

Yokota Middle School Student Handbook

Yokota Middle School Mission Statement

Yokota Middle School is a positive, student-centered learning community dedicated to preparing all students for success in a dynamic global environment.



Yokota Air Force Base, Japan

Principal: Dr. George Sheldon

**Mailing Address:
Yokota Middle School
DoDDS P/J (YKMS)
Unit 5072
APO AP 96328**

**Main Office: DSN (315) 225-9671
Fax: DSN (315) 225-3091
E-mail: YMiddleP@pac.dodea.edu
Accredited by AdvancEd**

Department of Defense Education Activity
Guiding Principles



- Success for All Students**
- Trust and Respect for Others**
- Uncompromising Advocacy for Students**
- Development of Lifelong Learners**
- Equal Access to a Quality Rigorous Education**
- New and Motivating Challenges to Inspire**
- Teaching with High Expectations**
- Safe and Stable Learning Environment**

School Colors: Silver and Blue
School Mascot: White Tiger

Yokota Middle School
School Improvement Goals

- 🐾 All students will increase their writing proficiency through a focus on editing skills.**
- 🐾 All students will improve their mathematical and reasoning skills to solve problems.**

All students are expected to become familiar with and abide by the rules, policies, and procedures outlined in this student handbook. Additional policies and school regulations may be found on the DoDEA website.

DoDEA Regulations- <http://www.dodea.edu/home/dodea.cfm?gnav=regs&catId=1>

Tiger Net Access:



User Name: _____

Password Hint: _____

GradeSpeed Student Portal: _____

Gaggle Net Login: _____

Yokota Middle School 2012-2013 DoDDS Calendar

FIRST SEMESTER

2012

Monday, August 27	Begin First Quarter & First Semester
Friday, August 31	Teacher Workday – No School for Students
Monday, September 3	Labor Day – No School
Thursday, September 20	Yokota Middle School Open House
Monday, October 8	Columbus Day – No School
Thursday, November 1	1 st Quarter Ends
Friday, November 2	Teacher Workday – No School for Students
Monday, November 5	2 nd Quarter Begins
Monday, November 12	Veteran’s Day – No School
Thursday, November 15	Half Day - AM
Friday, November 16	Full Day Parent Teacher Conferences
Thursday, November 22-23	Thanksgiving Break – No School
Friday, December 14	Half Day – PM
December 24-January 4	Winter Recess – No School

2013

Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King Jr. Day – Federal Holiday
Thursday, January 24	2 nd Quarter/1 st Semester Ends
Friday, January 25	Teacher work day – no school for students

SECOND SEMESTER

Monday, January 28	Begin Third Quarter and Second Semester
Friday, February 15	Half Day - PM
Monday, February 18	Presidents' Day – Federal Holiday
March 11-March 15	Terra Nova Testing
Thursday, April 4	End of Third Quarter
Friday, April 5	Teacher work day – no school for students
Monday, April 8-12	Spring Recess
Monday, April 15	Instruction Resumes – Begin Fourth Quarter
Friday, April 19	Parent/Teacher Conferences – Full Day
Thursday, May 24	Teacher Workday – Half Day for Students
Monday, May 27	Memorial Day - Federal Holiday
Thursday, June 13	End of 4th Quarter and Second Semester - Half Day
Friday, June 14	Teacher work day – No school for students

OTHER IMPORTANT DATES

1. _____
2. _____
3. _____

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SECTION I – GENERAL INFORMATION

OFFICE HOURS are 0700 – 1600, Monday – Friday.



LEARNING

Yokota Middle School (YMS) is a place to learn. This student planner provides information to help students learn. There is information on the school's daily schedule, health and safety requirements, guidance, testing, and activities. This planner provides essentials for students and parents. Every student is expected to know the disciplinary rules, those behaviors that are specifically prohibited at YMS, and the implications for violating those rules.

EMERGENCY CONTACT INFORMATION

Parents are asked to provide the school with information on how to contact them and a non-sponsor emergency point of contact. Students should be aware of who their parents list as the emergency contact. If the emergency contact moves, the main office should be notified.

SCHOOL INFORMATION

YMS has several programs to support communications:

- Weekly Newsletter: Following the DoDDS policy of keeping parents informed of school activities, YMS emails a weekly newsletter to parents.
- Daily Announcements: Each day at 8:00 a series of announcements and reminders are broadcast throughout the school.
- YMS web site: <http://www.yokota-ms.pac.dodea.edu/>
- YMS Tiger Net web site: <https://yms.pac.dodea.edu>
- The base access channel provides a continuous source of information about all of the schools on Yokota Air Base.
- The Yokota Middle School Student Parent Handbook.

TRANSPORTATION TO SCHOOL

Transportation to YMS by bus is available on base and from a few off-base locations. The Bus Transportation Office coordinates bus contracts, determines routes, and issues student bus passes. The Bus Transportation Office is located in Building 4330 on the East side. The sponsor will have signed an agreement about the terms for maintaining privileges to bus transportation before the student receives a bus pass. Misconduct on buses may result in suspension or loss of transportation privileges. Misconduct includes the possession of a weapon, alcohol, controlled substances, and fighting. A series of minor infractions also may result in serious consequences.

Students, whose sponsors authorize them to travel to school with a bicycle, whether for classes or extra-curricular events, should park and lock their bicycles in Buildings 4151 or 4152, located to the south of the parking lot. Parents need to ensure bicycles are registered with the base security office. Students may not park their bicycles on any other part of the school grounds, nor secure them to any campus property other than the

racks in Buildings 4151 and 4152. Bikes are to be ridden in the parking lot and driveways of the school, not on the sidewalks or lawn.

DAILY SCHEDULE

Classes begin at 0800 and end at 1430, Monday - Friday.
Students are allowed into the building at 0745.

Time	"A" DAY	"B" DAY
0800-0805	Announcements	Announcements
0805 – 0925	Block 1	Block 1
0930 – 1050	Block 2	Block 2
1050 – 1300	Block 3/Lunch	Block 3/Lunch
1305 – 1430	Block 4	Block 4
1430 – 1440	Bus Loading and Departure	Bus Loading and Departure

LUNCH SCHEDULE

	Lunch	Class
6 th	1050 -1130	1135 - 1300
7 th	1120 -1200	1055 - 1120 & 1205 - 1300
8 th	1120 -1200	1055 - 1120 & 1205 - 1300



EARLY RELEASE SCHEDULE

Block Period	A Day	B Day
1	0800-0840	0800-0855
2	0845-0925	0900-0955
3	0930-1010	1000-1055
4	1015-1055	No Seminar



LATE START SCHEDULE

1000-1005	Announcements	Lunch
1005-1050	Block 1	6 th 1055-1135 7 th 1130-1210 8 th 1130-1210
1055-1230	Block 2	
1235-1330	Block 3	
1335-1430	Block 4	

PLEDGE OF ALLEGIANCE

Students and Staff will have a daily opportunity to recite the Pledge of Allegiance and to salute the American flag. The Pledge will be recited during morning announcements over the PA system.

Students may decline to recite the Pledge of Allegiance and salute the American flag as long as they do not disrupt or distract others. All students are expected to stand while the pledge is said.

LUNCH

YMS is a closed campus and all YMS students are expected to eat lunch at school. Students may bring lunch from home or purchase one in the school cafeteria. The Army Air Force Exchange System (AAFES) operates the lunch program at YMS. Students may pay cash in the cafeteria at the time of purchase, or obtain a PIN number and pay at the cashier's cage of the Yokota Air Base Main Exchange. Parents can monitor purchases made by contacting AAFES food service.

YMS students are expected to use good manners during lunch, and take care of trays and trash properly. Lunch monitors are on duty during the lunch period. Students must comply with the monitor's instructions.

Students may also eat lunch outside on the dining tables surrounding the play area. However, cafeteria silverware and trays may not be taken outside. Each student is responsible for cleaning their area and keeping our campus clean.

BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

YMS furnishes textbooks to all students. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When completing a course or transferring to another school, students must return library books, textbooks, and other equipment. Charges for damaged or lost books or equipment will be assessed at list price.

SCHOOLWIDE COMMON BINDER

All students at YMS are required to have a standardized format in organizing a binder used for all classes. Quarterly binder checks will take place during seminar. The three-ring binder (style of your choosing) should contain: a **pocket pouch** for writing utilities/supplies, **student planner**, **seven pocket folders** (one pocket folder per class), and **loose leaf notebook paper**. These items may need to be replaced or replenished due to consumption and normal wear and tear. School supply lists will be posted on Tiger Net in the spring in order for parents to know what is required. Teachers will assist students during the first few days of school in knowing how to organize the binder.

ELEVATORS

All parts of YMS are completely accessible to those of limited mobility. There are elevators in the two-story parts of the school and a wheel-chair lift to the stage. Specific permission and authorization from the school nurse to use the elevators or the chair lift is required. Otherwise, students are expected to use the stairs.

PERSONAL PROPERTY

Students may be required to bring some personal items to school. Backpacks are allowed at school but not always in classrooms. Teams/teachers will provide specific instructions for what can be brought into classrooms. Students are responsible for safeguarding all personal effects. While YMS strives to provide a safe, secure environment, we cannot be responsible for lost items. Large sums of money or valuable items should not be brought to school. The student's name should be on all personal belongings so that lost articles may be returned.

LOCKERS

- Every student is issued a locker that has an installed lock.
- Lockers are not to be shared with other students.
- Lockers may be personalized on the inside by taping pictures to surfaces that do not show when the locker is closed. Obscene pictures or drawings are prohibited. Inappropriate items found in lockers will be removed. Good judgment should be used on what is placed inside lockers.
- Students may not write, paint, mark, or place stickers on any part of the lockers. These markings are difficult to remove.
- Please do not slam locker doors.
- Please keep lockers clean.
- Yokota Middle School administration reserves the right for periodic inspections to ensure the health, safety and security of all students.

LOST AND FOUND

Students are responsible for their own apparel and belongings. Found items should be taken to the lost and found crate located in the cafeteria, where the owner can claim them. High value items are kept in the office. Owners must accurately identify items in order to reclaim them. At the end of each quarter, or as needed, unclaimed items are donated to an off-base orphanage or an on-base service agency such as the Airman's Attic. Parents, please check the lost and found often, as there are many unclaimed items left there each year.

STUDY TRIPS

To enrich the curriculum, study trips are authorized throughout the school year. Study trips are considered curricular activities and all students are expected to participate. Permission slips must be signed and returned by the specified date. Absences from other classes due to study trips are excused. At times, students will participate in study trips on-base. These may include walking or riding on a school bus. Permission slips for on base trips may be required on a case-by-case basis. Parents desiring to chaperone on a study trip need to complete a volunteer packet located in the front office.

PARENT-TEACHER and/or STUDENT LED CONFERENCES

Conferences are held twice a year in conjunction with the completion of first and third quarters. Both parents and teachers are concerned about the welfare and development of students. For this reason, it is important that parents and teachers work together. Throughout the school year parents may schedule conferences with individual teachers or with the team, as they feel necessary.

SCHOOL CHAIN OF COMMAND

For optimal communication between home and school, please use the school chain of command. First contact should be the classroom teacher, next is the assistant principal (if applicable), then the principal. If resolution is not satisfactory, parents should contact the District Superintendent's Office at 225-3940.

TELEPHONES

The phone in the front hallway may be used before/after school and during lunch with permission from the office. Telephones are not to be used for social calls. If the telephone needs to be used during the school day, permission needs to be obtained from a teacher or personnel in the main office. Students should ask permission from a teacher to use a telephone located in a classroom.

Due to an increase of inappropriate use and their potential for disruption, **cell phones and iPhones may not be used during the school day**, on the school grounds before school, or on school study trips. Phones must remain turned off and stowed in backpacks, purses or locker. Phones may not be carried in clothing. Telephones that are in sight, ring, beep, or vibrate will be confiscated, as will telephones that appear to be in use. Parents must pick up confiscated items from the Main Office. Should a student have their phone confiscated multiple times, disciplinary action will be imposed.

VISITORS

All visitors must check in at the office and receive a visitor's pass. Visitors, especially parents and sponsors, are welcome at YMS. Sponsors should plan their visits to avoid class conflicts, special programs, tests, etc. If visitors need to meet with an administrator or a teacher, the main office should be contacted in order to ensure availability. All visitors must be prepared to show identification when visiting YMS.

Former students may not visit the school during the instructional day. Visitors who will spend all or part of a day with a student must present a written request at least the day before the visit. The request needs to include who wants to visit, why, and what they will be doing during the day. Signatures of all teachers involved must be on the request. The request is then taken to the office for the principal's approval/disapproval.

SCHOOL DANCES

Written permission from the student's parents, the prospective guest's parents, and prior approval of the administration must be obtained before a visitor may attend a dance. Permission notifications from parents to the principal must be provided at least two days before the dance. High school students are not authorized to attend middle school dances.

SECTION II – REGISTRATION and WITHDRAWAL

WITHDRAWAL (Important New Updates for School Year 2012-2013)

If withdrawing from school, it is necessary for parents to notify the registrar, the counselor, and teachers **at least ten school days** prior to the last day of school. School personnel will assist in the process with advice about acceleration plans for those PCSing, checklists, and other needs. Students must see the registrar **five school days** prior to the final day to obtain a withdrawal form. It is the student's responsibility to obtain the signatures on the withdrawal form.

Students need to work with teachers to arrange for the return of all books and equipment. Students who have withdrawn may not return to the school building or campus.

YMS cannot give examinations early in order to accommodate family trips. Teachers will report grades to date and YMS will mail report cards to the sponsor after proper checkout is completed.

ACCELERATED WITHDRAWAL - High school credit courses only

To obtain the high school credit in these courses, students must participate for a minimum period of time, complete course requirements, and obtain a satisfactory grade. The courses that can fulfill graduation requirements are Algebra I, Geometry, Chinese I, Japanese I, II, and III, and Spanish I and II. Only 7th and 8th grade students can earn this credit. For other courses, students receive a **grade to date** on their last day.

If withdrawing from school due to a PCS move on or after the 20th day before the end of the school year, parents may request to “accelerate”. A written request should be submitted at least a month prior to departure date, to ensure the student can make up work that will be missed and earn full credit. Students and parents should work with the instructors, as soon as plans are known, in order to have every opportunity to complete the necessary coursework. This can be done by coordinating an acceleration plan with teachers. Anticipate a minimum of thirty days prior to departure to successfully complete an acceleration plan. Students who do not complete an acceleration plan will receive a **grade to date** but not credit for fulfilling the high school graduation requirement.

SECTION III - GUIDANCE and ACADEMICS



GUIDANCE SUPPORT SERVICES

YMS has trained personnel who are available to help students with personal, academic, and social problems. The counselor, psychologist or nurse is available to help if students wish to discuss problems with someone other than immediate family or faculty members. Counseling services are strictly confidential, except when there's a danger to the student or others. Also, if physical and/or sexual abuse is suspected, all school personnel are required by law to report the incident to Family Advocacy.

ACADEMIC HONOR POLICY

Being a student at Yokota Middle School requires observance of school standards of academic integrity. Students are responsible for (1) refraining from cheating and plagiarism, (2) refusing to aid others in any form of academic dishonesty, and (3) notifying teachers, counselors, or administrators about incidents of academic dishonesty. The names of students reporting incidences of academic dishonesty will be kept confidential. Academic dishonesty applies to, but is not limited to homework, tests, quizzes, essays, research papers, projects, electronic media text or images, and ideas. Students found violating this policy will face consequences depending on the severity of the offense and frequency of reoccurrences. Note: academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information, falsifying, altering records or official documents. Students and parents will be provided a copy of the honor code and policy outlining the details of the policy. The Yokota Middle School honor policy is adapted from the Seoul American High School honor policy which was adapted from the United States Military Academy Honor Code (<http://www.west-point.org/publications/honorsys/chAP1.html>).

PLAGIARISM DISCIPLINARY MEASURES

First Offense	<ul style="list-style-type: none">• Warning: Teacher-Student Conference• Share with student's teachers so it is monitored across the board• Educational counseling about Plagiarism (what it is, the affect/effect, how to avoid/prevent)• Student given an opportunity to redo the assignment/test with an automatic deduction of 50% of grade• Parent Communication (phone call, email. letter, etc.)
Second Offense	<ul style="list-style-type: none">• Zero given for the assignment/test• Share with student's teachers so it is monitored across the board• After school detention• Parent Communication (phone call, email. letter, etc.)
Third Offense	<ul style="list-style-type: none">• Discipline Referral to administration<ul style="list-style-type: none">◦ possible disciplinary actions: Saturday detention (2 or 4 hours), in-school suspension• Parent Communication (phone call, email. letter, etc.)• Administration and Student Conference
Beyond	<ul style="list-style-type: none">• Discipline Referral to administration<ul style="list-style-type: none">◦ possible disciplinary actions: in or out of school suspension, abeyance from after-school activities, behavior plan• Administration-Student-Parent Conference

HOMEWORK/MAKE-UP WORK

YMS supports the philosophy that homework is a necessary component of school. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. Assignments reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare the student for class discussions and provide curriculum enrichment opportunities. Homework is expected to be completed satisfactorily by all YMS students. Students have the opportunity to work on homework and make-up work during seminar periods.

The cumulative amount of homework per night should not exceed the DoDDS recommendation of 10 minutes per grade level, i.e., a 6th grader should not have more than 60 minutes of homework a night. There are exceptions to this policy, but that is a general rule of thumb.

When a student has an excused absence, we recommended students check Tiger Net, GradeSpeed or call a classmate to ask about any missed assignments and tests. When a student is or will be absent, sponsors may request up to one week's worth of homework assignments or email the individual teachers regarding assignments. Parents should call the school office at 225-9671 to request school work and notify the school of the student's absence. Expect it to take at least one full day to gather assignments due to the alternating "A" day/ "B" day class schedule. Students are responsible for making up the class work missed during an excused absence within a reasonable time, usually equal to the length of the absence.

INCOMPLETE WORK

It is the student's responsibility to initiate action to complete course requirements within the specified time frame established by the grade level team.

LATE WORK

Each grade level team has a late work policy. This information will be sent home at the beginning of the school year.

GRADESPEED

Students and parents can access grades by logging on to Grade Speed via the Intranet. A mid term progress report will be sent to the parents of any student who is in danger of failing or who is failing a class.

REPORT CARDS

At the close of each quarter YMS issues report cards. YMS mails home report cards at the end of every quarter which reflect only letter grades. To receive a report card, the student must be in attendance at least 20 days of the reporting period.

GRADE POINT AVERAGES

To support recognition and education opportunities for students, YMS calculates a grade point average (GPA). A GPA is derived from letter grades with an "A" counting four points, a "B" three points; a "C" two points, a "D" one point, and an "F" zero points.

HONOR ROLL

The Principals' Honor Roll recognizes students with a grade point of 4.0. The Honor Roll recognizes students with a grade point average of 3.5 - 3.9. Students who receive a grade of "I", "D", or "F" are not eligible for the Honor Roll.

GRADES

YMS teachers and teams determine the details as to the weighting of class participation, course work, homework, and examinations in calculating grades.



Percentage Range	Letter Grade	Percentage Range	Letter Grade	Percentage Range	Letter Grade
97 - 100	A+	80 – 82	B-	63 – 66	D
93 – 96	A	77 – 79	C+	60 – 62	D-
90 – 92	A-	73 – 76	C	Below 60	F
87 – 89	B+	70 – 72	C-		
83 - 86	B	67 – 69	D+		



DoDDS STANDARDIZED TESTING

During the year, YMS will administer several assessments. All students will take the Terra Nova Multiple Assessments. Students in the AVID program and/or in Gifted Education classes may take the PSAT.

RETENTION AND PROMOTION

The DoDDS Student Placement Policy governs grade advancement or retention. The YMS Retention Committee reviews student retention, course failures, or adjusted placements. Classroom teachers, counselors, or other persons concerned with the student's welfare will recommend to this committee end-of-the-course retention or promotions. The principal is the approving authority.

SECTION IV - EDUCATION SUPPORT PROGRAMS

INFORMATION CENTER: YOUR LIBRARY (Important New Updates for School Year 2012-2013)

The YMS Information Center is a place for YMS students and parents to read, research, study, find a new book, Playaway, or DVD, take a Reading Counts Quiz, or work on computers. There are spaces for independent, whole-class, and small group work.

Circulation:

- You can come to the library to check out a book anytime between 7:45-2:45 except during SSR.
- You can check out up to 4 items at a time.
- Keep books and audio books for up to 2 weeks. Keep magazines, DVDs, and Reference books for 2 days.
- If you have an overdue item, you will not be allowed to checkout.
- If you lose or damage a library item, you must replace it before you will be allowed to checkout.
- Renew a book if you need more time (bring the item to the library to renew it).
- Reserve a book that is already checked out if you want to be the next one to have it.

Seminar:

- EVERYONE reads from 1:05 – 1:25 for SSR in their seminar classroom.
- Library is available from 1:25 – 2:25 for book check out, computer use, and quiet study time.
- Sign up on the Information Center webpage on Tiger Net for a seminar pass if you plan to stay the whole time.
- Get your planner signed if you want to come for just 10 minutes to take a RC quiz or checkout a book.

Lunchtime:

- Students can get a pass to come to the library after eating lunch.
- During this time, students can read, browse the shelves, play computer games, play table games, or quietly socialize.
- If you bring food or drink with you to the library, leave it on the circulation desk. You can pick it up when you leave.

Online Resources:

- There are many research tools available on the Information Center webpage on Tiger Net <http://yms.pac.dodea.edu> including DoDEA purchased online databases.
- Encyclopedia Britannica (Username: yokotamiddle Password: !dodea)
- ProQuest (Username at school: yokoms Password at school: !dodea / Username at home: rayokomsss Password at home: ra!dodea)
- Audio books are available at www.tumblrreadables.com (Username: airforce Password: login)

Reading Counts:

- Read a book, take a RC Quiz on any school computer, earn points!
- Use your RC points to "buy" prizes at the iStore in the library.

Library Manners:

- Every book has a special place on the shelf. Use a shelf marker to keep the books in the right place while browsing.
- Respect other people's work space. The library is a place where everyone should be able to concentrate.
- Please do not bring food, drinks, candy, or gum into the library.
- Clean up after yourself when you leave.

Book Care:

- Paperback books and magazines can get damaged easily in backpacks. Be gentle!
- Don't dog-ear the pages to save your place. Use a bookmark.
- Keep library books away from food and drinks. Books that get wet cannot be repaired. They must be replaced (by you).
- Show damaged items to the library staff for repair as soon as you find them.

Computers:

- You signed a computer usage agreement – follow the rules or lose your privileges.
- *Gaggle.net* is the ONLY approved email on school computers.
- Do not download any programs, games, or music.
- Save all your work to your H drive.
- Print only what you need for school.
- Log off and clean up your area when you leave.

PUPIL PERSONNEL SERVICES

YMS has on staff or available the following specialists:

- Counselor
- School Psychologist
- Nurse
- Teachers of the Learning Impaired
- Specialist for the Hearing Impaired
- English as a Second Language (ESL)
- Speech and Language Therapist
- Military Family Life Consultant (MFLC)



TUTORING PROGRAM

YMS has an after-school-tutoring program manned by a certified teacher and volunteers. Students who are in danger of failing or fall behind in grades or class work can be assisted. Teachers, parents, or students can recommend attendance. The program is held twice a week from 2:30-3:30 in the information center.

YMS STUDENT AND PARENT TECHNOLOGY INFORMATION (New for School Year 12-13)

Students at Yokota Middle have internet and computer usage privileges. All privileges come with responsibilities. Students are accountable for all the information contained in the Student Internet/computer Usage agreement. To summarize this information:

Kid Friendly Terms for Computer and Internet Usage Guidance

Students will only use the computer accounts issued to them and will log off the system promptly when finished. Actions performed using a student's account will be considered to have been done by that student. **It is the student's responsibility to protect their account and password.** Students may only share their account information with their parents. If a student believes their password has been compromised it is their responsibility to notify Mrs. Mood immediately. Students and parents have signed to obey the following rules:

- Use your computer for educational purposes only.
- Follow all guidance regarding the use of the computer and internet.
- Be nice and kind to others when using your computer and internet resources.

Do not use any of the schools electronic resources to...

- Disrupt the use of technology for others.
- Try to go to systems you are not allowed to use.
- Harm or destroy another users data
- Do anything that could harm or destroy the computer or internet.
- Attempt to disable any security systems.
- Use the schools electronic resources to make money.
- Use illegal, offensive, hate speech, materials that say bad things about anyone else because of race, creed, religion, color, sex, disability, national origin or sexual orientation.
- To create, access, store pornography or sexually suggestive material.
- To participate in gambling, weapons, or terrorist activities.

The use of the electronic resources is a privilege, not a right. Everything you do is monitored and may be accessed. The use of the network is a **privilege, not a right**. NOTHING IS PRIVATE INCLUDING EMAIL. Students who misuse DoDEA IT resources are subject to disciplinary action. At the discretion of the principal, the student may lose the privilege of using DoDEA IT resources and be suspended or expelled from school.

Student Accounts

Students have six separate accounts to include their Network, Tiger Net, Gaggle, Quia, Reading Counts and Student Connection. The student network and Tiger Net accounts have designated passwords that must match so that students are not required to logon on to Tiger Net while using computers at school. Students are not to change their passwords. The only acceptable reason to change is because an account security is in jeopardy.

Account		
Network –	Please contact the school for details on user names and passwords	
Tiger Net http://yms.pac.dodea.edu		
Gaggle - _____		
www.gaggle.net		
Student Connection http://dodea.gradespeed.net		
Quia - http://www.quia.com/web		
Reading Counts and SRI		

If a student is locked out of their account, they should see the ET in room 111 or Information Specialist in the Information Center.

Parent Connection

Parents are encouraged to create Parent Connection accounts. This is an on-line portal which gives parents access to their students' academic information. Parents can access all of their students' grades even if they attend another school in the Yokota complex.

- ❖ Apply on-line at: <https://dodea.gradespeed.net/pc/Default.aspx>
- ❖ An application first is pending approval but normally within 24-48 hours the student will receive either a confirmation or rejection. If the application is rejected it will give the student contact information on how to proceed.
- ❖ Only parents should have a Parent Connection account.
- ❖ Students use their Student Connection accounts.

How to use Parent Connection once logged in:

- ❖ Go to Grades
- ❖ Click on the cycle grade to get the details of the score. (A cycle is the same as our quarters.)
- ❖ Click on teacher's name for an e-mail link.

If you have any questions regarding the technology resources for either you or your student please don't hesitate to contact the school ET at 225-9059.

SECTION V – HEALTH and SAFETY

EMERGENCY PROCEDURES

A range of events can affect attendance at YMS. These can include severe weather, earthquakes, and other naturally occurring events. Families should obtain information about possible closures by listening to radio on Eagle 810, Armed Forces Network television broadcasts, and other Yokota Air Base information sources. In cases of natural disaster or other emergencies, school phone lines will be needed to coordinate instructions and communicate needs with base authorities. Parents should refrain from calling during these times. Cell phone usage will be allowed during a true emergency.

FIRE DRILLS/EMERGENCY EVACUATIONS

YMS conducts safety drills and emergency evacuations at regular intervals. As soon as students hear the signal, they should follow evacuation procedures:

- Quickly leave the building by the prescribed route.
- Go directly to the area designated for the assembly of the current class. In the event that a fire drill or evacuation commences or a fire occurs between classes, report to the assembly point of your seminar teacher.
- Students must be orderly and quiet and stay with the teacher and class. Teachers will take roll.
- Reenter the building only after the all-clear signal.

HEALTH SERVICES

If there is a need to see the Yokota Middle School Nurse, students should ask the teacher for permission to go to the nurse's office, Room 147. The nurse will be at the school from 0740 to 1055 hours. In the event that the condition requires the student to leave the school, a parent or authorized emergency contact person must sign the individual out. Students will not be released to any person other than a parent or a designated emergency contact. It is extremely important that the main office has current contact information.

All medications are dispensed from the nurse's office. Students may not carry or consume any medications while on the school campus. This includes aspirin, Tylenol, and other over the counter drugs as well as prescription medications. Exceptions must be approved by a physician and the school nurse, and there must be a letter on file from the physician. The parent or sponsor must bring medications directly to the nurses' office, Room 147. Parents will need to sign a Hold Harmless Letter. Copies are in the nurse's office.

Yokota Middle School will conduct health screenings for vision, hearing, and scoliosis. Blood pressure, height, weight, and BMI will be tested determining on the amount of volunteers available at the time of screening.



SECTION VI – ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

YMS offers a wide variety of school activities. Some organizations are traditional; others are activated only when there is sufficient student interest. Students are encouraged to take an active part in at least one extra-curricular activity during the school year. Some of the activities will be held during the school day while others may be offered after school. Some of the activities that have been offered in the past include: drama, yearbook, school newspaper, student council, Math Counts and Brain Bowl.

A variety of sports activities are available to students at YMS to extend their physical development, to promote lifelong interests in sports for leisure time, to develop the cooperative spirit of team activities and good sportsmanship, and to promote school spirit. Many activities will be intramural while some will be offered in conjunction with Yokota High School. Students participating in sports are required to complete a physical examination.

All students participating in extra-curricular activities are expected to follow the YMS behavior plan and the rules of the sponsor/coach of the activity.

SECTION VII - ATTENDANCE

ATTENDANCE INFORMATION

Research has shown that school attendance and student grades are strongly interrelated. To learn effectively, students need to arrive at school and for each class on time. The school day begins at 0800 and ends at 1430.

YMS has a closed campus. Students may not leave the grounds during the day unless under the supervision of a parent, sponsor, or authorized adult who has properly signed the child out at the school office.

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

NOTIFICATION OF ABSENCE

On a day when the student must miss school, parents should call 225-9671 between 0700 and 0725 to inform the school the reason for the absence. When teachers know that a student will not be in class it helps them anticipate student needs. Students must make up all work missed during absences as soon as possible. Failure to do so may result in a lower overall grade.

READMISSION AFTER ABSENCES/TARDY

A parent or guardian is responsible for signing the student in at the Main Office or send a note to the main office when a student is late or absent. Students are to be present in the classroom at the designated time for class or they will be considered tardy. Students who are detained by school officials and are consequently late to class will be given a hall pass. Tardiness will be recorded during each nine-week period for each class. Excessive tardies will result in disciplinary action.

When a student returns from an unanticipated absence, the reason for the absence should be reported to the attendance clerk in the main office. The parent or sponsor must verify the reason for the absence, either in writing, email or by phone.

CONSEQUENCES FOR UNEXCUSED TARDINESS (BY QUARTER)

Students who are late will experience the following disciplinary consequences:

1 st & 2 nd	Warning
3 rd	Lunch Detention with team
4 th	Lunch Detention with administration
5 th	Student-developed Attendance Plan; Monday Detention; parent contact
6 th	Parent Conference; Saturday Detention- two (2) hours
7 th	Saturday Detention four (4) hours
8 th +	Administration- Parent Notification: Suspension (In-School)

EXCUSED ABSENCES

Students who know in advance that they must be absent for an extended period of time should bring supporting documentation from their parents. Pick up a Notification of Extended Absence Form, have it signed by all the teachers so they are able to provide input to the parent about possible impact on academic performance, and return it to the Student Affairs Office. This form needs to be completed three school days prior to the absence. If students must be absent for excusable reasons, they will be allowed to make up the class work that occurs during the absence within reason.

For anticipated absences, students should know what the homework will be before the missed days and are expected to hand in work upon returning to school. Teachers have the right to refuse to grant credit for make-up work if it is not completed within the time limits.

It is the student's responsibility to obtain the required assignments. For unanticipated absences, students generally have one day for each day of absence to make up work. For example, if a student is absent on an "A" day, they have until the next "A" day to get the assignments and must turn in any assignments due on the following "A" day. Because there can be several days of delay with the block schedule, students are encouraged to call another student from each missed class to get assignments or see teachers immediately upon returning to school. Many teachers place their assignments on Tiger Net or GradeSpeed.

Examples of excused or excusable absences may include:

- Personal illness
- Family emergency, pre-arranged family trips of no more than 2 weeks
- Religious holiday
- Medical, dental or legal appointments
- Promotion and change of command ceremonies for parents



The above list is not all-inclusive.

UNEXCUSED ABSENCES

YMS has a closed campus. A student absent from school without the permission of the parent/sponsor is unexcused. Unexcused absences will result in disciplinary action to include detention, removal from class, in-school and out-of-school suspensions, and expulsion.

Unexcused reasons for absences include:

- Modeling, movie making, or personal money making ventures
- Oversleeping
- Missing the bus, or a ride, or arriving late due to fault of the sponsor
- Seeing friends off at the terminal
- Non-school sponsored functions
- Being held up by aircraft departures on the overrun from the East Side. (If students are riding the school bus, their delays are excused; if they are in a POV, their delay is considered a tardy.)
- Babysitting

The above list is not all-inclusive.

SECTION VIII – DISCIPLINE

GENERAL

Students are responsible for following three basic rules:

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



Guidelines for all disciplinary actions are detailed in the DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, which is available online or at school for review.

All students have a right to a school atmosphere that is conducive to learning and that provides for the common welfare and safety of all in the school community. We expect everyone to act with courtesy and consideration toward others. It is from this perspective that school-wide expectations and rules are developed and violations handled.

Students have a responsibility to be active participants in the learning process. When inappropriate behavior disrupts YMS educational programs, teachers and school administrators will take appropriate action, in consultation with parents. Sleeping or napping in class is not acceptable. Teachers will generally manage classroom problems with the student and parents. Repeated misconduct will be referred to the administration for corrective action. Progressive disciplinary methods are employed.

At YMS, teachers/teams follow an assertive discipline plan to enforce their classroom rules. This plan consists of (1) one-to-one counseling with the student, (2) notification of parent by phone, email or letter that a problem exists, (3) arrangements for a parent/student/ teacher/team conference, and (4) referral to administration. Consequences for inappropriate behavior are established in each classroom in addition to the school wide discipline policy.

DISCIPLINARY MEASURES

Most disciplinary measures will be no more than an on the spot correction. Serious infractions will be addressed with formal disciplinary measures such as detention, suspension, or expulsion.

DETENTION

Detention requires a student to report to and remain at the place designated by a teacher, team, or administrator. Students will be under supervision at all times during detention. Teachers, teams, and administrators may assign detention during lunch, before school, after school, or on Saturdays to students who disrupt or misbehave in class and/or fail to do assigned classroom work.

If detention requires a student to stay after school or come on a non-school day, the teacher or administrator will provide the student with a letter at least the day before the detention unless permission is given by the parent over the telephone. The letter will state the date of the detention and the reason. Students must have a parent or sponsor sign the form and then return it to the teacher or administrator the next school day. The detention may be a working detention or an in-class detention where missed homework and assignments are completed, or alternate activities will be administered.

Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, suspension may result. Students who miss a Saturday detention may be assigned a one-day suspension or extra detentions.

If a student is assigned more than one detention on the same day at the same time, one of them must be served the next day. It is the student's responsibility to coordinate this with the teachers/administrators. Students who are tardy to detention or otherwise disruptive may be subject to further disciplinary action.

SUSPENSION

Suspensions may be in-school or out-of-school. Students may not participate in any school-sponsored activity for the duration of either type of suspension. While serving an out of school suspension, students cannot be on campus for any activities. This includes any weekend activity such as sports events, dances, etc. Students under suspension are not permitted to go to another school where activities with YMS are being conducted.

Parents will be provided written notification of the date of the suspension and the reason(s). Any student who is suspended is expected to make up class work for credit. A formal Discipline Committee hearing must be held in the event that a student is suspended for more than ten consecutive days in one school year.

EXPULSION

In cases where suspension is not successful in changing unacceptable behavior, YMS may have to expel a student. Because expulsion is a disciplinary measure that terminates the student's connection with the school, it involves a hearing with a formal statement of the offending behavior. Expulsion may also occur for single infractions that are particularly serious, for example bringing prohibited items or weapons to school, causing serious injury or damage, putting themselves or others in unsafe situations, or behaving in a way that threatens serious injury or damage.

YMS will inform parents in writing of the expulsion hearings. The notification will tell parents the reasons for the proposed expulsion by describing the alleged offense(s), the date and time of the hearing; the right to waive a hearing, the right to present witnesses and documentary evidence, to refute allegations or present evidence to indicate the possibility of mitigating circumstances, the right to be represented by counsel or another representative, and the procedures for appeal.

DISCIPLINE REFERRALS TO ADMINISTRATION

Offense	Possible Disciplinary Measure
1 st	Warning, Counseling, Lunch Detention, Parent Notification, or After School Detention
2 nd	Parent Notification, After School Detention or Saturday Detention
3 rd	Saturday Detention or Suspension
4 th	Suspension of one or more days

In all cases the administration reserves the right to determine the severity of consequences.

HALL CONDUCT

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason MUST have their planners signed. Any adult in the building may request to see the planner, student identification, a readmit slip, etc. Make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave their classroom during class time.

CAFETERIA CONDUCT

During lunch students are expected to:

▪ Take your place at the end of the cafeteria line	▪ Return trays and silverware to appropriate place
▪ Not purchase items or hold a position in line for another student	▪ Deposit all trash in appropriate containers
▪ Not run, chase or engage in physically unsafe activity	▪ Talk at a conversational level
▪ Stay seated unless putting away your tray and trash or exiting to the play area	

PUBLIC DISPLAYS OF AFFECTION (PDA)

Students are not allowed to kiss, embrace, or hold hands on campus, either during the school day or at any school functions. Such actions will result in disciplinary actions.

PHYSICALLY DANGEROUS BEHAVIOR

Running, wrestling, and throwing objects in the halls or classrooms are not acceptable behaviors. Play fighting, biting, punching and/or pinching another student as a part of their birthday "celebration" or at anytime is inappropriate. Students are to keep their hands and feet and personal belongings to themselves. Students physically intimidating classmates in this manner will have the same consequence as fighting.

SEXUAL HARASSMENT

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

FOOD, DRINK, AND GUM RULES

Students may carry drink containers and wrapped or sealed food in the hallways when transporting it to a locker or to the multi-purpose room for lunch. As a general rule, food and drink are not allowed in classrooms unless the teacher makes specific exceptions to permit them. GUM IS NOT PERMITTED AT YMS. Gum should be properly disposed of before getting on the bus to come to school or arriving on campus. Energy drinks and soft drinks are not permitted at school.

WEAPONS

All DoDDS schools are part of the DoDEA Zero Tolerance for Weapons. All weapons, look-a-like weapons, and toys or objects of any kind that somewhat resemble weapons are prohibited. Weapons can be items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety.

The following list provides examples of prohibited weapons although it is not an exhaustive list:

- Guns. Machine-guns, pellet guns, shotguns, pistols, and rifles are all prohibited whether they are registered or not.
- Knives such as locking blade knives or switchblades, straight razor or razor blades
- Laser pointers or any laser beam lights are classified as weapons due to the potential for eye damage
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments
- Clubs, or any object that may be used as a club to inflict bodily harm, e.g., pieces of wood, pipe, stones or bricks, blackjacks, brass knuckles
- Authentic appearing replica of a firearm, e.g., a toy or BB guns.

- Items that are not normally considered dangerous but could be misconstrued as a weapon
- Objects that might be readily used to inflict bodily harm, e.g., bicycle chains, cans with sharp points, broken bottles or glasses, small knives with retractable blades

Weapons or items which could be used as weapons will not be tolerated. Yokota Middle School staff will seize these items immediately. Students in possession of such items will be subject to automatic and immediate suspension, pending a discipline committee hearing, and expulsion proceedings.

DRUGS

Do not bring illegal drugs or substances to school. If a student must take prescription medicine, follow the procedures in the health section of this planner.

TOBACCO PRODUCTS

Cigarettes, cigars, snuff, smokeless tobacco or any other type of tobacco product or similar product, such as clove cigarettes, are not allowed.

BULLYING, TEASING, THREATS AND GANG-LIKE BEHAVIOR

Bullying is repeated physical, verbal, or emotional behaviors and actions against another person over a period of time. It is considered to be a serious matter and is not acceptable in any form at Yokota Middle School. Actions regarded as bullying include persistent teasing, ridicule, name-calling, physical violence, social ostracism, unkind gossip, verbal threats, intimidation, and/or malicious exclusion. Threats against other students or any adult in the building will be taken seriously and acted upon accordingly.

Any actions or behavior that results in bullying or teasing will not be tolerated and will be dealt with at the appropriate level. The YMS Bullying Rubric details specific bullying behaviors and levels of consequences. The rubric is intended to be a guide when dealing with issues of bullying/harassment. Please note the behaviors listed in the rubric are not intended to be all-inclusive but simply an indication of typical behaviors that constitute bullying. Any and all bullying behaviors apply.

Dress related to cliques or gangs or actions related to gang-like behavior will likewise be handled at the appropriate level of concern and consequences. Extortion is the practice of threatening or forcing another student to give up money, food, or any other item. These violations of school policy will result in disciplinary action.

Yokota Middle School Bullying Discipline Rubric

BEHAVIORS	1 st Offense	2 nd Offense	3 rd Offense
Verbal	Teacher Level	Teacher Level	Administration Level
name calling mean teasing harassing making fun of swearing lying about others exclusion * posting any of these behaviors on the internet for others to see (social networking venues)	mocking irritating annoying taunting gossiping benign threats insulting ☞ Parent notified ☞ Lunch/recess detention given by teacher ☞ Mandatory bullying counseling with counselor	☞ Parent/teacher/student conference ☞ After school detention ☞ Administration notification (in writing)	☞ Office referral ☞ Suspension (type of suspension and number of days will vary depending upon the nature of the offense)
Physical	Beyond 3rd Offense		
tee bagging (t-bagging) spitting/gleeking sack tapping (Roshambo) negative contact invading one's space sexting (verbal/images)	kicking poking tripping biting slapping grabbing	punching neck slapping pushing shoving	☞ Individual Behavior Plan After the third time a student repeats a behavior in a year, school staff and parents design an individual behavior plan. While the specifics of the plan may vary from person to person, the expectations for behavior would be consistent with the standards for all students.
Intimidation	Severe or Non-compliant		
<ul style="list-style-type: none"> • taking property (to include food) • damaging/destroying property • threats of emotional/physical violence, excluding behaviors • spreading rumors • play fighting or similar behaviors that causes bodily harm • cyber bullying (electronically) posting on social networking sites • hazing • retaliation (regarding reporting occurrence of aggressive acts) 	☞ "Classes Only" "Classes Only" means the student participates in no informal, unstructured or non-classroom group activities during the school day such as lunch, passing time in the hall, recess and special assemblies.		
Harassment	Suspension/Expulsion		
Harassment is any physical or verbal abuse of a person because of his/her age, ethnicity, gender, race, religion, sexuality, disability or any other legally protected status.	Consequences for severe offenses and students refusing to comply will be dealt with swiftly and in accordance with guidance in DoDEA Regulation 2051.1 for suspension exceeding 10 days or expulsion. A Discipline Hearing Committee will be convened for recommended action.		

IMPROPER DRESS

We encourage the students to take pride in their appearance at all times. Clothing that offends, distracts or detracts from the learning environment should not be worn to school. Clothes that expose too much skin or are too tight, sag, or display inappropriate pictures or messages should not be worn. Cleanliness, good grooming and appropriate attire contribute to a healthy productive learning atmosphere. Individual teachers/YMS sponsors may set additional, higher standards than those listed below for reasons of safety and presenting a positive image on field trips or off campus activities.

- Students may not wear hats, hoods, headgear, bandanas, heavy coats, chains, and/or sunglasses inside the school, any of the classrooms, the offices, or the gymnasium. Students may wear hats at athletic events and other designated activities.
- Students will wear footwear at all times. Bedroom slippers or shower shoes are not to be worn at school. Thong flip flops with flexible, flimsy soles are also prohibited.
- If a student wears long pants, both pant legs will either hang or remain straight so that the legs are even with each other. One pant leg may not be drawn up.
- Sagging, bagging or dragging trousers are prohibited. Sagging is a manner of wearing trousers below the waist and therefore revealing too much of the underwear. Wearing a belt is strongly recommended.
- Halter-tops, pajamas, tank tops with thin straps, and spaghetti straps are not considered appropriate dress for school. Attire must cover the entire midriff without being revealing while performing normal activities such as bending, stretching and sitting. It is not appropriate to wear tops/blouses that show cleavage in school. Clothing must be worn in an appropriate manner (sweaters, sweatshirts not inside out and/or backwards.)
- Shorts and skirts must be loose fitting and no shorter than mid-thigh. This is measured when your arms are resting naturally at the sides, palms lying flat against the thigh. At that point the hem must be at least as long as the tip of your middle finger.
- Students may not wear garments or jewelry, or carry accessories with profane or provocative pictures or messages with negative connotations, such as advertising for tobacco or alcoholic beverages, drug use, racial discrimination, promoting violence, or depicting sexual innuendo.
- Jewelry for piercing, other than earrings, is not permitted at YMS.
- Hair pulls, hair bands, or hair ties that are used to keep hair in place are acceptable for either sex. Bandanas used as hair bands and "do rags" are not acceptable.
- Students may not wear accessories that may be a distraction in school.

Students are responsible for complying with the dress code. If there is a violation of the rules, the student will be sent to the office and parents will be contacted. Parents will then be required to either escort the student home to change clothes or to bring appropriate clothing to school. The student will not be permitted to leave campus without the parent/guardian. The student may not return to class until appropriately dressed. If there are continued violations of the dress code, it becomes a discipline matter.

The administration reserves the right to make judgments concerning the appropriateness of items of clothing.

POSSESSING INAPPROPRIATE ITEMS AT SCHOOL

Students should not bring to school any items that interfere with the classroom atmosphere or endanger the health and safety of other students. Examples of inappropriate items are laser pointers, cameras that take videos, video cameras, iPods/MP3 players, radios, water guns, disc/cassette players/mini-disc players/boom boxes, trading cards, game boys, and dice for gambling.

Teachers and administrators determine which items are inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up. Such items not claimed by the sponsor by the close of the school year will be donated to charity or destroyed.

Students who own a digital book (i.e. wireless readers, kindles, or e-books) will be allowed to use these items at appropriate times as determined by the teacher and administration. Digital reader/book devices with additional functions (i.e. playing music or games) are only permitted to utilize the reading features during the school day. Students are responsible for safeguarding their readers appropriately.

Items which are contraband under law or community policy will not be returned. If a school-authorized activity requires specific items that are otherwise inappropriate, students will receive instructions from the team or teacher. If in doubt about whether an item is appropriate, ask before bringing it. If the student is too embarrassed to ask if the item is appropriate at school, it probably is not appropriate. If a teacher has any

reason to believe that a container of liquid contains alcohol, that container is a prohibited item and will be confiscated.

IMPROPER COMPUTER USE

Students may use Yokota Middle School computers in accordance with your Student Computer Use Contract. The "DoDEA Computer and Internet Access Agreement for Students" signed by the student and sponsor must be on file at YMS before using a school computer. Students will be held accountable for the terms and conditions of the agreement.

Unauthorized access to a computer; unauthorized electronic copying to or from a computer; entry into non-authorized electronic storage areas; and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration and disciplinary action will be taken.

All students will be issued a Gaggle email account. This email system is NOT private, and YMS retains the right to review student electronic mail and postings. Violations of legal and respectful conduct will warrant disciplinary evaluation.

Disciplinary evaluation for the above offenses will include suspension from use of the computer, detention(s), or possible suspension from school.

VANDALISM

Any vandalism to the school facility and/or school equipment will result in disciplinary actions and parent notification. In addition to disciplinary action the student(s) will be responsible for replacing or reimbursing the school for repairs.

Our priority at Yokota Middle School is to provide students with a safe and supportive learning environment. We encourage all students to understand their role in contributing to such a positive school culture.



“Be Ready. Be Responsible. Be Respectful.”

Have a GREAT White Tiger Year!

My Class Schedule

First Semester			
A Day		B Day	
1		1	
2		2	
3		3	
4		4	
Second Semester			
A Day		B Day	
1		1	
2		2	
3		3	
4		4	