the school will assume responsibility should something be lost, stolen, or damaged.

Student Rights

1. Right to a public education of high quality, including the opportunity to participate in school activities, without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.
2. Right to a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment, bullying, drugs and alcohol, and other unwanted conduct.
3. Right to fair and appropriate discipline in accordance with DODEA Reg 2051
4. School to allow equal access to school facilities by student sponsored noncurriculum related activities if a school allows any such access to school facilities.
5. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.

6. Right of freedom of speech, expression of views, and assembly under Amendment 1 of U.S. Constitution. These rights shall be recognized, respected, and balanced with responsibility of DODEA schools to maintain an environment conducive to learning and free from disruption.



Typhoons (Hurricanes). In the case of inclement weather, the installation commander or his/her designee will coordinate school closure or delays in opening with the District Superintendent. Announcements are made on base radio and television stations.

Student Support Departments



Administrative Technologist; Child Find; Counseling Department; Educational Technologist; Information Center; Nurse/Health Services; Psychologist; Seminar; Special Education; Transportation

Administrative Technologist (AT). The school AT is responsible for the school's computer systems and computer hardware. The AT works with the school faculty, staff and administration to ensure that Ryukyu Middle School offers the best available technology to augment the school's academic mission.

Child Find. *Child Find* is the process used by DoDEA and the *Medically Related Services Department of the Armed Forces* to seek and, with consent of parents, identify individuals, from birth to age 21 (inclusive) that are eligible to receive special education and related services (e.g. speech/language, learning, physical, emotional). *Child Find* activities include the dissemination of information about the program to the public as well as screening, referral and identification procedures for students. All referrals are confidential. For further information, please contact the school Guidance Office.

Guidance Counseling Department. The Counseling Department consists of a sixth-grade and a seventh/eighth-grade counselor; the school Adolescent Substance Abuse Counseling Service (ASACS) counselor; and the Military Family Life Consultant (MFLC)

deployment-specialist counselor. The primary responsibility of the Guidance Department is to help students adjust to the school setting. The counselor meets with parents who are concerned about their child's academic, social, and/or emotional development and provides information about professional services available through the school or the community. The counselor also meets with students to assist them with social skills and interpersonal issues. Parents are encouraged to inform the counselor when there is a family crisis. Please telephone the counseling office if you would like to make an appointment. 634-4518

Educational Technologist (ET). The School Educational Technologist works with faculty and students to ensure inter- and intra-net sources and software packages are available and up-to-date. The ET ensures that the school's government computers and computer systems are used for academic purposes, and works with groups and individual teachers and students. The ET also maintains the school web page.

Information Center. The Information Center has a variety of reference materials, both on- and off-line for student use. Books are checked out for a two-week period. The Information Center coordinates the Ryukyu Middle School *Birthday Book Club* Program. This highly successful program allows students, parents, faculty and staff the opportunity to donate a personalized copy of any book to the library's collection. Please contact the school Information Specialist for additional details.

Lost or damaged books should be reported at once to the Information Specialist. Students and parents/sponsors are liable for lost or damaged materials, and must make arrangements for an acceptable replacement with the Information Specialist. (Note: Students and sponsors must sign a *DoDEA Computer and Internet Access Agreement for Students* in order to use school computers. This agreement is kept with the student's records).

Nurse/Health Services

The School Nurse provides services for students who become ill or injured during the school day. If your child is ill, please do not allow them to come to school. In the event



your child has a fever, the best practice is to keep them home for at least 24 hours before allowing them to return to school.

Students who need to see the school nurse must get a pass from the teacher or, in the cafeteria, the lunch-room monitor. The nurse will contact the sponsor if the condition requires that the student be taken home, or to a base clinic. If contacted, it is imperative that

parents/sponsors make every effort to pick up students as soon as possible. If it is not possible to reach the parents/sponsors, or a designated emergency contact, the parent's/sponsor's unit, or the base *Family Advocacy Office* will be asked to provide assistance. **It is critical that the school has a current duty phone number, home phone number, cell phone number, emergency contact phone number and current military and personal e-mail addresses.**

The School Nurse also provides the following services:

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

The School Nurse does not:

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

Medication. In those rare cases when a student must take medication at school, the School Nurse will keep the medication in a locked cabinet. All medication kept at school must be in an original container from the pharmacy. This includes Tylenol and Motrin. The label must provide the following information:

1. Name of the Student
2. Name of the Medication
3. Time to be administered
4. Dosage

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

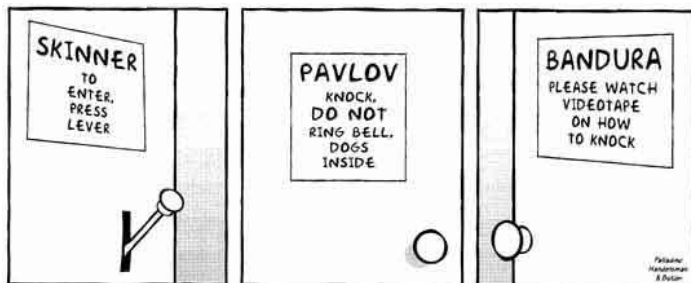
Please do not send medication to school with your child unless it has a pharmacy label and we have a *Permission for Medication* form on file. You can obtain this form at your local medical facility where you received the medication, or from the school nurse.



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

Child Abuse/Neglect. Reporting possible child abuse and/or neglect is mandated by DoDDS and base regulations. The school's primary role is that of advocate when faced with issues of child abuse and/or neglect.

Psychologist.



The School Psychologist provides psychological and intelligence testing and individual and group counseling. The Psychologist works closely with teachers and school administration in helping students that may have behavioral issues. The School

Psychologist is a member of the Case Study Committee and the School Discipline Committee as needed.

Registrar



All students must be registered for school each academic year.

To register a child, sponsors/parents must provide a copy of:

1. Official Orders (which includes the student's name)
2. Military/DOD/ ID cards
3. A copy of student records from the previous school
4. Current immunization records.
5. Student Social Security Account Number
6. The name and phone number of an emergency contact(s), that is authorized to sign the student out of school, and, if necessary, to take responsibility for the student in case of an emergency.

Registration is held each year in the Spring for returning students. If current official orders will be more than three (3) years old when the student starts school, a copy of extensions or a *Confirmation of Status* form is required. Registrations are also accepted throughout the summer from 0830 until 1130 hours. Students that arrive during the school year may be registered daily from 0900 until 1200 hours, but will not attend school until an academic schedule has been developed and teachers have been notified, typically the following day if the student is registered by 1200 hrs.

Withdrawal/Transfer. Upon student withdrawal or transfer, parents/sponsors must ensure that the following steps are taken:

1. Notify the Main Office at least five (5) working days in advance. (If not, the school cannot guarantee that records will be ready on your child's last day of school).
2. Provide the Main Office with a copy of Official orders transferring your child.
3. Notify the Registrar if your child has confidential records (e.g., IEP, Speech, etc.). (Confidential records should be hand-carried and not packed in your luggage or household goods.)
4. Ensure that library books are returned to the Information Center.
5. Pay for any lost/damaged text and library books and/or school items.
6. Parent/Sponsor must pick up records in the Main Office by 1530 hours on the student's last day of attendance (by law, records can not be released to student). Records will not be ready before 1530.

Seminar Program. Ryukyu Middle School emphasizes the teacher in the role as advisor or "significant other" in the life of the middle school student. This is especially true in the Home Room and Seminar Periods of the school day. Home Room meets daily, and the Seminar Period meets each *B Day*. The advisory program offers each student:

1. A "home base" that provides the necessary security and guidance needed by our RMS students.
2. Assistance toward the recognition of personal interest and personal needs, while operating within the educational framework of the school.
3. A secure place to learn and practice skills that assist in social-emotional growth.
4. Activities include academic support across the curricula; Team Building; Reading Comprehension; Continuous School Support (CSI -related activities); discussion

groups, and other exercises, which contribute to the development of a positive self-concept ; and citizenship skills.

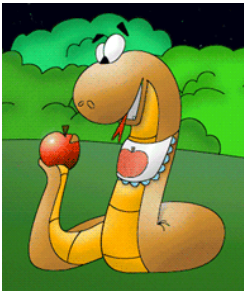
5. Seminar is divided into three twenty-minute blocks of time. The first twenty minutes are devoted to the school CSI Goals and interventions. The second and third twenty-minute blocks are used to visit academic teachers for make-up work or assistance in an academic area. This time may also be used to complete academic assignments.

Special Education/Case Study Committee

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

For students arriving with an existing IEP, parents/sponsors are asked to contact the school registrar, school counselor, or school administration.

School Lunch Program



The lunch program is provided by AAFES, and lunch accounts may be set up at any AAFES facility. All lunches served meet USDA requirements to provide approximately one-third of a student's daily nutritional needs. Free and reduced price lunches are available. Students will not be allowed to call home to ask to have lunch or lunch money brought to them. Cafeteria rules are posted. The school expects students to behave appropriately at all times.

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



Student Transportation

Riding a school bus to Ryukyu Middle School is a *privilege*, not a *right*. Inappropriate conduct can result in suspension of this privilege. Parents and sponsors, please review this section with your student(s).

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

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

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

Students are responsible for:

1. Conducting themselves in a safe and orderly manner, in accordance with the standards published, when entering, exiting, or riding on a school bus.
2. Obeying the instructions of bus drivers, monitors, DoDDS officials, and installation officials.
3. Showing or surrendering their bus pass on demand to bus, school, and/or military community authorities.
4. Immediately reporting the loss/damage of bus passes.
5. Providing school personnel with written notification from parents for any variation from their normal departure from school.

Parents/ Sponsors are responsible for:

1. Ensuring that their family members are at the designated school bus pickup/drop-off point five minutes prior to the bus's scheduled arrival time.

2. Ensuring that their family members riding school buses know what the standards of behavior are (listed above and provided to each parent when children are signed up for their bus passes) and that they comply with those standards.
3. Paying for any damage to vehicles that may result from improper behavior.
4. Ensuring the safety and conduct of their family members to and from the bus stop and while at the bus stop.
5. Reporting to the local bus office any unsafe actions by drivers or occupants when observed.
6. Getting their family members to and from school in accordance with school arrival and departure policies if their bus riding privileges are suspended.
7. Picking up and signing for replacement bus passes.
8. Providing school personnel with timely written notification when a school child has a change in his or her normal transportation schedule.

School principals or their designees are responsible for:

1. Supervising the loading and unloading of school buses at the school.
2. Informing the Installation Commander of serious or repeated school bus misbehavior and criminal acts of students.
3. Monitoring the attendance of children who have been removed from school buses for cause and reporting absences from school.
4. Determining when to meet with the sponsor/parents of children involved in either a serious incident or repeated minor incidents of school bus misconduct to seek ways to prevent further incidents.
5. Advising the Installation Commander of instances when the sponsor/parents are either unwilling or unable to correct school bus misbehavior.

The Bus Transportation Office is responsible for:

1. Developing and publicizing student behavior standards aboard school buses, in coordination with the DoDDS Regional Director and the major military command.
2. Issuing and replacing bus passes for students eligible for daily bus transportation.
3. Collecting and returning bus passes as a result of the suspension of bus riding privileges, and advising the contractor of the duration of suspensions and any route changes that may result.
4. Assisting the RMS principal or his or her designees in the supervision of loading and unloading of school buses at school sites, when available, in conjunction with contract quality assurance inspections.

5. Ensuring that the contractors are instructed on how to handle and report various incidents and that the contractors have trained their personnel on the procedures.
6. Advising school bus drivers of actions they should take if the drivers encounter a significant misconduct problem while transporting students.
7. If present when a student misconduct occurs or is reported, acting as liaison between the driver, monitor, or other responsible person and the school principal to provide necessary information, including written reports, when appropriate to the Installation Commander or RMS school principal.
8. Acting as the liaison between school bus contractors and the Installation Commander or RMS school principal.

RMS Course Selection Sheet
Grade 6

<u>Core Classes - Required for all students</u>		
Language Arts Science	Mathematics Social Studies	Reading Seminar
<u>Exploratory Wheels</u> (Quarter courses; 9 weeks each)		
1. Applied Technology, Host Nation, Physical Education, Study Skills 2. Art, Computer Applications, Physical Education, Careers		
<u>Elective Classes</u> - Year Long, Open to All		
Beginning Band (check 1): <input type="checkbox"/> brass <input type="checkbox"/> percussion <input type="checkbox"/> woodwind <input type="checkbox"/> Chorus		
Students taking Band or Chorus will be enrolled in one Exploratory Wheel plus the elective class.		

Please note: While every effort will be made to honor your choices, some selections may not be available.

Student's Name (Printed):

Student's Signature:

Parent's Signature:

Parent's e-mail address:

Current School: BES KES SHES OTHER

RMS Course Selection Sheet - Grade 7

<u>Core Classes</u>			
Language Arts	Science	World Geography	Seminar
For Mathematics, please indicate choice.		Math Teacher's recommendation: _____ Teacher's initials: _____	
<input type="checkbox"/> Pre-Algebra 7 <input type="checkbox"/> Pre-Algebra 8			
<u>For the remaining 3 periods these options are available (Please prioritize choices 1 - 10):</u>			
<u>Year Long:</u>		<u>Semester:</u>	
Beginning Band (Check one)		_____ Applied Technology	
_____ Brass		_____ Art	
_____ Percussion		_____ Careers	
_____ Woodwind		_____ Computer Applications	
_____ Intermediate Band		_____ Drama	
_____ Advanced Band		_____ Family Consumer Science	
_____ Chorus		_____ Health	
_____ Japanese I (High School Credit)		_____ Humanities	
_____ Spanish I (High School Credit)		_____ Japanese Culture	
		_____ Physical Education	
		_____ Spanish Culture	

Elective Choices:

Please note: While every effort will be made to honor your requests, some selections may not be available. ***Make sure you prioritize your choices.***

If you are choosing to enroll in High School credit classes, please complete the information on the back of this sheet.

Student's Name (Printed): Student's Signature:

Parent's Signature: Parent's e-mail address:

ADDENDUM C
GRADE 8

RMS Course Selection Sheet - Grade 8

Core Classes

Language Arts Science United States History Seminar

For Mathematics, please indicate choice.

- Mathematics 8 (Pre-Algebra)
- Algebra I (earns High School credit)
- Geometry (earns High School credit)

Teacher recommendation: __ Math 8 __ Alg __ Geom Teacher's initials: _____
--

For the remaining 3 periods these options are available (Please prioritize choices):

Year Long:

- Beginning Band Check one: brass; percussion; woodwind
- Chorus
- Foreign Language (earns High School credit)

- Japanese I
- Spanish I

LA Teacher recommendation: __ Yes __ No Teacher's initials: _____

Semester:

- | | | |
|--|--|-------------------------------------|
| <input type="checkbox"/> Applied Technology | <input type="checkbox"/> Chinese Culture | <input type="checkbox"/> Art |
| <input type="checkbox"/> Creative Thinking | <input type="checkbox"/> Japanese Culture | <input type="checkbox"/> Drama |
| <input type="checkbox"/> Physical Education | <input type="checkbox"/> Spanish Culture | <input type="checkbox"/> Humanities |
| <input type="checkbox"/> Family Consumer Science | <input type="checkbox"/> Computer Applications | <input type="checkbox"/> Health |

Teacher Signature Required:

- | | | |
|--|--|-----------------------------------|
| <input type="checkbox"/> Intermediate Band | <input type="checkbox"/> Advanced Band | <input type="checkbox"/> Math Lab |
| <input type="checkbox"/> Japanese II (HS credit) | <input type="checkbox"/> AVID | |
| <input type="checkbox"/> Spanish II (HS credit) | <input type="checkbox"/> Reading Improvement | <input type="checkbox"/> Video Co |

Elective Choices:

Please note: While every effort will be made to honor your requests, some selections may not be available. **Make sure you prioritize your choices.**

If you are choosing to enroll in High School credit classes, please complete the information on the back of this sheet.

Student's Name (Printed):

Student's Signature:

Parent's Signature:

Parent's e-mail address:

ADDENDUM D
GRADE 7 & 8 HIGH-SCHOOL CREDIT COURSES

Things to Consider before Enrolling in High School Credit Courses

- Does the student have strong core subject progress overall (3.5 GPA or better)?
- If considering a HS Language course, does the student have:
 - Strong English language skills, especially grammar?
 - Language Art's teacher's recommendation for that course?
 - Prior background in the language, to include exposure to the language in Host Nation or Exploratory Classes?
- If considering a HS Mathematics class (Algebra or Geometry), does the student have:
 - Strong Mathematics Skills?
 - Strong TerraNova Scores in Math?
 - Teacher recommendation for that level?
- These courses earn DoDEA Graduation Credit toward High School graduation. Note: There is no guarantee they will be accepted or counted anywhere outside of DoDEA schools. Each state/school district has its own policies for this.
- Textbooks, standards, course descriptions, and rigor are the same as the equivalent courses in the high school, thus students must work, function and achieve at the high school level.
- High School credit courses are sequential and thus must cover defined content to prepare for the next course in the sequence.
- Curriculum and rigor are more in-depth and the pace is faster than that of a typical MS course.
- Courses require much more study and daily review of content than the typical MS course or exploratory. In addition, more homework is required from High School credit courses than in Middle School courses.
- Frequent and/or extended absences generally DO impact students' learning and academic progress. Absence from class is particularly damaging to students in HS credit courses, especially if they are struggling in any way.
- Course and grades become part of a student's permanent DoDEA high school transcript (including failing grades and repeats).

- Grades are NOT calculated in the High School GPA or class rankings in DoDEA.
- HS credit courses require semester exams, generally 10-20% of the total grade for the semester.
- HS credit is earned by semester, $\frac{1}{2}$ credit per semester. It is possible to pass one semester but fail the other. **If a student must leave early for a PCS, he/she must be enrolled through the early withdrawal date AND accelerate the work to earn the full credit for the semester.**

Indicators of Likely Success

- Student already has a good work ethic.
- Student has good study skills.
- Student has good organizational skills.
- Student takes initiative.
- Student has the ability to study and learn independently.
- Student functions well in his or her core classes.

High School Credit Add/Drop Regulations

- Add/Drop only in the 1st TEN school days of each semester.
- Withdraw passing and withdraw failing grades no longer apply when courses are dropped by these dates.

Required Signature

I have read and understand the information listed above and would like to enroll my child in the HS course(s) indicated on the reverse side.

Parent's Signature

Date Signed

Addendum E

What To Do If An Emergency Occurs While on TDY

If an emergency situation discontinues or interrupts a TDY travel assignment, additional travel and transportation expenses may be allowed. If an emergency situation occurs while on official travel, travelers should contact their supervisor for guidance on allowances and instructions on making travel arrangements. Travelers who have begun their travel and find themselves needing to make a change should contact their Commercial Travel Office using the toll-free number listed on their travel itinerary.

Before traveling, American citizens traveling or residing overseas are encouraged to register their travel plans with the appropriate U.S. Embassy or Consulate on the State Department's travel registration website, <https://travelregistration.state.gov/>. Travel registration is a free service provided by the U.S. Government for U.S. citizens who are traveling to, or living in, a foreign country. Registration allows you to record information about your upcoming trip abroad that the Department of State can use to assist you in case of an emergency. Additional information can be found at the State Department's website at <http://www.travel.state.gov>. Travelers can also obtain up-to-date information on security conditions by contact State Department's U.S.-based call center from 8:00 am - 8:00 pm Eastern Daylight Time, M-F, at 1-888-407-4747, or if calling from outside the U.S., at 1-202-501-4444.



DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
PACIFIC AREA OFFICE
UNIT 35007
APO AP 96376-5007

August 1, 2012

MEMORANDUM FOR SUPERINTENDENTS AND PRINCIPALS, DODEA
PACIFIC

SUBJECT: Guidance on Accelerated Withdrawal for **SY 2012-2013**

This memorandum provides guidance on early withdrawal of students with full credit for the semester or year. DoDEA policy states that students withdrawing from school before the end of the semester may be granted credit for an accelerated study program, outlined by the teachers involved and approved in advance by the Principal, providing that the withdrawal date is no earlier than 20 school days before the end of the semester. Students meeting conditions of the accelerated program are to be granted semester grades and credits. The acceleration date for DoDEA Pacific first semester is December 12, 2012. The date for the second semester is May 15, 2013. While DoDEA policy on this issue is stated in the Administrators' Manual, questions have arisen regarding the applicability of this to family plans for vacation, as well as for withdrawal prior to the 20-day limit.

The provision for permitting the early withdrawal of students with full Carnegie credit was based on careful consideration of the unique circumstances found in the DoDEA system. It is recognized that due to military necessity, families are occasionally required to move prior to the end of the semester or school year, and children should not be penalized for this. The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content. This provision was not intended for the convenience of family travel, visits, or other discretionary reasons. The policy requires that students present verification of the date of their sponsor's departure, i.e., Permanent Change of Station (PCS) or other official orders, to school officials in order to receive consideration for full academic credit. Students who withdraw prior to the 20-day limit receive a "*withdrawal*" grade rather than a final grade.

You should be confident of my complete support should you be questioned or challenged in the enforcement of this policy. A school procedure for parents and staff should be published or highlighted in school handbooks - especially at the high school level. Questions or concerns may be addressed to Mr. Charles Kelker, Chief of Staff.

Martha H. Brown

Senior Civilian Leader, DoDEA Pacific