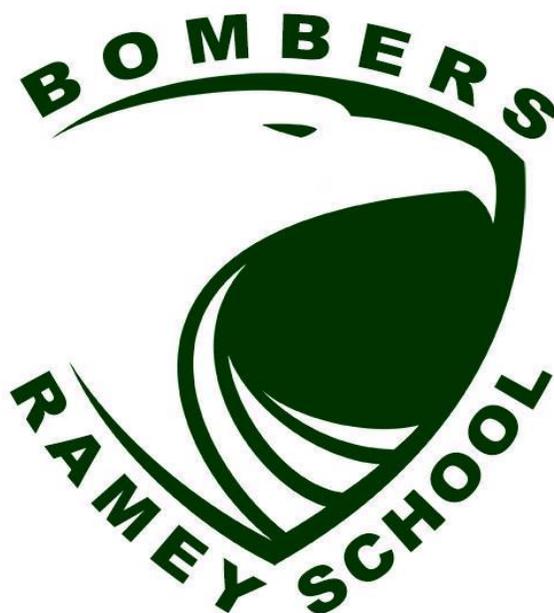




DoDEA

dodea Americas

MID-ATLANTIC DISTRICT



PARENT - STUDENT HANDBOOK

School Year 2018-2019

Revised August 2018

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

DoDEA Mission

To educate, engage, and empower military-connected students to succeed in a dynamic world

DoDEA Vision

Excellence in Education for Every Student, Every Day, Everywhere

dodea Americas

MID-ATLANTIC DISTRICT



Purpose Statement

To ensure the

Mid-Atlantic District Goals

Goal 1: All schools in the DoDEA Mid-Atlantic District will implement research-based practices using the components of the Mid-Atlantic Framework for Teaching and Learning.

Goal 2: All students in the DoDEA Mid-Atlantic District will become empowered learners, innovative thinkers and global collaborators.

MID-ATLANTIC DISTRICT SUPERINTENDENT'S OFFICE

Address
PO Box 70089
Fort Bragg, NC 28307-0089

Phone 910-907-0200
Fax 910-907-1775
[Website](#)

DODEA MID-ATLANTIC DISTRICT **SUPERINTENDENT**

Dr. Donato Cuadrado



Dr. Donato Cuadrado was named District Superintendent for the DoDEA Mid-Atlantic schools in March 2018.

“Donato brings a wealth of leadership experience to the Mid-Atlantic District,” said Mr. Thomas Brady, DoDEA Director. “Donato is a very talented and dedicated leader who is committed to student achievement and success. He understands the uniqueness of the military culture as a former Soldier, who served four years and as an educator with more than 30 years of experience. Throughout his DoDEA career, he has demonstrated his passion for excellence in education and a commitment to serving students of our nation’s military families everywhere. His familiarity, leadership and expertise in our school operations will serve us well.”

As the Mid-Atlantic District Superintendent, he oversees 26 DoDEA schools located on eight installations serving more than 10,000 students in North Carolina, Virginia, New York, Puerto Rico and Cuba.

“I am humbled and grateful to serve as the Mid-Atlantic District Superintendent,” said Dr. Cuadrado. “I look forward to leading the great educators and administrators of this district and providing each child with an equitable and quality education.”

Dr. Cuadrado was most recently the Community Superintendent of DoDEA Schools in Puerto Rico. He began his career with DoDEA in 1993 and has more than 30 years of education experience. Prior to his career with DoDEA, he taught elementary grades in Puerto Rico public schools. He began his career in DoDEA teaching in grades 6-12 and also taught Advanced Placement courses. Dr. Cuadrado went on to become the Assistant Principal and later Principal of Ramey Unit School. He later became the Assistant Superintendent for DoDEA’s New York, Virginia, Puerto Rico District.

Dr. Cuadrado has won numerous awards. He received the U.S. Presidential Scholars Program Teacher Recognition Award and special Congressional recognition for outstanding service to his community. He was also selected as a DoDEA District Teacher of the Year.

Dr. Cuadrado earned his Bachelors in Elementary and Secondary Education and his Masters in Linguistics from the University of Puerto Rico. He earned his Doctorate in Educational Administration in 2004 from the InterAmerican University in Puerto Rico. Dr. Cuadrado and his wife, Oly, currently reside near Ft. Bragg, NC.

PUERTO RICO COMMUNITY SUPERINTENDENT



Dr. Jacob Sherwood, DoDEA PR Community Superintendent

Dr. Donato Cuadrado, the District Superintendent for the DoDEA Mid-Atlantic Schools, has named Dr. Jacob Sherwood as the Community Superintendent of DoDEA Schools in Puerto Rico. Dr. Sherwood has had various leadership positions in education including Superintendent of the Omaha, Arkansas School District, principal and assistant principal roles in Springdale, Arkansas, PK-12 Principal and Athletic Director for the Bronaugh, Missouri School District, and ELL Director in Monett, Missouri. Dr. Sherwood began his career in education as a Migrant, Spanish, ELL teacher, and Jr. High Basketball coach in Monett, Missouri. Dr. Sherwood also spent two years in Honduras just months after Hurricane Mitch hit in 1998. His experience will offer unique insight to the individual needs students and families of Puerto Rico are currently faced with just a year after Hurricane Maria.

Dr. Sherwood earned his undergraduate degree in Spanish Education at Brigham Young University- Idaho, his master's and specialist degrees in educational administration from William Woods University located in Fulton, Missouri, and his Doctorate in Educational Leadership and Policy Analysis from the University of Missouri-Columbia.

Dr. Sherwood's wife, Rachelle, graduated with a bachelor's degree in psychology and also worked in education for a short time before starting a family. Together, Dr. Sherwood and Rachelle have six children, five boys and a baby girl. Their oldest will be turning 13 and their baby girl is a year and a half.

Dr. Sherwood's focus in this new role is to provide leadership and support in teacher collaboration in order to advance student achievement, inspire and motivate teaching and district staff, and support the DoDEA mission serving the US Military and DoD Civilians serving in Puerto Rico.

PUERTO RICO COMMUNITY SUPERINTENDENT'S OFFICE

Address

566 Columbus Street
Ft. Buchanan, Puerto Rico 00934-4540

Phone: 787-707-4623

Fax:

[Website](#)

WELCOME TO RAMEY SCHOOL

Dear Parents and Students,

We are proud and happy to welcome you to Ramey School. Our school has a long history of excellence and successful alumni who have become leaders in all manner of educational and professional pursuits. A high percentage of Ramey School graduates move on to the best universities, professional/technical schools, and military academies every year. This tradition is consistent with the goals of the Department of Defense Education Activity (DODEA), Domestic Dependent Elementary and Secondary Schools (DDESS), and the DDESS-Puerto Rico District. This is a tradition we are determined to continue.

When you enter the world of Ramey School you are in the company of outstanding professional educators, support staff, committed adult volunteers, excellent students and many others committed to the success of our children. We serve the educational and developmental needs of approximately 500 students in grades Pre-K to 12th whose parents serve the United States in active military service and numerous federal agencies here in Puerto Rico. Our curriculum is based on proven content standards in all academic areas and progress is measured annually on a number of national and local assessments. We also hold ourselves to the highest standards of conduct and academic integrity. All of the policies outlined in this handbook support these standards.

At Ramey School we are aggressively educating students for a lifetime of success. We observe and are accountable to the DODEA Community Strategic Plan and fall under all of the regulations of DODEA and the Department of Defense. While these require the highest performance of all of us, they also provide a school environment sensitive to the stresses of deployments. We are here to provide a world class education for every child within the context of our rapidly changing world. We invite all parents to find a place to be closely involved with the education of your child at school and at home.

Welcome to our school,



James Strait
Principal



Dawn Pilon
Assistant Principal

**DoDEA Americas Mid-Atlantic District
Puerto Rico Field Office
2018-2019 School Year Calendar**

15-17 CCR Elem Science
20-21 CCR PL Ft. Buchanan
22-23 CCR PL Ramey
27 - First Day of School 1-12
27 - Pre-k Conferences Begin
27 - Kindergarten Orientation
28 - First Day for Kindergarten
Wednesdays Early Release

| AUGUST 2018 | | | | | | |
|-------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

3 - No School Labor Day
4 - First day for Pre-Kindergarten
14 - No School-PL Teachers
28 - Quarter 1 Interim

| SEPTEMBER 2018 | | | | | | |
|----------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

8 - No School Columbus Day
17 - No School CCR PL Ramey
18 - No School CCR PL Buchanan

| OCTOBER 2018 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

1 - Last day of Quarter 1
2 - No School Teacher Work Day
9 - No School for K-12 Parent/Teacher Conferences
12 - No School Veteran's Day
21-23 No School- Thanksgiving Recess

| NOVEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

5 - No School CCR PL Buchanan
6 - No School CCR PL Ramey
6 - End of 1st Trimester
7 - Quarter 2 Interim
7 - No School Pre-K only
13-14 Conferences Pre-K only
21-31 Winter Break

| DECEMBER 2018 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

2 - 7 Winter Break
8 - First day back from Winter Break
21 - No School M. L. King Day
24 - Last Day of Semester 1 (Q2)
25 - No School Teacher Work Day
28 - First Day Second semester

| JANUARY 2019 | | | | | | |
|--------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

6 - No School CCR PL Ramey
7 - No School CCR PL Buchanan
18 - No School Presidents' Day

| FEBRUARY 2019 | | | | | | |
|---------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | | |

1 - Quarter 3 Interim
14 - End of 2nd Pre-K Trimester
15 - Progress Report No Pre-K students
20 - No School- PL Teachers
21-22 Parent/Teacher Conferences Pre-K only
22 - Parent/Teacher Conference Pre K-5 only

| MARCH 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

4 - Last Day of Quarter 3
5 - No School Teacher Work Day
15-19 Spring Break

| APRIL 2019 | | | | | | |
|------------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

15 - Accelerated Withdraw Begins
15 - No School CCR PL Buchanan
16 - No School CCR PL Ramey
10 - Quarter 4 Interim
27 - No School Memorial Day

| MAY 2019 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

12 - End of 3rd Trimester
12- Last Day Pre-k
June 14 Half Day; End of School for K-12
June 17 No School Teacher Work Day

| JUNE 2019 | | | | | | |
|-----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

Antilles Elementary School: 787-707-2370
Antilles Middle School: 787-707-2461
Antilles High School: 787-707-2301
Ramey Unit School: 787-600-4145
Food Services: 787-707-2774
Transportation: 787-707-4648
Registrar: 787-707-4621
Community Superintendent: 787-707-4623

Report Card Dates:
Q1 November 9 (Conferences)
Q2 January 31
Q3 April 11
Q4 June 20

Make up days Nov 21, Dec 21, April 15, 16 & 17

Graduations: Ramey June 13
Ft. Buchanan June 14

Visit our District and Schools websites for school specific hours and events
<http://www.dodea.edu/Americas/midAtlantic>



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AUTHORITY

The administration has and retains the authority to add/delete and/or modify any of the policies herein at any time. The latter is done for the explicit purpose of maintaining good order, discipline and the welfare and safety of the student body and to meet the needs of the mission of the school without setting any precedence that may be detrimental to future educational processes of Ramey School.



Ramey School

Ramey School, located in the northwest corner of Puerto Rico, is one of the finest schools in the DDESS – Puerto Rico District. DDESS is the acronym for Domestic Dependent Elementary and Secondary Schools which is a division of the Department of Defense Education Activity (DoDEA). As a DoDEA school, Ramey School educates children from Pre-Kindergarten through grade 12th. Our students are dependents of active duty military and federal employees assigned to Puerto Rico for a specific tour of duty. The U.S. Coast Guard, which operates Air Station Borinquen, is the host service for Ramey School.

Oversight of Ramey School and the DDESS – Puerto Rico District is exercised by a School Board elected from parents in each of the schools. The school is further supported by the Parent Teacher Student Organization (PTSO) and several other working groups as we work to achieve our school improvement goals in support of the DoDEA Community Strategic Plan. We actively encourage regular parent participation in the processes of the school as we make education a true partnership with the community.

Goal 1

All students at Ramey Unit School will become proficient in mathematics.

Measurable Objective:

80% of all students will demonstrate proficiency in number sense (K-2nd), problem solving (3rd-5th), and solving patterns, functions, and algebraic problems (6th-12th) in mathematics by 06/14/2019 as measured by selected system-wide and local assessments.

Goal 2

All students at Ramey Unit School will become proficient readers.

Measurable Objective:

80% of all students will demonstrate proficiency in sequencing events (K-2nd), applying reading strategies (3rd-5th), and analyzing text (6th-12th) in reading by 06/14/2019 as measured by selected system-wide and local assessments.

**SCHOOL ADDRESS: Ramey School, 201 Arch Road, Aguadilla, PR 00603; Tel: 787-890-4145/4147;
Fax: 787-890-2180**

GUIDING PRINCIPLES

- Tolerance and respect for diversity.
- Every student will succeed.
- Achievement guided by standards.
- Caring and safe environment.
- High expectations for all.

- Student achievement ... a shared responsibility
- Trust and respect for other's right
- Unlimited opportunities to reach high expectations
- Dedication to lifelong learning
- Equal access to quality education based on standards
- New and motivating challenges to inspire excellence
- Total accountability with teamwork
- Success for all... students first

ADMINISTRATION/STAFF

| | |
|------------------------------------|--|
| Principal..... | Mr. James Strait |
| Assistant Principal..... | Ms. Dawn Pilon |
| Counselor/High School..... | Mrs. Maria Valerio |
| Counselor/Elementary..... | Ms. Yvette Rosado |
| Special Education Chairperson..... | Ms. Mariela Lugo |
| Media Specialist..... | Ms. Maritza Lopez |
| AVID Coordinator..... | Mr. Cobb Todd/ Ms. Jennifer Justiniano |
| School Nurse..... | Ms. Peggy Rettle |
| Supply Clerk..... | Mr. Victor Alvarez |
| Secretary..... | Mr. Mario Roldan |
| Office Automation Clerk | Ms. Joalis Diaz |
| Registrar..... | Ms. Lillian Sanchez |



Web page: <http://www.am.dodea.edu/acss/Ramey/index.html>

ACADEMICS, REGULATIONS, POLICIES

DoDEA School Rules, Regulations and Procedures

This section of the handbook provides information that applies throughout DoDEA. It notifies parents/ students and stakeholders of specific rules, regulations and procedures governing DoDEA schools. The authorities pertaining to these rules, regulations, and procedures may be found on the DoDEA [Web site](#). Policies can change throughout the school year. The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

Interstate Compact on Educational Opportunity for Military Children (DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017)

The DoD, in collaboration with the National Center for Interstate Compacts and the Council of State Governments has developed an interstate compact that addresses the educational transition issues of children of military families.

Currently, all 50 States and the District of Columbia participate in the interstate compact that provides a uniform policy platform for resolving the challenges experienced by military children.

It is estimated that the average military family moves three times more often than the average non-military family. These frequent moves by can cause children to miss out on extracurricular activities and to face challenges in meeting graduation requirements. In accordance with Enclosure 4 of the DoD Instruction 1342.29, [“Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#), the Compact will ensure that the children of military families are afforded the same opportunities for educational success as other children and are not penalized or delayed in achieving their educational goals by inflexible administrative and bureaucratic practices. States participating in the Compact would work to coordinate graduation requirements, transfer of records and course placement and other administrative policies.

ACCREDITATION

All schools in DODEA are accredited by AdvancED. To ensure adherence to the standards of AdvancED, the organization conducts periodic on-site inspections and prepares evaluation reports on each accredited school. DODEA secondary students may transfer to any accredited secondary school in the U.S. without loss of credit.

ADVANCED PLACEMENT COURSES

Advanced Placement is a program of college-level courses and exams that afford high school students in grades 10, 11, and 12, the opportunity to receive advanced placement and/or credit in college.

Enrollment

In order to enroll in an Advanced Placement class, a contract is signed by the student, the student’s sponsor, the counselor, the Advanced Placement teacher for the class enrolled, and the principal or assistant principal.

Advanced Placement Exams

All student enrolled in an advanced placement course will have to take the related ETS exam funded by DoDEA. The exam is scheduled three years ahead by ETS; therefore, the time and date for the administration of the exam cannot be changed.

Each post-secondary institution retains the right to establish minimum score requirements for awarding college credit.

Additionally, students seeking college credit for advanced placement coursework taken must apply for such credit and be in full compliance with all admissions or enrollment regulations of the post-secondary institution from which course credit is being sought.

For more information about DoDEA's AP program, use the following link:
<http://www.dodea.edu/curriculum/AP/>

ASSESSMENT PROGRAM SYSTEM-WIDE (DoDEA Regulation 2000.06, "Systemwide Assessment Program," March 26, 2010)

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA System-wide Assessment Program in accordance with the policy and Enclosure 2 in the DoDEA Regulation 2000.06, "Systemwide Assessment Program," March 26, 2010. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment.

All assessments selected for use within DoDEA shall:

- 1) Affect instruction and student learning in a positive manner;
- 2) Be one of several criteria used for making major decisions about student performance/achievement; and
- 3) Align to clearly defined standards and objectives within the content domain being tested.

The results of each assessment shall be used as one component of the DoDEA Assessment System for major decisions concerning the student's future learning activities within the classroom setting.

BASIC STANDARDIZED TESTING PROGRAM

The DODEA testing program combines aptitude and achievement testing to predict students' needs and evaluate school instructional programs. The primary purpose of testing is not to rate or rank students, but rather to improve the precision and overall effectiveness of our instructional program by individualizing student instruction, based upon each student's strengths and weaknesses.

1. The basic testing program includes those testing programs administered to all DODEA students at the designated grade levels.
2. The College Board Achievement Test, the Scholastic Aptitude Test (SAT), Spanish Language College Board Test, and the American College Test (ACT) are all paid for by students.

GRADE LEVEL PLACEMENT (DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004)

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of the DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year will be eligible to be enrolled in kindergarten. An otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Kindergarten is not a prerequisite to grade 1 entry. Placement in grades 2 through 8 is predicated upon successful completion of the preceding year. Students entering a DoDEA elementary, middle, or junior high

school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages assuming yearly progression from grades 1 through 8.

Grade-level status (9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of the DoDEA Regulation 2000.3, "Student Grade Level Placement," March 26, 2004. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6 course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12 course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19 course credits.

All DoDEA students, including students with disabilities, English language learners (ELLs), and students with accommodation plans, should be afforded the opportunity to participate in the standard DoDEA secondary curriculum.

GRADING AND GRADING SYSTEM

At the beginning of each course or grade level, every DoDEA teacher shall make available information regarding grading policy and course requirements to parents and students. This information will be provided to parents and students by the end of the first month of the school year or by the end of the first month of the semester in the case of a semester course.

If any child demonstrates unsatisfactory progress or achievement, teachers must notify parents with enough time to correct the deficiency. Notification must occur as soon as unsatisfactory achievement is evident, and not later than the midpoint of the nine-week grading period.

Timely and accurate reporting of student progress shall be accomplished for students in grades 4 through 12, using the approved DoDEA Electronic Gradebook (EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten (10) calendar days from the day the assignment is collected, with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System.

To create an account and access the EGB System please visit the [DoDEA Web site](#) for instructions.

PROGRESS REPORTS/REPORT CARDS (DoDEA Regulation 2000.10, "Department of Defense Dependent Schools Progress Reports," August 1, 1995)

In accordance with the policies and procedures in the DoDEA Regulation 2000.10, "Department of Defense Dependent Schools Progress Reports," August 1, 1995 it is the policy of DoDEA to issue a progress report every nine weeks for any student present or enrolled for at least 20 days or more in a marking period.

*Marks will be given at the end of the second, third, and fourth marking period for students in grades K-1.
*Marks or grades will be given at the end of each of the four marking periods for students in grades 2-12.
*For students in grades K-12, unsatisfactory achievement of program objectives or standards will be reported to parents during each marking period as soon as evident, but no later than the midpoint of the nine-week grading period to allow sufficient time for a student to correct the problem. In case of students whose performance does not begin to decline until after the midpoint in the quarter, every effort will be made to contact parents as soon as this happens and work to get the student back on track. All students will receive

assessments that fairly and accurately report their academic progress. Marks or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. Marks or grades must be based upon student academic performance.

GRADING PERIODS AND SCALES

GRADING PERIODS

The DODEA school year is divided into four quarters. A report card is issued after each quarter, and semester grades are given at the end of the second and fourth quarters in grades 6-12. Report cards for these grade levels also indicate a quarter grade, semester exam (SE) grade, and semester grade for each class. A student who is starting school for the first time must have been enrolled 20 school days to receive grades for that quarter. Students transferring to Ramey School from another school district will be averaged with the current grade to determine the report card grade.

Parents are encouraged to contact their child's teacher at any time during the school year for a conference to discuss progress, questions, or concerns. DoDEA grading policies and procedures are established at the DoDEA headquarters, not at the local level.

GRADING SCALE

- A progress report for Pre-K is sent to parents each quarter. This report provides a summary of each student's performance
- A progress report for grades K-3 is sent to parents each quarter period. This report provides a summary of each student's performance on grade-appropriate subject matters and learning skills.
- Student Performance is assessed as follows:
 - E- Exceeds grade-level expectations.
 - M- Meets grade-level expectations.
 - S- Steady progress towards grade-level expectations.
 - L- Limited progress towards grade-level expectations.
- Learning Skills are assessed for grades K-5 and are marked with any of the following on a 1-3 scale:
 - 1 Consistently Observed
 - 2 Occasionally Observed
 - 3 Infrequently Observed
- Performance is assessed as follows:
 - M- Mastery consistently demonstrated
 - P- Progressing
 - I- Introductory beginning to understand
 - NY- Not yet

In grades 4-5, DDESS Puerto Rico utilizes the ELMS scale for designated special areas: Art, Music, P.E., and Intercultural ED. Learning skills are assessed on the 1-3 scale. (see above)

Academic progress and achievement in grades 4-12 are graded according to the following criteria and methods:

100% of a student's grade for academic performance in a grading period, unit or course will be based upon the extent to which the student demonstrates measurable progress toward and/or demonstrates mastery of learning objectives identified in advance by the teacher and/or school curriculum.

In grades 4-12 all tests, projects, portfolios, and student work utilized for grading will be converted to grade points before the calculation of the grades. The following percentages, letter grades and grade points will be applied:

| <u>Percent</u> | <u>Letter Grade</u> | <u>Grade Points</u> |
|----------------|---------------------|---------------------|
| 100-90 | A | 4 |
| 89-80 | B | 3 |
| 79-70 | C | 2 |
| 69-60 | D | 1 |
| 59-0 | F | 0 |

The following scale will be applied to determine quarter and semester grades:

A= 4.00-3.50

B= 3.49-2.50

C= 2.49-1.60

D= 1.59- .80

F= .79- .0

Grade Point Average (GPA):

The following point system will be used for the purpose of establishing a student's cumulative grade point average (GPA) and in calculating grades for a student's performance in individual subject areas.

| <u>Regular Placement</u> | <u>Advance Placement</u> |
|--------------------------|--------------------------|
| A- 4 points | 5 |
| B- 3 points | 4 |
| C- 2 points | 3 |
| D- 1 points | 2 |
| F- 0 points | 0 |

A secondary student's cumulative record (grades 9-12) shall include a GPA based on all grades earned in approved subjects and courses. This comprehensive GPA will be used to determine a student's class rank, honor roll and graduation honors.

It is the responsibility of the teacher, under the supervision of the Principal, to determine the instructional level of student in reading and mathematics. Once these levels are determined, it is also the teacher's responsibility to ensure all assigned work shall be within the students' instructional level. The assumption is that if a student is properly placed at his/her instructional level, he/she will be able to successfully complete the required work. If a student's grade(s) are a D, at or after midterm, the classroom teacher must notify the parent/guardian of the drop in grades and discuss a plan for improvement. 100% of a student's grade for academic performance in a grading period, unit, or course will be based on the extent to which the student demonstrates measurable progress toward and/or demonstrates mastery of learning objectives identified in advance by the teacher and/or curriculum.

GRADUATION REQUIREMENTS:

GRADUATION REQUIREMENTS (Beginning with the Class of 2016)

[\(DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements ad Policy,” September 5, 2004\)](#)

A standard diploma is awarded upon completion of the following requirements as stated in Enclosure 3, Sections 2 and 3 in the DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 2014:

- 1). Minimum 2.0 GPA;
- 2). Completion of 26.0 units of credit; and
- 3). Completion of specific course requirements.

An honors diploma is awarded upon completion of the following additional requirements:

- 1). Completion of all requirements for a standard diploma and additional course requirements;
- 2). Minimum 3.8 GPA at the end of the second semester of the graduating year; and
- 3). Earning a passing grade and the requisite exams in a minimum of four Advanced Placement (AP) exams and/or International Baccalaureate diploma (IB) in advanced-level courses.

High School Graduation Course Requirements:

| Minimum Requirements | | |
|----------------------------|--|----------------|
| Content Area | Standard Diploma | Honors Diploma |
| English Language Arts | 4.0 credits (ELA 9, 10, 11, 12) | 4.0 credits |
| Social Studies | 3.0 credits (World History, US History, US Gov-.5, SS Elective-.5) | 3.0 credits |
| Mathematics | 4.0 credits (Algebra 1, Geometry, Math Level 400, Algebra 2 or Equiv. | 4.0 credits |
| Science | 3.0 credits (Biology, Chemistry or Physics, Science Elective) | 3.0 credits |
| World Language | 2.0 credits (WL course, same language) | 2.0 credits |
| Career Technical Education | 2.0 credits (CTE course offering, Comp. Tech CTE course) | 2.0 credits |
| Physical Education | 1.5 credits (.5 Lifetime Sports, Personal Fitness, Activity & Nutrition) | 1.5 credits |
| Fine Arts | 1.0 credit (Visual arts, music, theater, and/or humanities) | 1.0 credit |
| Health Education | 0.5 credit | 0.5 credit |
| | | |

| Summary | Standard | Honors |
|---|--------------|--------------|
| Minimum Total Credits | 26.0 credits | 26.0 credits |
| Required Courses | 20.0 credits | 20.0 credits |
| Elective Courses | 6.0 credits | 6.0 credits |
| AP and/or IB Courses and requisite exams | - | 4 courses |
| Minimum GPA | 2.0 GPA | 3.8 GPA |
| *AP and/or IB courses may be used to meet DoDEA requirements. | | |

GPA Requirements: Students must earn a **minimum grade point average of 2.0** in order to receive a diploma.

Seniors, who do not fully meet the established requirements by graduation day or are suspended from school, will not be permitted to participate in the graduation ceremony.

1. The student in the graduating class with the highest cumulative GPA shall be declared valedictorian of the class and will be awarded the valedictory medal at Senior Award Program.
2. The graduating student with the second highest cumulative GPA shall be declared salutatorian and will be awarded the salutatory medal at the Senior Award Program.

HOME-SCHOOLING

DoDEA recognizes that home-schooling is a sponsor's right and may be a legitimate alternative form of education for the sponsor's dependents. Home-school students who are eligible to enroll in a DoDEA-Europe and DoDEA-Pacific and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being required either to enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor walk to participate in a DoDEA commencement ceremony.

HOMEWORK

School homework which contributes to the growth and development of the child is valuable. The amount and complexity of homework should not exceed the quantity and quality which can be successfully completed at home.

DDESS Puerto Rico educators are responsible for establishing a homework program appropriate to the age, health, ability, interest, and general needs of the child. Within this framework, DDESS Puerto Rico advocates the following:

Homework in the conventional sense is not a component of the Early Childhood Program, PreK-3. Students are encouraged to collect items and/or information for sharing at school as well as taken items and/or information for sharing at home. They are also encouraged to read and/or be read to every day.

In grades 4-12, a regular program of homework will be established to practice concepts and skills previously taught in the classroom, and to provide a realistic amount of time for completion of reading assignments in study halls, but classroom time will not be used to complete homework assignments. Following are homework guidelines by grade levels:

| Grades | Approximate minutes/day |
|---------------|--------------------------------|
| 3-6 | 60 |
| 7-8 | 90 |
| 9-12 | 120 |

These guidelines represent total homework, not the homework required for each course. Students who do not complete their assignments including homework may be assigned to an after school study hall or a Saturday detention.

Students are responsible for neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations or class assignments that are to be graded as the work of an individual. Any suspicion or evidence of forging, cheating, or plagiarizing the work of others will be investigated. Any student who is in violation will receive no credit, an appropriate consequence for the particular assignment, and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student's discipline folder for the period of the school year.

INTERIM REPORTS

Teachers will issue mid-quarter interim reports to parents for students in grades 4-12 who are in danger of receiving a D or an F or whose grade has dropped more than one letter grade.. These reports are designed to inform parents of a student's current academic and behavioral progress in designated subject areas. Parents and students are encouraged to monitor progress by accessing Grade Speed.

SEMESTER EXAMINATION

- A final semester examination is required of all students in all classes in grades 6-12 except in Algebra, Geometry and ELA Lab. This exam counts for up to 20% of the student's semester grade.
- Administration of semester exams for grades 6-8 should cover the last unit(s) taught.
- Students who are suspended during the examination period may or may not be allowed to complete exams missed during the time of suspension from school, at the discretion of the principal.

MAKE-UP WORK

Assignments missed must be made up after returning to school. The student has an equal number of days for make-up as the total school days missed in excused status.

INCOMPLETE GRADES

Students are responsible for full participation in all classes upon their return to school. Students must remove incomplete grades no later than TWO WEEKS after the end of the marking period in which a grade of incomplete is first awarded. If not completed, the course grade will be calculated without the missing work.

TESTING

Tests other than "pop quizzes (brief tests on material that has been covered during the preceding few days) will only be administered on full block days with prior notification by at least the previous block day.

TRANSCRIPT/RECORDS POLICY/ACCESS TO STUDENT RECORDS

Transcripts needed for school transfer, military use, scholarship consideration, college application, or prospective employment information may be requested in writing from the Guidance Office. A parental written request is required for all students under the age of 18.

Student records and transcripts may be requested from several different sources, depending upon the student's last date of attendance or graduation date. Please visit the student records [Web site](#) for further instruction based on your situation or discuss with the counseling department at your student's school.

SUMMER SCHOOL

Students may enroll in any accredited summer program. Some students may choose to enroll in local public or private school programs or online options through Brigham Young University, University of Nebraska, or others. Upon completion of a summer school course, it is the responsibility of the student to ensure that his/her transcript for the work completed is promptly submitted to the Ramey Guidance Office for review and subsequent posting of credit to his/her Ramey transcript. ***Before enrolling in any summer program, students must meet with their counselor, and get approval from the Ramey Administration.***

AGENDAS

Ramey School strongly suggests the use of agendas/planners for student use. When possible the Ramey School Administration will purchase agendas/planners for students. This tool serves to keep students organized and provides an additional communication tool between teachers and parents.

LANGUAGE OF INSTRUCTION POLICY FOR DDESS – Puerto Rico District

Instruction in classes will be conducted in English with the following exceptions:

- Teachers are expected to follow the guidelines established by the DoDEA English as a Second Language Manual 2440.2 with ESL students. This manual states, “Although English is the language of instruction in the classroom, students are encouraged to continue to develop proficiency in their first language as they acquire English.” This manual also states teachers may “encourage the use of dual languages in the classroom.”
- In language classes other than English, full use of the language being studied is appropriate.
- In keeping with each teacher's and student's first amendment rights, non-instructional conversations between teachers and students in classrooms or on campus may be in the language of choice.

District policy for the use of a second language establishes that when a student's home language is used during instruction, the teacher will explain what was said to the whole class, with the exception of one-to-one or small group assistance. Assembly programs, meetings, publications, and customer relations will be conducted in English with translations as appropriate. Cultural events, culture classes, and performances may be exempt from this policy.

INDEPENDENT STUDY

Independent study, distance learning courses, and DoDEA's Virtual School courses are available by arrangement with the guidance counselor and principal. These courses are accredited by AdvancED and students successfully completing a semester or year-long course receive one-half unit or one unit of credit respectively toward graduation after documentation from the issuing institution (transcript or report card).

Parents and students should be aware that these courses are **extremely rigorous and should be taken only after reviewing course requirements and materials with the school counselors.**

PROGRAM/CLASS CHANGES (DROP/ADD PROCEDURE AND/OR WITHDRAWAL)

Students will pre-register for courses each Spring. Their request for classes must be approved by their parents, teachers, and school counselors. Student course requests will be used to determine school master schedule and course offerings.

When final course approval has been given, the students' requests are entered into school database for class scheduling and assignment.

Neither students nor their parents may select specific teachers—only their courses. Parents may write a letter requesting a style of teaching i.e., my child achieves more in a structured classroom, etc. No teacher's name may be mentioned. A placement committee will meet to consider parental request. There will be no change in K-5 classroom during the first three weeks of school.

Once a M/HS schedule is arranged, a student may seek permission to change his/her schedule through the guidance office by submitting a written parental request during the first week of each semester. All changes must be processed within the first two (2) weeks of each semester.

High school students may withdraw from a course within two weeks of the beginning of a course. Students will have three weeks to drop a distance learning course. The last day for class changes will be two weeks after the first day of the course. When a student drops a class and re-enrolls in the same course, the current grade will transfer to the new class. Class drops and adds must be approved by parents before they will be considered by the school.

PHYSICAL EDUCATION

Starting SY 2012-2013, the Ramey gym uniform is mandatory for P.E. classes.

Students may wear their gym uniforms to school on the days they have PE class.

For students in grades 6-12, lockers are available for use in the locker rooms. It is highly encouraged for all students to secure their belongings in these lockers during P.E./sport activities. Students are to provide their own locks. At times, it may be necessary to restrict the physical activity of a student enrolled in physical education. When a student has a major physical problem requiring medical attention, the student should secure a "*Physicians Recommendation for Modified Physical Education*" form or a statement attesting to such from a medical doctor. The doctor will suggest the extent of limitations to be placed on the student's activity and/or corrective activities with which the teacher should assist the student.

This statement is to be given to the student's physical education teacher and school nurse when the student returns to class.

INTERSCHOLASTIC ATHLETICS

All high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without regard to race, religion, color, national origin, sex, disability, or other factors unrelated to that participation. There are uniform eligibility policies for participants in all athletic programs. Please refer to your Area Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

PROMOTION AND RETENTION POLICY

Ramey School recognizes children grow intellectually and physically at different rates. In general, children require one school year to acquire the fundamental skills and maturity designated for a particular grade. Children with unusual abilities are provided an enriched program within their grade.

Children who lack sufficient maturity and/or academic skills necessary for success in the next grade may be retained in a grade for another year, in order to gain the foundation for future success in school. A committee consisting of the principal or his/her designee, guidance counselor, child's teacher, and the parent(s) shall make this determination.

Children possessing exceptional maturity, as well as advanced academic capabilities, may be recommended for accelerated promotion. ***A special committee will convene to evaluate any proposals for the accelerated promotion.***

If unable to participate in the committee, parents will be notified of a proposal to retain or accelerate a child, and school officials will be available to discuss the proposals with parents before a final decision is made.

INSTRUCTIONAL SUPPORT PROGRAM

An Instructional Support Program has been established at Ramey School. The main purpose is to improve students' academic performance. Needs are based on achievement test scores and teacher recommendations. This is a prescriptive program.

GIFTED EDUCATION PROGRAM

The Gifted Education (GE) program is based upon the premise that optimum development is reached when the regular curriculum is differentiated to meet the needs of gifted students. The intent of the GE program is to be inclusive, ensuring that each student reaches his/her potential.

ENGLISH FOR SPEAKERS OF ANOTHER LANGUAGE (ESOL)

(DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007)

An English language learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, "English as a Second Language Programs," March 16, 2007, DoDEA's ESOL Program is a language acquisition program designed to teach ELLs social and academic skills as well as the cultural aspects of the ELLs to succeed in an academic environment. It involves teaching, listening, speaking, reading, writing, study skills, content vocabulary, and cultural orientation at appropriate developmental and proficiency levels with little or no use of the native language. ESOL instruction is in English and can be provided in a variety of settings and program configurations. The amount of instruction given will vary according to the student's needs and classification. ELLs are involved in mainstream classes during the day.

ENGLISH AS A SECOND LANGUAGE

Since English is not the first language of all Ramey students, mastery of English as a second language (ESL) is an important part of the instructional program. The Ramey ESL program is designed to assist students whose need for English language proficiency precludes satisfactory achievement within the school community.

Limited English proficient students are those who lack minimum English competency. These students will receive instruction in English as a second language. English proficiency will be measured by a standardized test, Placement Tests, LAS Links. ESL students will be referred, screened, and placed in accordance with policies and procedures established in the *DoDEA ESL Handbook*. In Kindergarten – 8th grade, ESL is considered the language arts instruction for these students. For grades 9-12, ESL courses may be used instead of English requirements towards graduation credits up to a maximum of two (2) credits.

SPECIAL EDUCATION PROGRAM

Special Education ([Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015](#))

Special education is considered specially designed instruction, which is provided at no cost to the parents, to meet the unique needs of a child with a disability, including instruction conducted in the classroom, home,

hospitals and institutions, and in other settings, as well as instruction in physical education. In accordance with the policy stated in the Department of Defense Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," June 17, 2015 the law requires school districts with students with disabilities to be provided reasonable accommodations to allow access to educational programs and associated activities to the same extent as students without disabilities. Please contact your child's school for specific details relating to your child if you would like to discuss eligibility requirements.

According to Public Law 102-110, special education is specially designed instruction, provided at no cost to parents, to meet the unique needs of children with disabilities, including classroom instruction, vocational instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. Special education is provided for children who have been diagnosed with the following disabilities:

- ❑ Deafness or Blindness
- ❑ Early Childhood Impairments
- ❑ Hearing Handicaps
- ❑ Mental Retardation
- ❑ Multiple Handicaps
- ❑ Orthopedic Impairments
- ❑ Other Health Impairments
- ❑ Specific Learning Disabilities
- ❑ Visual Handicaps
- ❑ Serious Emotional Disturbances/Behavior Disorders

Eligibility and placement in the Special Education Program is determined by the school's multidisciplinary committee, called the Case Study Committee (CSC), after screening procedures have been completed.

Certified professionals, such as guidance counselors, physical/occupational therapists, psychologists, special education teachers, speech/language pathologists, and regular classroom teachers, provide services in the least restrictive environment.

TUTORING

Tutoring is available Monday, Tuesday and Thursday from 3:00-4:00 p.m. in the Media Center for elementary students. They must be picked up at 4:00. Tutoring is available for students in Middle and High School on Tuesday and Thursday from 3:00-4:45 in Room SC1. There are activity bus passes available. There will be no tutoring the week before winter recess break or the last two weeks of school. Tutoring is also available Saturdays from 9-12. Sign up must occur by Thursday of the week prior. Students must be picked up by noon.

POLICIES

ATTENDANCE, ABSENCES, WITHDRAWALS

Regular attendance and punctuality are essential for a student to make continuous progress in school. Parents are urged to send children to school regularly unless the child is ill.

Student Attendance ([DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended](#))

In accordance with the policy stated in the DoDEA Regulation 2095.01, "School Attendance," August 26, 2011, as amended, school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction, successfully meet academic standards, and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, the school personnel, and in some cases the Command. Students with excessive school absences shall be monitored by the Student Support Team to assist them in the completion of all required work and successful mastery of course objectives.

Daily student attendance is identified based upon a quarter of the school day formula. Students will be identified as present or absent, based on the following criteria:

- 1). Absent up to 25% of the school day = absent one-quarter of the school day.
- 2). Absent between 26%-50% of the school day = absent one-half of the school day.
- 3). Absent 51%-75% of the school day = absent three-quarters of the school day.
- 4). Absent 76%-100% of the school day = absent full-day.

DoDEA considers the following conditions to constitute reasonable cause for absence from school (excused) for reasons other than school-related activities:

- 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 holiday
- 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

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child's absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

Students with excused absences will be required to make up all work and tests within the same number of days missed.

DoDEA's Attendance Policy states:

1. If appropriate, after 7 **cumulative absences (excused or unexcused)** in a semester the SST (Student Support Team) is convened to review the student's academic and social emotional progress and if appropriate, the Principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.
2. Students may lose credit when they have accumulated 7 or more unexcused absences in a class or course during a semester. The administration will verbally warn the student and parent or sponsor (via email or written notification) of possible loss of credit after 3 unexcused absences. As appropriate, the administration will meet with the parent or sponsor to discuss the student's educational progress.

In order to participate in an extracurricular activity, a student must be present at school from the beginning of the day on which the activity takes place, unless the principal grants a written waiver.

RETURN FROM ABSENCES

- ❑ On the day of return, the student will present a written explanation of the absence signed by the student's parent to the Attendance Secretary in the Main Office. Students presenting this explanation will be provided an *excused admit slip* and students without an explanation will receive an *unexcused admit*. In any case, teachers will not allow students back to class without an admission slip.
- ❑ Absences for illness of more than three consecutive days must be certified by a physician. *Failure to submit the proper notes for absences will be considered truancy.*
- ❑ Students who are absent due to participation in sports are responsible for keeping current on all missed school work and assignments.

EARLY DISMISSAL/ SIGN OUT

Sponsor requests for early dismissal must be presented in writing. **No early dismissals will be granted over the telephone.**

- ❑ In order to pick up students during school hours, the sponsor must come to the administration office, present photo ID, and sign the log book.
- ❑ Students will only be released to the sponsor, parent/guardian, or the emergency contact person listed on the student's registration file.
- ❑ Once a student is signed out, he/she must leave school grounds.
- ❑ Students may not be signed out of school to attend school activities that were not intended for them. (i.e. field days, performances, battle of the classes.)

WITHDRAWAL FROM SCHOOL

Students will be permitted to withdraw from school with full credit for the grading period and school year only on or subsequent to a cut-off date specified on the DDESS-PR District approved calendar. Such early withdrawal is deemed acceptable when a family is required to leave for the sponsor's job assignment; the family is leaving the area permanently; or for other mitigating circumstances. **Vacation travel is not recognized as cause for early departure.**

Accelerated Withdrawal ([DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014](#))

The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester in accordance with Enclosure 3, Section 9 in the DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2014. Accelerated withdrawal will only be considered if the sponsor presents Permanent

Change of Station (PCS) orders. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., PCS orders). All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

Students who withdraw early must satisfactorily complete all required school work, prior to departure, in order to receive full credit.

- ❑ Students must present to the Ramey Administration a written notice from their sponsor indicating the intent to withdraw. **This must be done no later than the end of the quarter preceding the withdrawal date.**
- ❑ Steps students will take at *the beginning of the final grading period*:
 - a. Work with each teacher to set due dates for key assignments and exams.
 - b. Stay current with the accelerated studies schedule.
 - c. On the date of withdrawal, the sponsor/parent will come to the school and personally obtain copies of their children's school/health records from the Guidance Office to be taken to the receiving school. Original records must be requested by the receiving school or university.
 - d. The student will take the withdrawal form to each of his/her teachers for *clearance* during the day including cafeteria, nurse, information center, locker custodian and coaches. Once the form is signed and completed by all the pertinent personnel, the student will bring the form to the Guidance Office for the records to be released to sponsors.

SCHOOL CLEARANCE

When leaving school, each student will be checked-out for the return of U.S. Government nonexpendable items or equipment (e.g. books, uniforms, musical instruments) which were furnished to the student on a loan basis. The check-out form will be maintained in the school for one year. The completion of this form is a requirement for withdrawing from school.

[TRANSFERRING COURSE CREDITS to a DoDEA School \(DoDEA Administrative Instruction 2000.1, "High School Graduation Requirements and Policy," September 5, 2004\)](#)

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7-8) and high school (grades 9-12) students who transfer into a DoDEA school from other DoDEA schools or who earn course credits in a non-Department of Defense (DoD) system (public or private), correspondence, online, and/or homeschool program that are accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation in accordance with Enclosure 3, Section 10 of the DoDEA Administrative Instruction 2000.1, ["High School Graduation Requirements and Policy," September 5, 2004.](#) Please contact your child's school for questions regarding course credit transfer process and approval.

CHILD ABUSE AND NEGLECT

[\(DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998\)](#)

In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, all DoDEA personnel will participate in the identification of child abuse and the protection of children. School personnel shall promptly report all suspected or alleged child abuse to the local Family Advocacy Program

(FAP) officer and to their immediate supervisor and shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Domestic Dependent Elementary and Secondary Schools (DDESS) has mandated that any and all school personnel report suspected child abuse and neglect (DoDEA Regulation 2050.9, enclosure 2).

The regulation (2050.9) defines child abuse as the following:

- Physical injury, sexual maltreatment, emotional maltreatment, deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child's welfare is harmed or threatened.
- For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide for reasons other than poverty, adequate food, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.
- The term (child abuse/neglect) encompasses both acts and omissions on the part of a responsible person.
- A child is a person under 18 years of age for whom a parent, guardian, foster parent, caretaker, employee of a residential facility, or any staff person providing out-of-home care is legally responsible. The term "child" means a natural child, adopted child, stepchild, foster child, or ward.
- The term (child abuse/neglect) also includes an individual of any age who is incapable for self-support because of a mental or physical incapacity and for whom treatment in a Medical Treatment Facility (MTF) is authorized.

Our primary responsibility and concern must be for the safety and welfare of the child. The national mandate to prevent child abuse is so strong that the school officials can be charged if they fail to report a suspected case of child abuse. Therefore, any and all suspected cases of child abuse/neglect are to be reported to the appropriate authorities.

Our ethical and mandated responsibilities in the DDESS system require all staff members to report suspected cases to the appropriate school administrator and to the base or post Family Advocacy Program* (FAP). The FAP management team, composed of the military installation's medical, legal, law enforcement and social worker staff, is responsible for determining if child abuse/neglect has occurred and provide appropriate services for the child and family.

CLASS OR CLUB FUNDS

All class and club funds must be deposited in school accounts and are governed by the school. No cash may be spent from funds received from an activity. Certain classes must save a fixed amount of their class treasury for the following year.

All expenditures of class funds must be approved by the class sponsor and NAF committee prior to obligating the funds.

All deposits and expenditures will be made on the standard deposit/withdrawal forms and signed copies will be given to the organization sponsor.

Student funds, which are raised in the name of the school itself or go to the part of the students in the school acting as such, are to be used for the general welfare of the school and student body.

All student fundraising activities must be scheduled in advance and must not interfere with the instructional program or other established programs.

All students are encouraged to participate in extracurricular activities. Any student who stays after school for a club or organizational meeting/function must have parental permission but will be allowed to ride the activity bus with a sponsor-approved activity bus pass.

Students wanting to organize a school-sponsored club or organization must meet the following criteria to be eligible to meet at RUS:

1. The proposed club has a DoDEA employee sponsor approved by the principal.
2. No other club already exists at the school that addresses the same or similar goals and purposes of the proposed club.
3. The club has a constitution and/or by-laws.
4. Membership does not discriminate on the basis of an individual's race, national origin, religion, gender, or disability.
5. The primary purpose of the club will not negatively impact the general welfare of the student body.
6. The club meets the minimum requirement of 10 participants.

DISCRIMINATION

DODEA is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. DODEA provides handicapped individuals with access to training or employment in its programs and activities in accordance with requirements of applicable laws, including the anti-discrimination provisions of Section 504 of the Rehabilitation Act of 1973, as amended. DODEA complies with Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in employment or admission to educational programs and activities.

EMERGENCY DATA

All students must have on file in the school office an emergency telephone number and an address where parents/guardians can be reached. Parents need to notify the school of any changes immediately. Emergency contact information must also be kept current.

EMERGENCY DISMISSAL

There are times when weather situations could result in school being closed. Please contact your child's school for details regarding notification procedures.

DODEA has an emergency plan which is implemented when it becomes necessary to close the schools due to a tropical storm or hurricane threat.

In the event the buses are unable to leave school, the students will be kept at the school until the situation is resolved and normal procedures are put into effect. Every precaution will be taken to ensure the safety of all students at Ramey School. The administration will also use One Call in order to maintain parents informed of school openings and closures.

ENROLLMENT

Registration Process ([DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended & DoD Instruction 1342.26, "Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," March 4, 1997](#))

Proof of Eligibility: The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas

Areas,” September 20, 2006, as amended and DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997.

The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including all dates and types of immunizations
- Sponsor's orders for current tour of duty
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence.

Contact the registrar at your student’s school for more information on enrollment or to update your student’s information.

Student Enrollment: Immunization Requirements – [Immunization Requirements Memorandum](#)

At the time of enrollment, documentation of a student’s immunizations is required. Acceptable forms of official proof of immunization status may include, but are not limited to:

- Yellow international immunization records,
- State agency-generated immunization certificates,
- School-generated immunization certificates, and
- Physician, clinic, or hospital-generated immunization records.

Parents must present proof of immunizations upon registration in any DoDEA school. Should the immunization documentation reveal missing immunization data, the necessary immunizations must be obtained. Proof of immunization compliance must be presented to school officials within 30 days of enrollment for continued enrollment in DoDEA schools. For a list of required immunizations and necessary forms, please visit http://www.dodea.edu/StudentServices/upload/2011_2942_0_M_F3.pdf.

ENTRANCE REQUIREMENTS

Prior to admission of a student into school, the parent or guardian shall be required to provide the following documents:

1. *Immunization records documentation:*

| IMMUNIZATION | MINIMUM DoDEA REQUIREMENTS FOR SCHOOL ATTENDANCE |
|--|--|
| + Diphtheria, Tetanus, Pertussis DTap, DT Tdap | *DTaP, DT series completed by age 4 years or on schedule for completion. If the fourth dose of DTaP, DT was administered before the fourth birthday, a booster (fifth) dose is required for initial school entry. * Tdap required at age 11years old. |
| +Hepatitis A | * Series completed prior to initial entry into school or on scheduled for completion. |
| +Hepatitis B | * Series completed prior to initial entry into school or on scheduled for completion |
| + Measles, Mumps, Rubella | * Series completed prior to initial entry into school or on scheduled for completion |
| Meningococcal | * Series initiated at age 11 years. Booster at age 16 years. |
| +Polio | * Series completed by age 4 years or on schedule for completion. If the forth dose of Polio was administered before the fourth birthday, an additional dose is |

| | |
|-----------------------------|--|
| | required for initial school entry. |
| + Varicella | * Series completed prior to initial entry into school or on scheduled for completion |
| Tuberculosis | * upon initial registration and the every 2 years. |
| Pneumococcal and retrovirus | Only for students under 5 years of age. |

2. *Pre-kindergarten - 1st Grade*

- Birth certificate demonstrating the student will be 4 years of age for Pre-kindergarten and 5 years of age for Kindergarten on or before September 1.
- Official immunization records documenting inoculations.
- Physical examination.

3. *2nd - 12th Grades*

- Official records demonstrating grade placement from previous year.
- Official immunization record.

Newly arrived families and their students, please feel free to contact the guidance office or administration office if you have questions, comments, compliments, or concerns. All students attending Ramey School must have a physical examination unless they are transferring from another school within DODEA. All students participating in sports programs are required to have a physical examination **every year**. We strongly encourage each student participating in athletics to have an electrocardiogram (EKG).

GUIDANCE OFFICE

Parents and/or guardians must supply the school with a copy of any type of court order that may affect the student (e.g., who is allowed to visit the child, who has legal custody, etc.). These orders will be maintained in the student's cumulative file. If any changes take place during the school year with the court order, the school must be notified immediately. Teachers will be notified of any restrictions that affect students in their classes.

The Guidance Office has a comprehensive program that focuses on career planning/exploration, knowledge of self and others, and educational/vocational development. Ramey School has two certified guidance counselors who are trained to serve teachers, students, parents, administrators, and the community in a variety of ways. The number one objective for the school counselors is to enable students to gain the knowledge, skills, values, and attitudes that lead to self-sufficient, responsible citizens. Each counselor acts as a resource person, coordinator of services, consultant, and child advocate. Ramey's counselors are available to provide the following services:

1. Talk with students individually and in groups.
2. Provide support during personal and inter-personal crisis.
3. Serve as a bridge between home, school and community.
4. Use tests to provide information about students' abilities, achievements, interests, and needs.
5. Share information on scholarships and financial aid.
6. Orient new students and their families to Ramey School.
7. Counsel students on successful transitions to adult living.
8. Coordinate classroom guidance.
9. Coordinate the guidance efforts of other school personnel.
10. Records

Under the supervision of the principal or her/his designee, a cumulative record is maintained on each student. This record contains the following:

- Full name of student
- Birth certificate

- ❑ Social Security number
- ❑ Dates of entrance and withdrawal
- ❑ Promotions and failures
- ❑ Credits and grades earned
- ❑ Standardized test scores
- ❑ Summary of attendance by year or semester.
- ❑ Awards and honors, including membership in the National Honor Society

Ramey School maintains, retires, transfers, or destroys cumulative records in accordance with Department of Defense policy.

Student health data, absence reports, correspondence with parents, and progress or anecdotal records of significant nature are retained for five years after a student's graduation, death, or withdrawal. After five years, maintenance of pupil records transfers to the superintendent's office. Student disciplinary records are destroyed at the end of each academic year, unless maintenance of such records is required by court order or other duly constituted authority.

RELIGIOUS HOLIDAY OBSERVATION ([DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#))

According to Enclosure 3 in the DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012 students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious discussion. Students may observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, as long as the practice does not violate student standards or cause substantial disruption.

VISITORS AND GUESTS POLICY

Although Ramey has an open-door policy, for security reasons it is required that visitors adhere to the following procedures:

ALL VISITORS (any person who is not a school employee) shall:

- ❑ Sign in at the main office stating his/her destination and specify purpose of visit.
- ❑ Obtain a visitor's tag.
- ❑ Wear the tag.
- ❑ Refrain from interrupting a class in session or requesting a conference with a teacher during instructional time.
- ❑ Sign out when leaving.

Office staff will assist visitors with signing in and out; confirming appointments with teachers; and directing visitors to their destinations.

Alumni guests may visit on a limited basis. They must follow the procedures and rules for regular visitors after obtaining permission for the visit from the assistant principal or principal.

All other staff will ask visitors without name tags to return to the main office so they can obtain a tag. They will also notify the main office of the presence of any person without proper identification. Individuals on campus without legitimate purpose and pass may be removed by security personnel. All personnel are reminded that the Ramey campus is a federal installation and all persons and vehicles are subject to search.

STUDENT VISITORS

Schools shall allow equal access to school facilities being used for student sponsored non-curriculum related activities, if a school allows any such group access to its facilities. Student visitors are not allowed on campus at any time during the school day. This includes family members or any other visitors not enrolled as students in Ramey School. Individuals on campus other than enrolled students, faculty or staff, must be registered in the main office, identified with a visitor's badge and present only for a specific purpose and signed out and departed from the campus once their business is concluded.

SEARCH AND SEIZURE

DoDEA Policy 15.15.4 states: The principal or his/her designee may conduct an inspection of an individual student's desk, locker or storage space when there are reasonable grounds to believe it contains illegal drugs, weapons, stolen property or other contraband provided that the search is conducted primarily for enforcing order and discipline in the school and not for criminal prosecution. Reasonable efforts to locate the student should be made prior to conducting the search. The search should be conducted in the presence of a witness.

Principals may conduct a general search of school property (e.g., desks, lockers, storage space, school computers, including data and internet access records on a periodic or random basis. This search will be conducted in the presence of another employee who will serve as a witness. All persons should remember that the school campus is federal property. Criminal activity is investigated and prosecuted by the U.S. Department of Justice, not local civilian authorities.

Principals may conduct a targeted search of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, computer or other property when there is reasonable suspicion to believe the student possesses prohibited item. Prohibited items include illegal drugs, weapons, or other items that are evidence of misconduct (as defined in DoDEA Regulation 2051.1.

A targeted search of the students' person shall only be conducted under exigent circumstances. When possible a targeted search of the students' person shall be conducted in a private room, or non-public area, conducted by a school official of the same sex as the student being searched, and witnessed by one additional school employee of the same sex as the student.

Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances. The principal, or designee, shall advise the student and parent of the circumstances justifying the search and seizure.

TECHNOLOGY USE

School use of computers, software, networks, and telecommunication resources (to include the Internet) are governed by guidelines published by the Department of Defense and the Domestic Dependent Elementary and Secondary Schools (DDESS). Both students and parents must sign a consent letter agreeing to abide by established DDESS guidelines. Failure to adhere to these rules will result in a student's forfeiture of all computer and on-line privileges in school. Violation of these policies will result in loss of privileges.

The following are most pertinent:

1. All use of technology must be in support of educational and research goals.
2. Use of another's login ID or password is prohibited.
3. Hardware or software shall not be destroyed, modified, or abused in any way.
4. A deliberate attempt to degrade or disrupt system performance is prohibited.
5. Users must abide by all copyright laws.
6. Chat rooms may not be accessed.

7. Personal software cannot be installed on school-owned equipment.
8. Accessing prohibited (adult, drug related, etc.) sites is prohibited.

TELEPHONE USE (Including Cellular Phones)

The office telephone is for school business and not for student use, except in case of emergency. Social life is not considered an emergency. All personal business should be taken care of before coming to school. Students are engaged in the business of learning and should be interrupted only for serious reasons. In the event a student is scheduled for an after-school activity which is cancelled by the teacher, the student will be allowed to call home to inform the parent/guardian of the change. Cellular phones are not to be used on campus at any time. Cellular phones and other electronic devices that are visible on campus will be confiscated. All confiscated devices will be returned only to a student's parent(s)/sponsor(s). It is strictly prohibited to use cellular phones for texting and/or audio/video recording on the Ramey Campus or during school related activities.

VOLUNTEERS

[\(DoDEA Administrative Instruction 4700.3, "Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006\)](#)

For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school. A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. Visitors may go only to the area they indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge that is to be displayed conspicuously at all times while on school grounds. Visitors may be asked for an item of value in exchange for the visitor's badge. Any change to the designated location must be cleared through the front office before visiting a different location. Upon finishing their visit, visitors must check out at the office, return the visitor badge, receive their item of value that may have been requested, and exit the school. Parents are welcome to visit the school and classrooms to observe our programs in action. In accordance with the policy stated in DoDEA Administrative Instruction 4700.3, ["Application and Background Check for DoDEA School Volunteers and Student Teachers," May 15, 2006](#) a visitor or volunteer should never be left alone with students unless proper background clearances have been obtained. Please consult your school administrator to begin this process.

Schools in DDESS-PR District are authorized to accept and use services of persons on a voluntary basis in accordance with the provisions of this section. Persons who offer services on a voluntary basis shall only be used to perform services for which they are qualified, based on ***training, experience, and maturity***. Volunteers must be mentally and physically capable of performing duties assigned to them, without unreasonable danger of harm to the volunteer or any other person. All volunteers shall work under the direction of an assigned employee of DODEA, who shall be responsible for monitoring the performance of the voluntary services.

Qualified volunteers may be used to augment existing services or to provide a service which DODEA could not otherwise provide. Voluntary services shall not however, be used in lieu of services normally provided by teachers in the system. School volunteers must use good judgment and dress appropriately when volunteering at Ramey School. Short shorts, bathing suits, sports bras, tank tops, and other revealing items of clothing are not appropriate dress for the school or classroom setting. Volunteers may not transport Ramey students to school events in their private vehicles.

VOLUNTEER ORGANIZATIONS

Ramey PTSO supports Ramey School in various ways: book fair, school pictures, selling used uniforms, Scholastic book orders etc. Meeting dates and time will be sent to all Ramey students.

Ramey Booster Club a volunteer organization that supports our extra-curriculum athletic program. Dates and time of meetings will be sent to all Ramey stakeholders.

CARS/VEHICLES

Students who wish to drive to school must park their vehicles outside the school grounds. The old entrance (the Pedestrian Gate) will be opened from 7:25 – 8:00, 2:45 – 3:00 and 4:45-5:00 so students can park in the Velodrome parking lot. No security will be provided in this parking area. There is no student parking in the back parking lot. Students are not allowed in vehicles during the school day, including lunch hours. Ramey is a closed campus environment. Students are not permitted to leave campus at any time during the school day unless signed out by their parent.

STUDENT BEHAVIOR & DISCIPLINE

Student Discipline ([DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” April 4, 2012, as amended & DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#))

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 in the DoDEA Administrative Instruction 2051.02, [“Student Rights and Responsibilities,” April 17, 2012](#). It consists of teaching and reinforcing positive student attitudes and behaviors. 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. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. In accordance with the policy stated in DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” April 4, 2012, as amended discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion as a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs).

Student Rights and Responsibilities: Students have the right to expect 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 (including sexual harassment), bullying (including cyber bullying), drugs and alcohol, and other unwanted conduct. As such, all students are expected to comply with school rules and regulations, and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1 and 2051.02. Students who are accused of a violation of school rules will be provided due process IAW that regulation.

1. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers and administrators, and other school staff shall treat students with courtesy, fairness and respect.
2. **Consequences of Conduct Violations and Penalties:** Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.
3. **Discipline for Minor or First Offenses:** A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others, through the use of written or oral reprimands or notice to parents, time out, teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. While grading school work performance or non performance is appropriate, grade (score) reduction as a disciplinary action is not an appropriate means of discipline.
4. **Grounds for Removal:** A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:
 - a. Cause, threaten or attempt to cause physical injury to another person.
 - b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm).
 - c. Possess, use or distribute, or attempt such, of alcoholic beverages.
 - d. Possess or used tobacco or tobacco products.
 - e. Possess, use or distribute any illegal/controlled substance, or attempt such offenses.
 - f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.
 - g. Robbery or extortion, or attempt such offenses.
 - h. Damage or vandalism to school, U.S. Government, contractor or private property.
 - i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.
 - j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.
 - k. Disrupted school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.).
 - l. Failure to leave the school, school grounds or school bus when directed by school official.
 - m. Engage in gambling in any form.
 - n. Fighting or otherwise engaging in conduct endangering others.
 - o. Bullying, intimidating, taunting, hazing, name calling, or harassment.

- p. Unauthorized use of a portable communications device.
- q. Arson, making a bomb threat, or falsely reporting a fire or bomb threat.
- r. Forgery, cheating or plagiarism.
- s. Possession or use of fireworks or other explosive devices.
- t. Repeated or flagrant violations of attendance regulations or policies (i.e., truancy).
- u. Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials.
- v. Violate any law, rule, regulation, or policy of the military installation or school.
- w. Fail to report or otherwise be complicit in the above-described acts.

DISCIPLINE PROCEDURES FOR STUDENTS ON INDIVIDUAL EDUCATION PLANS (IEP):

Recent amendments to special education laws have influenced DDESS disciplinary policy for students with disabilities. Students with disabilities may be suspended and removed from current placement for 10 school days or less in the same school year by the unilateral decision of the school administrator. The school is not required to provide instructional services during these periods of suspension. Assignment of additional discipline during the school year will be handled on an individual basis with the input of the child's special education teacher, and on occasion, by review of the Case Study Committee.

REMOVAL FROM CLASS

If a student's conduct in the classroom seriously disrupts the educational process, the teacher may complete a disciplinary referral form and send the student to the office. This referral will be the final step in a teacher's disciplinary procedure and is reserved for serious disciplinary cases or those of a recurring nature.

SATURDAY DETENTION

When a student is assigned Saturday detention he/she is expected to report no later than 8:00 a.m., unless instructed otherwise.

- ❑ If a student is to report at a different time, the parent/ sponsor will be notified via e-mail.
- ❑ Students who fail to report for Saturday detention will be assigned a second Saturday detention, in addition to the first one that must be served / or an out of school suspension.
- ❑ Any student assigned to report to a Saturday detention who does not report, will be subject to further disciplinary action.
- ❑ A Saturday detention will not be rescheduled except for excused absences from school.

IN-SCHOOL SUSPENSION

As an alternative to out-of-school suspension, at the discretion of the principal, a student may be assigned in-school-suspension (ISS) as a recommended disciplinary action. The purpose of this is to improve student behavior through the use of a structured environment, while guaranteeing academic continuity. ***In-school suspension cannot be appealed.***

Process:

- ❑ Student must remain in the in-school suspension room.
- ❑ Students are expected to stay quiet and complete assigned work.
- ❑ Students are allowed a maximum of two restrooms trips (one in the morning and one in the afternoon) per day, which may not be taken during regular changing of classes.

- ❑ Students must obtain their lunches prior to the lunch period and eat in the in-school suspension room.
- ❑ Students in in-school suspension will be ineligible for participation in or attendance at extra-curricular activities for the day(s) assigned to in-school suspension.
- ❑ Excessive in-school suspension assignments may result in out-of-school suspension.
- ❑ Students must remain awake during the in-school suspension.

Removal of Privileges:

Serious disciplinary offenses or habitual minor offenses may result in the removal of the following privileges:

- i. Membership in honor organizations.
- ii. Officer or leadership positions in school organizations.
- iii. Participation in extracurricular or curricular activities.

OUT-OF-SCHOOL SUSPENSION

Students who are assigned an out-of-school suspension ***must make up their work***. Students must remain off school grounds during the suspension period. This includes extracurricular activities.

ACADEMIC DISHONESTY (CHEATING, PLAGIARISM, or FORGERY)

Ramey School has identified the following acts of academic dishonesty.

- ❑ Judgmental academic dishonesty – peering onto someone else’s paper or obviously permitting it. Verbally telling someone or receiving the answers to questions during a test.
- ❑ Unquestionable academic dishonesty – copying homework assignments or giving homework to be copied (only when students are not allowed to work as a group or share information).

Plagiarism. Plagiarism includes, but is not limited to:

- ❑ Presenting as one's own words, works or opinions of someone else without proper acknowledgment.
- ❑ Borrowing the sequence of ideas, the arrangement of material or the pattern of thought of someone else without proper acknowledgment.

Cheating. Cheating includes, but is not limited to:

- ❑ Communicating with another student during a test, quiz, or any other form of evaluation.
- ❑ Copying or allowing copying in any testing situation.
- ❑ Copying or allowing copying of homework, class work, projects or other material unless allowed by the teacher.
- ❑ Using unauthorized notes or devices (i.e. cell phones or iPods).
- ❑ Submitting falsified information for grading purposes.
- ❑ Obtaining a copy of and/or information about an examination or giving information about such examinations without the knowledge of the teacher.

Lying and Forgery. Lying and Forgery includes, but is not limited to:

- ❑ Willfully telling a falsehood.
- ❑ Any form of deceit, attempted deception or fraud.
- ❑ Lying to administrators, faculty members, and other staff.
- ❑ Falsifying any school document.
- ❑ Signing any signature that is not one's own.

Consequences for plagiarism, cheating, lying and forgery could be any or all of the following:

- ❑ Loss of credit for the academic work in question.
- ❑ Contact with military sponsor.
- ❑ Loss of eligibility for academic honors.
- ❑ Removal from organizations that have honesty, citizenship and integrity as requirements for office or membership.
- ❑ Detention, Saturday School, or Suspension.
- ❑ Students caught committing academic dishonesty will be disciplined accordingly. Students found guilty of *judgmental academic dishonesty* will be disciplined by the **classroom teacher**. Students found guilty of unquestionable academic dishonesty may be referred to the administration for action. National Junior Honor Society and National Honor Society sponsors will be informed of violations.

FIGHTING

The school atmosphere should always be one conducive to learning. Fighting for any reason is not tolerated.

- ❑ Students, who engage in physical confrontations with peers or other individuals while on campus, riding the bus, or attending a school-sponsored activity, will be suspended for the remainder of the school day or longer as determined by the administration.
- ❑ The administration will determine the final outcome regarding discipline after an investigation.
- ❑ When a fight occurs, all students involved will usually be suspended from school for the first offense. It is rare that a fight is started by one student alone.
- ❑ Repeat occurrences will usually result in suspension for periods of longer duration.
- ❑ If a child feels threatened to the point that she/he has to defend herself/himself, the first action should be to report the situation to a teacher or other adult. Otherwise, the child takes the risk of being suspended from school.
- ❑ Children who are told, "It's okay to fight," and decide to engage in fighting will be subject to disciplinary action.

HARASSMENT

Harassment is defined as deliberate, repeated, and/or unsolicited physical actions, gestures, or verbal/written comments when such conduct is unwanted and unwelcomed.

Harassment has the purpose or effect of interfering with an individual's performance academically, or in school-related activities, or creating an intimidating school environment.

When an allegation of harassment has been verified, discipline may include one or more of the following:

- ❑ Warning
- ❑ Apology to the victim
- ❑ Counseling
- ❑ Detention
- ❑ Suspension
- ❑ Expulsion (for criminal offenses such as assault)
- ❑ Research or other academic work on the topic of harassment.

SEXUAL HARASSMENT

Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct (DoDEA Regulation 1800.02, “Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct,” June 15, 2015)

All DoDEA employees and volunteers hold positions of trust and are responsible for establishing and maintaining professional distance with students. Adult-to-student sexual abuse, sexual harassment, or other inappropriate behavior or conduct demonstrate a lack of professional integrity and a breach of authoritative power of adults who are in positions of trust, and such are unacceptable and shall not be tolerated in DoDEA. Incidents of sexual abuse, sexual harassment, or other inappropriate behavior or conduct shall be reported promptly in accordance with DoDEA requirements. Refer to pages 15-17 in the DoDEA Regulation 1800.02, “Prohibition of Adult-to-Student Sexual Abuse, Sexual Harassment, and Other Inappropriate Behavior or Conduct,” June 15, 2015, Sexual Harassment and Other Inappropriate Sexual Behavior to obtain more information about sexual harassment.

Sexual Harassment (DoDEA Policy Statement on Sexual Harassment, Directive-Type Memorandum 18-DMEO-004, and DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities)

DoDEA remains firmly committed to providing all students with a safe, supportive, and non-discriminatory learning environment. Every child is entitled to feel safe in school and while participating in school-related activities. DoDEA has a responsibility to address all complaints of sexual harassment, which includes addressing its effects and taking steps to prevent further/future behavior. Sexual harassment by or against students will not be tolerated in DoDEA schools.

Sexual harassment is defined as any unwelcome behavior of a sexual nature from students or adults (of the same gender or not) that is sufficiently serious that it prevents or limits one’s ability to learn, study, work, or participate in or benefit from DoDEA school programs and activities, both on and off school premises, such as interfering with a student’s schoolwork, making a student feel uncomfortable or unsafe at school, or substantially interfering with one’s physical or psychological well-being.

Such misconduct can consist of unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal, written, or physical conduct of a sexual nature. Examples of behavior that may constitute sexual harassment include:

- Commenting or teasing someone about their sexuality, body parts, or sexual development.
- Texting, IM’ing, e-mailing, or otherwise sharing sexually graphic material, both written and visual.
- Pulling down someone’s pants or shorts, flipping skirts, pulling at or lifting up shirts.
- Unwelcome physical contact of a sexual nature from an unwanted pat, hug, or kiss, to groping or grabbing of another person’s private body parts and, in extreme cases, sexual assault or rape.

You are encouraged to visit the DoDEA Sexual Harassment and Awareness Prevention webpage at: www.dodea.edu/sexualharassment to learn more about sexual harassment, what to do if you feel you have been sexually harassed, and to obtain point-of-contact information for regional Diversity Management and Equal Opportunity (DMEO) Complaints Managers. Unresolved matters concerning sexual harassment, or any other inappropriate sexual behavior, may be reported through the chain of command. The DoDEA chain of command is located at: <https://www.dodea.edu/aboutDoDEA/command.cfm>.

Sexual harassment can be directed towards adults or students, members of the same sex, or members of the opposite sex.

Off-color jokes or teasing, comments about body parts or sex life, suggestive pictures, leering, staring, inappropriate gestures, excessive attention in the form of love letters/telephone calls/gifts, inappropriate touches (brushes, pats, hugs, rubs, etc.), wolf whistles, and assault/rape are all examples of sexual harassment.

Every report of sexual harassment will be investigated by the school administration and followed up by the appropriate action and/or penalty.

Teachers have the responsibility to report to the administration all incidents involving sexual harassment.

Penalties should be appropriate to the age of the offender and the nature of the offense. Penalties should become more severe if the behavior is repeated.

Our discipline code lists sexual harassment as an offense, and the following code lists the actions to correct the offense at each grade level:

Pre-kindergarten – 5th grade: The consequence for a first offense by a child must be to educate the child on the proper behavior with children of the opposite or same sex. Both parents will be called and informed of the incident and the school's action to resolve the problem. On repeated offenses, the administrator may implement further educational experiences for the offender or impose denial of recess, detention, in-school suspension, and out-of-school suspensions as is warranted by the severity of the offending student's action. Notification to both sets of parents will occur after each offense.

Grades 6–8: The penalty for the first offense at this level may be to provide education or counseling to resolve the problem or punishment for the action at the discretion of the administrator based on the severity of the offense. Repeated offenses will result in punishment to include detention, in-school or out-of-school suspension, or expulsion as warranted by the severity of the case. Notification to both sets of parents will occur after each offense.

Grades 9–12: The penalty for the first offense at this level will result in detention, in-school or out-of-school suspension, or expulsion as warranted by the severity of the case.

Non-Discrimination/Equal Opportunity in Federally Conducted Education and Training Programs **(DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160)**

No individual, on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, and status as a parent, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination in, a federally conducted education or training program or activity. Sexual harassment is a form of discrimination based on sex. Refer to pages 15-17 in the DoDEA Policy Memorandum 03-OCA-001 implementing Executive Order 13160, Sexual Harassment and Other Inappropriate Sexual Behavior.

Family Advocacy Program

(DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998)

The Family Advocacy Program (FAP), which is an installation program, is designed to address prevention, identification, evaluation, treatment, rehabilitation, follow-up, and reporting of family violence. FAPs consist of coordinated efforts designed to prevent and intervene in cases of family distress and to promote healthy life. In accordance with DoDEA policy in the DoDEA Regulation 2050.9, "Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998, DoDEA school personnel will participate in the identification of child abuse and the protection of children by promptly reporting all suspected or alleged child abuse to the local FAP officer and to the reporting employee's immediate supervisor.

RELIGIOUS

DODEA Directive Concerning Prayer At School Functions

In accordance with DoDEA Directives any activities related to religious issues and ceremonies must be student initiated and "religion neutral" (neither promoting nor inhibiting religious beliefs) so as to assure comfort to all students. The United States Constitution permits the free exercise of religion. It also prohibits government from coercing any person to support, participate or otherwise act in a way that established a state religion. In order to comply with these requirements, Fort Campbell High School has developed guidelines for athletics. They are as follows:

1. Every Student is entitled to exercise his or her religion, at any time, so long as it is not disruptive to the educational process. This means any student may pray or engage in religious activity during school or any school event, so long as this activity is non-disruptive and student initiated.
2. Students are individually permitted to initiate and engage in religious activity, including prayer, before or during a school sponsored event. However, this should not be a team event or school sponsored activity.
3. Students who chose not to participate in religious activity of other students should not be punished in any way. For example, if several individual students choose to pray at any particular time, no other student should be asked or requested to either participate or stand apart from the activity.

The three V's – Vandalism, Violence, and Vulgarity – are not allowed at Ramey School. Students involved in any of these behaviors will be subject to immediate **out-of-school suspension.**

SMOKING

Ramey is a smoke-free campus. No one may smoke or use other forms of tobacco on the school premises. These regulations are applicable within the confines of school buildings, surrounding grounds, while riding school buses, and/or on school-sponsored trips. Smoking and/or possession of tobacco products is strictly prohibited as defined in the *DDESS Discipline Policy*. This applies to all areas of Ramey School, including, but not limited to, parking lots, athletic fields, and buildings. Any student bringing cigarettes or tobacco products to school is in violation of the rules and will be subject to disciplinary action.

TARDINESS

Teachers will record all tardies in SMS attendance. Tardies will be monitored by the attendance clerk and the Assistant Principal. An unexcused tardy report will be extracted from SMS daily. Unexcused tardies will be assigned disciplinary actions as follows:

- ❑ 1st Tardy – Teacher discussion with student
- ❑ 2nd Tardy – Parent Communication/Warning Letter
- ❑ 3rd Tardy – Parent Communication/Assistant Principal assigns 1 lunch detention.
- ❑ 4th Tardy – Parent Communication/Assistant Principal assigns 2 lunch detention.
- ❑ 5th Tardy – Parent Communication/Assistant Principal assigns 2 lunch detention.

EXCESSIVE TARDIES:

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.

Tardies are cumulative based on general occurrences rather than infractions in each class. At the beginning of each semester students begin with 0 tardies.

Students who are missing from class for more than 10 minutes will be referred to assistant principal for truancy. Those students who abuse the hallway pass system (almost every period in the school pathways with a pass) will be referred to the office for investigation and administrative action if necessary.

THEFT

Any student caught stealing will be subject to the *DDESS Discipline Policy*. To protect themselves from being the victim of theft, students should:

- ❑ Leave valuables or large amounts of money at home; the school is not responsible for losses.
- ❑ Constantly monitor the whereabouts of purse, book bags, etc.
- ❑ Keep lockers locked at all times.
- ❑ Put books in their own assigned lockers.
- ❑ Refrain from sharing locker combinations or locker keys with other students.
- ❑ Report any theft immediately to a teacher or administrator.
- ❑ Check the “Lost and Found” at the main office for missing items.

THREATS

Making threats of any kind towards other students, faculty, or staff will not be tolerated. This is a very serious offense and is grounds for out-of-school suspension or expulsion. Threats such as, “I am going to hurt you”, “I could kill you”, “I am going to blow this place up”, will be viewed as a serious offense. Such threats should not be made either verbally or in writing.

Ramey School’s administration is obligated to take such threats seriously and to apply a consequence upon any student who makes such threats.

Some types of threats require the completion of *Serious Incident Report*, which must be forwarded through the DODEA Superintendent’s office to DoDEA Headquarters.

A student who makes a comment about acts of violence towards others will receive the following:

- ❑ Parents will be called for an immediate conference.
- ❑ Student will be referred to the school psychologist or other appropriate staff member.
- ❑ Student will be referred to an appropriate medical doctor, at parents’ expense, to help determine if student is considered to be at high risk for school attendance.
- ❑ Student will be re-admitted only after the principal is satisfied with the results of the foregoing actions.
- ❑ Also considering the seriousness of the situation, any student who makes a false and/or exaggerated report about another student will be subject to discipline, as deemed appropriate.

TRUANCY

Once a student arrives on campus, he/she must attend all scheduled classes until the official end of school for the day, unless permission has been granted by a school administrator to leave. When a student leaves campus on an unauthorized basis, she/he is considered truant and will be disciplined accordingly.

Parents must provide a written request to the administration when there is a need for a student to leave the school campus during the school day. The building administrator will determine the appropriateness of the request and whether there are extenuating circumstances which merit approval of the request.

Ramey has a closed campus for lunch. This means only students who have been signed out by their parents are allowed to leave campus during a student's lunch period.

OFF-LIMITS AREAS

Ramey School is a large campus. Certain areas, listed below, are off-limits during the school day. Students entering these areas will be subject to disciplinary action, up to and including out-of-school suspension.

- ❑ Front of school, steps, flagpole.
- ❑ Behind A, B, and C buildings.
- ❑ Parking lots
- ❑ Little Theater during lunch time.
- ❑ All fence lines, including the back fence facing Job Corps.
- ❑ All playgrounds except for Pre K-5th grade students at supervised recess.
- ❑ Area behind gymnasium
- ❑ Baseball, softball, soccer fields.

The following areas are also off-limits during events held at Ramey during/after school hours:

- ❑ Behind A, B, and C buildings
- ❑ All playgrounds
- ❑ Area behind gymnasium
- ❑ All classrooms not part of event
- ❑ All fence lines
- ❑ Baseball, softball, soccer fields

Students waiting for parents to pick them up during the school day must wait in the office. They may not wait at the front of the school.

LOITERING

Students are not to be on campus before 7:00 a.m. or after 3:00 p.m., Monday through Friday, unless they are under the supervision of a school staff member. Students who are not participating in a bonafide extra-curricular activity must depart the campus by 3:00 p.m.

DRILLS (FIRE AND BOMB THREAT)

In compliance with federal safety requirements, the following procedures will be in effect during all drills:

All students, staff and visitors must report to the designated area-1 Softball Field, 2-Basketball Court, or 3-Back Parking lot depending on their location. Please refer to the evacuation map posted inside each room for more information.

CODE "E" (EMERGENCY)

Classroom teachers should lock the door(s), turn off the lights, and have everyone sit in an area away from the doors and windows. Everyone in the room/area should be absolutely silent and out of view.

EVACUATION & EARTHQUAKE DRILLS

Crisis Management Plan for Teachers

During Earthquakes

1. Indoors or outdoors

Take action at the first indication of ground shaking

2. If indoors in a room

- Stay Inside
- Move away from windows, shelves, heavy objects and furniture that might fall.
- Take cover under a table or desk(not in a doorway).
- “Drop and Tuck”
- If the table or desk moves, hold the legs and move with it.

3. If indoors in a hall, on a stairway or open area

- Move to the interior wall.
- Turn away from the windows.
- “Drop and Tuck”

4. If indoors in a lab, a kitchen or physical plant.

- Extinguish all burners.
- Stay clear of hazardous chemicals that may spill
- Take cover under a table or desk and move with it.

5. If outdoors

- Move to an open space, away from buildings and overhead power lines.
- Lie down and crouch
- Keep looking around for potential dangers that may demand your movement.

After an Earthquake:

1. Stay under shelter until shaking stops.
 - If your classroom is in imminent danger or fire, evacuate class immediately.
 - If not in imminent danger, talk calmly to student. Listen for instructions. Review with students the procedure for alternate evacuation routes around and obstructed route or blocked exit.
2. Extinguish any minor fires.
3. Check students for injury. Report any critical injuries to office. Account for all students.
4. Administer critical first aide yourself. Help may be a long time coming.
5. If you hear an instruction to evacuate, make a good judgement decision on whether students can be moved.
 - Stay with critical injured students.
 - Make arrangements to evacuate others.
 - If evacuating, follow procedures for evacuation. Be alert for hazards along route and aftershocks. Be prepared to order a “drop and tuck” along route.
6. Account for all students.
7. Calm and reassure frightened students.
8. Release students only to appropriate adults with help of the Red Cross and Police. Keep record of releases.

Evacuation:

1. Evacuate when you hear evacuation alarm
 - Be aware of pre-designated primary and alternate evacuation routes
 - Take roster sheet and grade book with you.
2. Close classroom door and turn out lights as students leave.
3. Leave the building in an orderly manner without rushing or crowding.
4. If the situation warrants, vehicle evacuation will be used to transport students to another site.
5. If the emergency calls for an evacuation without the use of vehicles, walk from the building in the stated course.
 - Always evacuate crosswind and/or upwind away from any emergency by a safe route.
 - Students should be evacuated at least 300 feet from building and out of the way of emergency vehicles.
6. Reassemble the students and check roll to ensure that all students are accounted for.
 - Report any missing students immediately.
7. Note on roster any students who are released to parents.
8. Return to your room when you are instructed that it is safe to do so.

END OF SCHOOL YEAR CLEARANCE

Students are required to complete an end of the year clearance form, which is turned in to the guidance office.

HALL PASSES

During class time, any student in the hallway must carry a hall pass. Students entering class late must have an admittance pass from the main office. Unless a student has a medical condition certified by a physician, he/she should not request a hall pass two periods consecutively.

Ample time is allowed for passing between classes. Students should ensure that they walk to class without running. There is no time to loiter between classes. Student hallway behavior should be courteous and quiet. As soon as the bell rings, students are to proceed quickly from one class to the next. Students should enter the classroom as soon as they reach their destination.

ELECTRONIC DEVICES

Electronic devices that are not approved instructional items by the Ramey Administration are prohibited on campus (iPods, MP3s, pagers, Portable DVD players, Video games and others). These are easily pilfered items and should not be brought to school. Students who disobey this policy will be subject to disciplinary action. **The Ramey Administration will not be responsible if this rule is not followed and the electronic device is stolen.**

RESTROOM USE

The boys' and girls' restrooms in the administration building are designated as elementary school restrooms only. Students in grades 6-12 must use other restrooms in the school at all times.

SKATEBOARDS AND SKATES

Because of the liability and frequency of injuries associated with them, the use of skateboards and skates at school is strictly forbidden.

WATER BOTTLES

Students are only allowed to have clear water bottles with water. Tinted water bottles are not allowed.

BULLYING

DoDEA schools do not tolerate bullying (willful acts that cause physical or emotional harm). All incidents reported to the teacher/administration will be investigated. Students who have engaged in bullying will receive disciplinary consequences. This includes cyber bullying.

AFFECTION IN PUBLIC

Public display of affection in excess of normally accepted behavior in a public school or business is to be avoided. Affectionate behavior beyond the holding of hands is considered excessive and is not allowed.

ARRIVAL AT SCHOOL

Students should report to their assigned areas upon arrival at school. Once students arrive, they may not leave campus without being signed out by a parent or unless an administrator approves the student's departure from campus.

Assigned areas are as follows:

- ❑ Pre-kindergarten and Kindergarten: Early childhood playground (inside fenced area).
- ❑ Grades 1, 2, and 3: Playground behind the gym area.
- ❑ Grades 4, 5, : In the gym
- ❑ Grades 6–12: Cafeteria, quad, basketball court.

Students may report first to the cafeteria for breakfast. Once they have eaten, they must report to their assigned areas for the remainder of the time until schools begins. Once the 7:30 am bell rings, students are to go to their assigned classroom for attendance.

ASSEMBLIES

Ramey has periodic assemblies. Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the Little Theater and Gymnasium. Students who disrupt the assembly will be removed and not permitted to attend that assembly. A second violation may result in the student being banned from future assemblies, including those activities held in the Little Theater after school. The following are some of the assembly rules that will be enforced by the Ramey Faculty:

1. Students will enter the assembly area as directed and be seated quickly.
2. Students must remain seated during the assembly until dismissed.
3. Eating during assemblies is prohibited
4. Throwing objects, including paper is prohibited
5. Booing or inappropriate outburst is prohibited
6. Talking or rude disruptions are prohibited while being addressed by a person at the podium.

BUILDING AND GROUNDS

Students littering Ramey's campus will face discipline ranging from a warning to detention for repeat offenders. All food is to remain in the cafeteria during meal service. Students must consume food purchased at school in the cafeteria prior to leaving the facility.

BUS CONDUCT

School Bus Behavior ([DoDEA Regulation 2051.1,"Disciplinary Rules and Procedures," April 4, 2012, as amended](#))

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations in accordance with Enclosure 8 in the DoDEA Regulation 2051.1,"Disciplinary Rules and Procedures," April 4, 2012, as amended.

School bus service is provided by DDESS-PR District; however, it is not a right but a privilege to ride the bus. The bus driver and monitor must be obeyed at all times, and in the interest of safety, she/he can assign seats to students. If the student refuses to comply with the bus driver's and /or monitor's directive, it is automatically considered a second offense as prior to the refusal the student had been warned a change of seating was necessary. If a student does not comply with the rules of conduct stated below, the following steps will be taken:

If the first offense is a major offense, the student may be taken off the bus, without following the above sequence. If the student defaces, mutilates, or breaks any part of the bus inside or out, the student will be suspended from the bus for the remainder of the semester. Additionally, the parents will have to pay for the cost of repairing the damages.

If a student is removed from the bus for any period of time, she/he cannot ride the activity bus, or any bus for field trips during the suspension period.

Safety demands that students on buses be strictly disciplined at all times. Continued warnings regarding bus conduct will not be given. The student is responsible for complying with the following rules. The DoDEA Behavior Standards for School Bus Students:

On and Around School Buses Students will:

- Comply with the Behavior Standards for School Bus Students.
- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Treat the bus and other private property with care.

On or Around School Buses Students will not:

- Fight, push, shove, or trip other passengers.
- Use or possess unacceptable items identified in the school Code of Conduct.
- Push while boarding or exiting the bus.
- Get off or on the bus while the bus is moving.
- Make excessive noise or play electronic equipment without earphones.
- Put objects out of bus window or hang out of windows.

- Engage in horseplay.
- Obstruct aisles, steps, or seats.
- Engage in public display of affection.
- Eat, drink, or litter on the bus.
- Use profane or abusive language or make obscene gestures.
- Spit.
- Harass or interfere with other students.
- Disrespect, distract or interfere with the bus driver.
- Damage private property.
- Sit on the bus driver's seat.
- Open or try to open bus door.
- Throw or shoot objects inside or out of bus.
- Tamper with bus controls or emergency equipment.

CAFETERIA

Any food purchased in the cafeteria must be consumed in the facility prior to a student departing. Students are expected to clean up after eating, disposing of trash and trays appropriately. Cafeteria employees and school staff may give students directives to follow. Students are expected to comply with these requests, without argument or discussion.

Students who do not bring their lunch card to the cafeteria must wait at the end of the line to be served. This prevents holding up the line for other students.

A la carte items are available ONLY for students in grades 6–12. Elementary students (Pre-kindergarten–5 grade) are not eligible to purchase any a la carte items.

If it has been determined by a doctor that a child has a special medical condition, which prevents her/him from eating the regular school meal, the school will (to the extent possible) make accommodations prescribed by the doctor.

A \$15 fee will be collected for returned checks. Cash payments will be required, if a check is returned. Delinquency in payments will be handled through the sponsor's supervisor when collection of returned checks exceeds \$50, or a child accrues a \$20 debt with no payment by the sponsor.

Parents are encouraged to monitor their child(ren)'s accounts at WWW.EZSchoolPay.com. Parents may also make deposits using a credit card at this web site.

CHILD NUTRITION SERVICES

Ramey School participates in the National School Lunch and Breakfast Program, sponsored by the U.S. Department of Agriculture. All parents are encouraged to take advantage of this program, which offers healthy food for everyone visiting the cafeteria, as well as free and reduced meal prices to students who meet the criteria. To participate in the program, parents should fill out an application and return it to the school once a student is identified as eligible participant new application form must be completed each year in order to continue participation in the program.

LUNCH PROGRAM

A unique account number is issued to each student for the purchase of breakfast and/or lunch items. This unique account number eliminates the need for cash transactions during meal service. It is valid as long as the student is enrolled in Ramey School. A cash clerk will be available at the cafeteria to receive deposits, make transactions and accommodate balance inquiries. All deposits to the account should be made in the morning, prior to the start of lunchtime meal service. When an account balance is \$3.00 or less, a note is sent to parents.

CHEWING GUM

Chewing gum is not permitted on campus or on school buses.

CLASSROOM RULES

Each teacher has the right to determine classroom rules in each class and the organization and discipline that is most conducive to *her/his* methods of teaching.

ROLE OF SOCIAL MEDIA

Use of personal social media between parents/teachers/students is discouraged, other than official school social media communication.

SCHOOL UNIFORM

Student Dress Code ([DoDEA Administrative Instruction 2051.02, Student Rights and Responsibilities,](#) April 17, 2012)

Students are expected to dress in a manner that complies with the school's dress code policy as directed in the DoDEA Administrative Instruction 2051.02, "Students Rights and Responsibilities," Enclosure 2 (3,c,1) and Enclosure 2 (5,l). Please refer to your school's Web site for specific dress code policy.

Ramey Unit School Dress Code

Enforcement: Students are expected to arrive at school in proper school attire. A dress code check will be conducted at the beginning of the school day by the first block teacher. If a student is found in violation of the dress code they will be sent to in-school suspension. While in ISS, the student will be given the opportunity to fix the dress code violation. Once the violation has been fixed, the student may return to class. If the violation is not able to be corrected, administration may send the student home or request for the parent to bring proper attire to the front office. If during the school day, a student is advised by a teacher or staff member to adjust his or her attire to comply with dress code standards, he or she is expected to do so immediately and in the presence of the adult who made the request. If the student fails to make the adjustment on the spot, that student will be considered **insubordinate and will be disciplined accordingly**. The school has a limited supply of clothing items that will be provided to students in case of an emergency.

Dress Code Uniform

SHIRTS

Pre-Kindergarten – 5th grades:

Khaki colored, collared polo shirts only, with button placket front.

6th – 11th Grades:

Hunter green colored, collared polo shirt only, with button placket front.

12th Grade

Seniors will select their own color polo shirt.

Undershirts must be tucked in, not hanging out below polo shirt. This includes the sleeves, which may not extend beyond the uniform polo sleeves. Shirts must have bottom button fastened. With the exception of the school logo, emblems may be no larger than 2"x2". No exaggerated, oversized polo shirts, or too small/tight polo shirts.

SLACKS/SHORTS

Pre-kindergarten – 5th grades:

Hunter green colored, plain, tailored slacks (tailored means not baggy, oversized, or skin tight). Slacks must be belted at the waistline.

6th – 12th Grades:

Khaki colored, plain tailored slacks (tailored means not baggy, oversized, or skin tight). Slacks must be belted at the waistline.

Shorts: may be no more than 4” above the knee. Shorts must be belted at the waistline.

SKIRTS/JUMPERS/DRESSES/OVERALLS

Length must be no shorter than 4” above the knee.

No skintight skirts/jumpers/dresses/overalls allowed.

Hunter Green (Pre-kindergarten – 5th Grades)

Khaki (6th – 12th Grades)

Overalls and jumpers allowed. ***Solid colors only***, and either straps or buttons must be fastened; straps cannot dangle or be disconnected. Vest/skirt, vest/pants, vest/shorts combinations are acceptable. Vests must be the same color as bottoms.

Students must wear the school uniform Monday thru Thursday. On Fridays students are permitted to wear Ramey Sports team or organizational shirts (i.e. National Honor Society, Band, Cross-country, etc).

CLASS SHIRTS

All designs need to be approved by administration prior to printing. The only verbiage allowed on the shirts, jackets, pullovers are the students LAST NAME and/or GRADUATING YEAR.

JACKETS/SWEATERS

Students may only use black or hunter green jackets. The jacket must be in a solid color without large emblems. Students may wear school sponsored jackets.

SHOES, SOCKS AND ACCESSORIES

Closed toe shoes must be worn at all times. Flip flops, crocs, sandals, and other open shoes will not be allowed. Socks should match the uniform and should not display shocking patterns or colors. Socks may not be higher than the calf. This applies to all students, Pre-kindergarten – 12th grades. Sun glasses are to be worn outside school buildings only.

HATS AND OTHER HEAD COVERINGS

Hats, scarves, and other head coverings will not be allowed on campus. This applies to both males and females. Once students enter school grounds, hats must be removed and should be stowed in a backpack or locker.

Students who come to school out of uniform will receive a uniform referral to the office. Parents will be contacted to bring the appropriate item(s) of clothing so the student will be in compliance with the uniform policy. If the parents cannot be reached, the student will be offered an appropriate item from

the nurse's clothes closet (if available). Should clothing from the clothes closet be unavailable, the student will be retained in the office until in appropriate uniform.

Additional modifications or exceptions to the uniform may be enacted as deemed necessary by the Ramey School administration.

LOCKS AND LOCKERS (GRADES 6–12)

Students are not required to have a locker. Students may elect to carry their own books.

1. Lockers are the property of the school. Students must bring their own locks for use on lockers.
2. Lockers are intended for storage of a student's personal clothing, physical education equipment, books, and instructional materials. The storage of illegal items is prohibited.
3. Parents/guardians will have access to lockers upon notifying the principal.
4. Failure on the part of the student to lock her/his locker may result in petty theft and vandalism. Lockers should be kept locked.
5. Parents are financially responsible for any damages to the lockers.
6. It is suggested that students go to their lockers before school, during lunch, and after school.
7. Students will not be allowed to visit lockers once class has started.
8. The administration retains the right to seek proper authority to open a student's locker in cases that involve suspicion of drugs, alcohol, weapons, or stolen articles.

LOST AND FOUND

Ramey School maintains lost and found items in the cafeteria.

CHAIN OF CONCERN



When a parent has a classroom related concern, the parent should contact the teacher first for an appointment to discuss the issue. If the parent feels that the concern or issue is not resolved to his/her satisfaction, the parent has the right to schedule an appointment with the Assistant Principal to seek resolution. The parent also has the right to schedule an appointment with the Principal if he/she is not satisfied with the actions taken by the teacher and then the Assistant Principal.

STUDENT SERVICES

ACTIVITIES AND TRIPS

All school-sponsored activities and trips must be directly related to curricular or extracurricular programs established at the school and must contribute to the achievement of stated objectives of the sponsoring program. Field trips serve the educational program by utilizing those educational resources of the community and region that cannot be brought into the classroom.

All activities and trips must be approved in advance by the school principal, and adequately supervised by adults, including designated school representatives. To participate in an off-campus activity or trip, the student must have a permission or emergency information form signed by the parent/guardian and returned to the activity sponsor. **NO TELEPHONE PERMISSION WILL BE ACCEPTED.** Permission to attend off-campus trips must be given in writing.

Ramey uniform is the attire for all field trips. Remember we are representing our school and community. Students are not allowed to wear casual cloth.

ACTIVITY BUS

An activity bus runs from the school to Isabella/Coast Guard housing after home games. Also an activity bus runs from the school to Mayaguez. Depending on the number and length of the games, the activity buses may leave school quite late.

- ❑ All students must have a pass to ride the activity bus. A student leaving campus after school may not return to take the activity bus. Once a student leaves school grounds, she/he is no longer under school supervision.
- ❑ Students in grades PK-5 may not ride the activity bus.

EXTRACURRICULAR ACTIVITIES

All students are encouraged to participate in extracurricular activities. Representing Ramey School and/or participating in extra-curricular activities are both a privilege and a responsibility. Any student participating in extra-curricular activities is expected to maintain a minimum of 2.00 GPA, not be failing more than one class, and follow rules of conduct, and citizenship necessary to remain eligible. Any student who stays after school for a club or organizational meeting/function must have parental permission but will be allowed to ride the activity bus with a sponsor-approved activity bus pass.

A student that exhibits good citizenship is one that is good standing with the school and community. Any student whose character and conduct is such as to reflect discredit on his/her school, team, or organization would not be considered a creditable school citizen. This conduct could lead to suspension or expulsion from school or an activity. The individual may not represent the school during this time and may not attend school-sponsored events neither as a participant nor as a spectator. The violations of the school code of conduct, to include class behavior, and disrespect toward school employees, truancy, or any negative encounter with officials of the community could result in the above penalty. This policy is designed and written as a guide and is by no means all inclusive. The school shall be the judge of character or conduct as it may reflect discredit on the school, team, or organization.

- Written Referral – The student may not be allowed to participate in the next scheduled event. A decision will be made by the assistant Principal and /or Principal on participant's status.
- Suspensions – The first suspension will result in the student not being allowed to participate in events for a one-week period. A second suspension will result in dismissal from extra-curricular activities for the rest of the school year.

A student will be ineligible to participate in extracurricular activities involving membership in a club, team, or similar organization if the student fails to earn a 2.0 GPA during the quarter. Calculation of grade point averages will be based on first quarter, first semester, third quarter, and second semester grades for high school students. For middle school students, calculation of the GPA will be based on quarter grades. Academic ineligible students may attend school-sponsored events as spectators only.

A student who is found ineligible based on academics will be suspended from all extracurricular activities for the first two weeks after grades have been posted. After these initial two weeks, the student may request that the Ramey Administration place him on academic probation for the remainder of the quarter.

The student will be responsible for having his/her teachers fill out a weekly academic progress sheet. The student will turn in the academic progress sheet to either the Assistant Principal or Principal on each Friday of the subsequent week that the student wants to be declared eligible.

The administrator will determine eligibility and inform the extracurricular sponsor. In order for a student to be eligible, he must have a minimum of 2.00 GPA, not be failing more than one class, and not have any discipline referrals. Eligibility will be determined each week that a student wants to participate. If a student turns in an incomplete progress sheet he/she will be declared ineligible for the week requested.

CLUBS AND ORGANIZATIONS

Students who want to organize a school-sponsored club or organization must meet the following criteria:

1. The proposed club has a DoDEA employee sponsor approved by the principal.
2. No other club already exists at the school that addresses the same or similar goals and purposed of the proposed club.
3. The club has a constitution and/or by-laws.
4. Membership does not discriminate on the basis of an individual's race, national origin, religion, gender, or disability.
5. The primary purpose of the club will not negatively impact the general welfare of the student body.
6. The club meets the minimum requirement of ten participants.

ATHLETICS

Ramey School is a member of the Puerto Rico High School Athletic Alliance (PRHSAA), which includes DDESS-PR District high schools from Fort Buchanan, as well as 26 other island-wide private high schools. The PRHSAA is a well-organized league that promotes athletic competition and good sportsmanship among member schools.

Ramey School participates in the following interscholastic sports: cross-country, volleyball, boys and girls soccer, indoor soccer, boys and girls basketball, softball, swimming, and track & field,. Participation in sports is open to all students in grades 7-12. Eligibility is governed by the same criteria as other extracurricular activities. Students must also meet PRHSAA eligibility requirements for each sport.

1. MEDICAL

A medical exam, parental permission, and emergency card are required for all student athletes, and should be on file in the nurse's office prior to participation in any school practice, scrimmage or game. We strongly encourage student athletes to receive an electrocardiogram (EKG) before participating in any sports activities.

2. INSURANCE

Students participating in the athletic program are NOT covered for injuries incurred during games or in practice. Parents must provide medical insurance for their children.

3. TRAVEL

Travel to away games will require that students are excused from classes, but they are expected to make up any work missed and must adhere to scheduled due dates for assignments. Athletes must have a signed Bus Pass from their teacher in order to board the bus for an away game.

Students are expected to travel in school vehicles during athletic competition. Transportation will be provided to each event and back to the school. Once students arrive at school, parents are expected to pick up their children in a timely fashion. If parents want their child to be dropped off at a point closer to home, this must be a point along the direct route back to school. The coach must have this request in writing, in advance. Parents must be at the drop off point, or the students will be brought back to school. Students who are being transported by adults, other than their parents, must submit a letter to be approved by the Administration and signed by both the Parent and the adult who is transporting the student.

4. RULES

Students must follow rules for behavior on school buses or they will not be allowed to ride school buses to athletic events.

5. COMMITMENT

When an athlete qualifies for a team or after school activity, she/he commits to participate on that team for the entire season. If the student athlete should choose to quit the team, or is removed from the team by a parent, coach, or principal, this will result in the loss of the privilege to participate in any sport for the rest of that season. Students must attend all practices and games unless excused by the coach. Students may only participate in one sport per season.

6. RESPONSIBILITY

The student athlete is responsible for all uniforms or equipment issued to her/him. The student will pay for any article lost or stolen. These items will be cleaned and returned to the coaches upon completion of the season. Students who choose to quit a team shall return their uniforms immediately. The parents of a student who does not return items will be billed for the replacement cost of the missing items.

7. SPORTSMANSHIP

Ramey student athletes are expected to demonstrate responsible sportsmanship in all athletic competitions, including showing respect for opposing team members, coaches, sports officials, and fans. Failure to comply with standards of good sportsmanship as a player or fan may result in suspension or expulsion from future athletic competition.

8. ATHLETIC AWARDS

The Ramey Athletic Awards Ceremony is held annually at the end of the school year to honor all athletes who participated in the school's programs throughout the year. All students who maintain regular attendance at games and practices will receive a Certificate of Participation. A student must play in at least half the season's games, or participate in all meets held (Cross Country, Track & Field).

Certificate Award:

- Student-Athlete must attend all practices and games unless excused by the coach.

Most Valuable Player Award: All Sports

- Outstanding performance based on game statistics
- Responsibility

- ❑ Leadership
- ❑ Sportsmanship
- ❑ Discipline

Most Improved Award: All Sports

- ❑ Student-Athlete who demonstrates the most significant improvement in the skills and performance related to their sport.

Sportsmanship Awards: All Sports

- ❑ Coach-ability
- ❑ Responsibility
- ❑ Positive attitude
- ❑ Sportsmanship
- ❑ Discipline

Rookie of the Year: All Sports

- ❑ Outstanding performance based on game statistics when compared to other rookies.
- ❑ Responsibility
- ❑ Discipline

Ramey School Honor Athlete

- ❑ Participation in at least two sports seasons while maintaining a GPA of 3.5 or higher.

National Scholar Athlete Award: All Sports

- ❑ Junior or Senior
- ❑ Academic excellence, 3.0 GPA or higher
- ❑ Academic honors
- ❑ Athletic excellence in at least two varsity sports
- ❑ Athletic honors
- ❑ Sportsmanship
- ❑ Leadership
- ❑ Positive attitude in class and in sports

Sportsmanship Award: Male and Female (Trophy)

- ❑ Student-Athlete who best demonstrates good sportsmanship in athletic competition, including showing respect for game officials, opposing teammates, fans coaches and fellow team members.
- ❑ Student-Athlete must have participated in at least two (2) sports.

Athlete of the Year

- ❑ Three sports participation at least 2 at the varsity level.
- ❑ Athletic honors
- ❑ Sportsmanship

OTHER ACTIVITIES

All special activities sponsored by middle and high schools, including dances and parties, must be:

- ❑ Sponsored by a class or school club
- ❑ Approved by the Student Advisory Council (SAC) via petition form if the event is school-wide.
- ❑ Adequately supervised by adults
- ❑ Approved by the principal
- ❑ Approved by the superintendent if the event is an overnight activity, and
- ❑ Posted on the activities calendar.

The school is not responsible for arranging for facilities or providing chaperons for activities that are not school-sanctioned. The principal must approve any advertising of such activities on campus.

The sponsor faculty member must approve all student activity announcements.

When students invite guests to a school event, the host student is responsible for her/his guest's behavior.

School rules are in effect at all times. Regulations at school activities include the following:

- ❑ Except for the area of the school activity, the campus is off-limits.
- ❑ A sign-in and sign-out sheet will be used to record attendance.
- ❑ Dress policy is in effect
- ❑ ***Smoking is not permitted.***
- ❑ Use of alcoholic beverages or other mood modifying substances is not permitted.
- ❑ Once students and guests leave the activity, they may not re-enter.
- ❑ Stay out of off-limits areas.

AWARDS

Quarterly awards assemblies are held for students in 4th -12th grade. Students are recognized based on the following criteria:

| | |
|---------------------|----------------|
| Honors - | 3.0 – 3.49 GPA |
| High Honors - | 3.5 – 3.99 GPA |
| Principal's Award - | 4:00 GPA |

Yearly award assemblies held to celebrate student's achievements.

Kindergarten – 2nd Grades Awards: Awards are determined by individual classroom teachers. Students are recognized in a variety of academic, social, and most improved categories based on their particular strengths.

4th – 5th Grade Awards: Both the individual classroom teachers and school standards determine the grade awards. Students are recognized for perfect attendance, citizenship, improvement, honors (3.0-3.49 GPA). High honors (3.5 – 4.0 GPA) and other categories based on their particular strengths.

6th – 8th Grade Awards: Awards are given annually to 6th – 8th students who meet specific criteria published for each award. These include the Duane Long Sports Award, Perfect Attendance Award, Citizenship Award, Service Award and the Student Advisory Committee Recognition Award. In addition, subject area teachers may recognize students who meet pre-established criteria, such as the highest class average, for academic awards.

9th – 12th Grade Awards: Nominations are submitted to the Awards Committee and then teachers vote on the recipients. Specific criteria have been established to assist 9-12 grade teachers in determining student's eligibility for nomination of each award. These awards include:

- ❑ 9th-11th Service Award
- ❑ 9th-11th Citizenship Award

- ❑ Jim Brown Freshman English Award
- ❑ Music
- ❑ Drama Awards.
- ❑ In addition, subject area teachers may recognize students who meet pre-established criteria, such as the highest class average, and most improved.

Senior Awards: Senior Awards are recognized and awarded at a Senior Awards Luncheon/Banquet. These awards include:

- Senior Service Award
- Highest Achieving Student in each discipline
- Louise Sweetman Spanish Award
- Sally Hackett Citizenship Awards

BOOKS

All textbooks, workbooks, and library books are furnished to students at government expense.

- ❑ Parents are expected to assume financial responsibility for proper care and safekeeping of the books assigned or checked out to students. The parents or students must replace lost or severely damaged books through direct on-line purchase. In most cases books can be ordered with a credit card through web sites such as Amazon.com or E-Campus.com.
- ❑ Parents should encourage students to read library books. There is no charge for library book service unless books are lost or damaged.
- ❑ Families negligent in replacing lost or damaged books will be charged through their respective agency as a debt to the government. All instructional materials are provided free, but are the property of the Department of Defense.

PARENT-TEACHER CONFERENCES

All DoDEA schools should encourage parents to meet with their child's teacher for parent-teacher conferences. Parent-teacher conferences allow parents the opportunity to ask questions about their child's classes or progress in school. Parent-teacher conferences are a great way to discuss how parents and teachers can work together to help students perform at their best in school. If you are going to a meeting that was scheduled by the teacher or school, ask beforehand how much time you will have. If you will need more time or want to meet with the teacher again, let the teacher know at the end of the meeting. Please consult your child's school for details regarding scheduling. DoDEA encourages all communication take place through official school email accounts.

Pre-kindergarten through 12th grade teachers will conduct parental conferences as scheduled and needed. During the school year, a guidance counselor will schedule an individual meeting with each eleventh and twelfth grade student and her/his parents(s) to discuss academic, vocational, and career planning. In addition, the school will annually provide students in grades 6 through 10, along with their parent(s), specific opportunities to confer with a guidance counselor on these matters.

Parents will be notified by mail each mid-quarter, if a student is performing poorly or is in danger of failing a subject.

Parents may arrange a conference with a teacher by scheduling an appointment through the guidance office at any time.

COMPUTER ACCESS/INTERNET POLICY/ ELECTRONIC DEVICES

[\(DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010\)](#)

Each student, together with the student's parent or guardian (if applicable), shall acknowledge and sign Form 700, which contains the "Use of DoDEA Internet and Use of Information Technology Resources," before he or she is assigned a user account. In accordance with Enclosure 4 in the DoDEA Administrative Instruction 6600.01, "Computer Access and Internet Policy," February 16, 2010, the following are required of all students:

- Students shall use DoDEA's information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.
- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA's IT resources.
- Students shall be polite in all electronic communication.
- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear, use vulgarities, or use harsh, abusive, sexual, or disrespectful language and/or images.
- Students who misuse DoDEA IT resources are subject to disciplinary measures.

The signed agreement is to be retained in the administrative office at the student's school for the duration of the student's enrollment. A copy will be provided to the student and, if applicable, the student's parent or guardian.

COUNSELING SERVICES

[\(DoDEA Regulation 2946.1, "School Counseling Services," September 8, 2003 & DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006\)](#)

DoDEA school counselors provide comprehensive counseling programs to all students in grades K-12 in accordance with DoDEA Regulation 2946.1, "School Counseling Services," September 8, 2003 and DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006. Counseling programs are designed to foster a foundation for life-long learning by removing barriers to students' academic success. Early identification and intervention of students' academic and social/emotional needs is essential in removing barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential academically, socially, emotionally and physically for life, college and career readiness.

Elementary school counseling programs support student's self-concept and feelings of competence as successful learners. In elementary grades, school counseling programs deliver the knowledge, attitudes and skills (e.g., decision-making, communication, interpersonal, and life-skills) required for students to progress through school as competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6-12, while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning / study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All high school students create and manage a four-year plan with their counselor. The four-year plan is designed to teach students how to create and attain their graduation, college and career goals while taking into account their interests, aptitudes and graduation requirements.

Please contact your school counselor for additional information regarding the school counseling program. The counselor's role is that of a facilitator of learning. The counselor strives to provide an optimum educational environment for the learning process. Therefore, the counseling program is involved with all aspects of the positive growth and development of individual students, as well as with the total school program.

The counselor will be available to make appointments with students immediately before and after school, and during school hours when students have permission from their teachers or parents, or as referred by the administration.

DISABILITY SERVICES

(DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended & DoDEA Regulation 2500.10, "Special Education Dispute Management System," August 28, 2001)

A student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in, or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance with Enclosure 3 in the DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009, as amended students with disabilities shall be provided a free and appropriate education in the least restrictive environment at no cost to the parents. Disability services that students may be eligible for include speech-language pathology; audiology services; interpreting services; psychological services; physical and occupational therapy; recreation including therapeutic recreation; social work services; school nurse services designed to enable a child with a disability; counseling services including rehabilitation counseling; orientation and mobility services; and medical services for diagnostic or evaluative purposes. Please contact your child's school for specific details relating to your child. In accordance with Section 5 in the DoDEA Regulation 2500.10, "[Special Education Dispute Management System,](#)" August 28, 2001 either the parent or the school may request mediation to resolve a disagreement concerning a child's individualized education program, including the delivery of medically related services.

HEALTH SERVICES (WELLNESS)

Student Health — Allergies and Chronic-Acute Conditions ([DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#))

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child's welfare in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003.

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Completely banning nuts or other foods is not recommended as it is 1) not possible to control what other people bring onto the school grounds and 2) does not provide the allergic student with an environment where he/she can safely learn to navigate a world containing nuts. When a ban is instituted, parents feel their child will not be exposed to allergens. A ban can create a false sense of security. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. Your assistance and support in helping us maintain a safe environment for every student, staff, and visitor is greatly appreciated. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

- Notifying the school nurse of ANY allergy including food, drug, insects, and others;
- Providing the school nurse with medication/doctor's order/parent permission form;
- Teaching children at home about their food allergies and not to share any food in school; and
- Letting the classroom teacher know about your child's food allergies and checking with the classroom teacher before bringing any food for celebrations into the classroom.

Medication at School

It is best practice to take medication at home. If medication needs to be taken three times a day, the student should take it in the morning before leaving home, take it after school arriving at home, and take it before bed time; such schedule provides a more even time spacing. When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Form H-3-2. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping.

- ❑ Students shall not take medication of any kind at school, except under the supervision of the school nurse. Medications must be in a pharmacy-labeled container, marked with the student's name, name of the drug, amount to be taken, and time to be taken.
- ❑ Written permission for a student to take the medication, as well as written orders from a physician that the student requires such medication must be provided by parent/guardian. Medications brought to school by students MUST be given to the school nurse for administration.
- ❑ The school cannot administer any over-the-counter drugs. Therefore, students should not bring Tylenol, Midol, Pepto-Bismol, etc., without being prescribed by a physician. Only in extremely rare medical situations will students be permitted to retain possession of their medication while in school or participating in school-related activities. The student's prescribing physician must provide a written statement that the student must retain possession of the medication at all times. In addition, the student's sponsor must consent to the student's possession of such medication.

A student is not to call a parent because of illness without consulting with the school nurse, who will determine if the parent should be called and the student sent home. Only parents, guardians, or a designated emergency contact may sign-out the student.

For a student to be excused from physical education classes more than two days following an illness, there should be a written medical excuse signed by a physician.

Parents should ensure that correct emergency telephone numbers are on file in the guidance office and in the school nurse's office (work/home/cell) at all times. The school does not have facilities to treat the severely sick or injured.

Emergency first aid will be administered if needed, but a parent or guardian must be in attendance to give permission for any other treatment. The school nurse or other responsible school personnel will remain with the student until a parent or guardian arrives.

The school system provides no medical treatment for students. The school nurse is limited to administering first aid and conducting screening tests for vision, hearing, and scoliosis. The nurse does not diagnose, prescribe treatment or give injections, but may write referrals for consultations, evaluations, and treatment.

First Aid and Emergency Care ([DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#))

School personnel will administer first aid to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003. Should the dependent student sustain an illness or injury that a school official believes should receive immediate care from a health care provider, the school will a) make reasonable efforts to contact the sponsor/parent, or the alternate individual(s) identified as emergency contacts on the dependent student's registration document (DoDEA Form 600), and, if necessary, b) arrange for a response by an Emergency Response Team (EMT) and possible transportation of the dependent student for treatment to an available health care facility. The EMT, health care facility, or attending health care provider(s) may not be U.S. or military facilities or providers, especially if the dependent student is located overseas.

Treatment decisions will be made exclusively by a health care provider(s) if the nature of the dependent student's injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

Emergency Notification Procedures ([DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#))

The school nurse will make a judgment call based on nursing assessment if a student needs emergency medical care requiring an ambulance in accordance with Section 6 of the "First Aid and Emergency Care," September 8, 2003. If a student needs emergency medical care requiring an ambulance, the school nurse shall ensure that:

- The ambulance is requested;*
- The parent is notified that the student is en route to the nearest medical facility; and
- The school administrator is notified.

*A school official may accompany the student to the medical facility in an emergency.

Student Illness

While the education of your child is important, there are certain medical illnesses that require for your child to either be sent home or remain home from school. These are as follows:

- **Fever:** Elevated temperature of 100°F or greater. The student should be fever free (oral temperature below 99°F), without the use of fever-reducing medicines, for a complete school day (24 hours) before returning to school.
- **Flu Symptoms:** Fever over 100°F or greater with cough and/or sore throat. Other flu symptoms can include fatigue, body aches, vomiting and/or diarrhea. A student must remain home for at least 24 hours after there is no longer a fever, without the use of fever-reducing medicines.
- **Coughing:** Severe uncontrolled coughing or wheezing; rapid or difficult breathing; coughing lasting longer than five-seven days.
- **Vomiting:** Two or more episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- **Diarrhea:** Frequent, loose or watery stools compared to child's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; c) he/she has diarrhea and vomiting.
- **Rash *WITH* Fever:** A body rash *without* fever or behavior changes usually does not require exclusion from school; seek medical advice.

- **Conjunctivitis:** Pink/reddish color to white part of the eye *and* thick discharge may be yellow or greenish in color. A student should remain home until discharge and signs of infection have cleared or completion of 24-hour treatment with ophthalmic solution prescribed by a health care provider.
- **Head lice or scabies:** A student must remain home until treatment has been initiated. Note: Strict adherence to product directions is essential for successful eradication of parasites.
- **Impetigo:** (Including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus [“MRSA”] infections). Blister-like lesions which develop into pustules. May "weep" and crust. A student must remain home for 24 hours after medical treatment initiated.
Note: Lesions must be covered for school attendance.
- **Ringworm:** While a student may attend school with ringworm, lesions must be covered for school attendance.
- **Vaccine Preventable Diseases:** Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

Please visit the DoDEA Student Health Services [Web site](#) for further instruction based on your situation or discuss with an administrator at your student’s school.

Medical Care for Overseas Non-DoD Dependents

Health care in the school setting is the same for overseas non-DoD dependents as it is for DoD-dependents.

Incident Reporting/Accident-Injury

Parents will be contacted by the school administrator or school nurse for any of the following reasons:

- Any illness or injury that causes concern
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain
- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting
- Wounds that may require stitches

Ramey Wellness Program

The Ramey Wellness Program has been established to assist in maintaining a healthy and productive student body, staff, and faculty. It is part of the school’s overall educational program. The program’s objectives include:

- ❑ Maintain a healthy, productive, and informed student body, staff, and faculty.
- ❑ Prevent and control outbreaks of communicable and contagious diseases, including the common cold.
- ❑ Maintain surveillance of health and safety hazards.
- ❑ Provide health orientation and guidance for students, school personnel, and community.

School Health Guidelines:

- ❑ Any special health problems or physical restrictions should be discussed with teachers and school nurse at the beginning of the school year, or as they arise.
- ❑ Student should start each day with a nourishing breakfast for alert performance.
- ❑ Children who are sick should remain at home. This is to protect the child, fellow classmates, and school personnel. If a child’s temperature is 100°F or above, she/he should not attend school. The

common cold is most contagious during the first 48 hours, with the onset of watery eyes, sneezing, sore throat, etc.

- ❑ A doctor should check all red and draining eyes or any abnormal skin condition before exposing others to these conditions. Students with a contagious bacterial infection should be treated with antibiotics for at least 48 hours before returning to school.
- ❑ Treat pinworms, head lice, and nits before students return to school.

All excused absences, including absences for health reasons, must be certified by a note from a parent or guardian before or upon the student's return; certification by a physician may be required when a student is absent for more than three days.

INFORMATION CENTER

The Ramey School Information Center (Library) maintains a collection of books, and computer CDs suitable for students in Pre-kindergarten through 12th grade. An integrated computer system and Internet access is available for student use.

Books may be checked out for two weeks. Reference books may be checked out for overnight use, but must be returned before school the following morning. Students are responsible for the materials they check out. Parents are charged for the replacement cost of materials that are lost or damaged.

Guidelines for use of the Information Center:

- ❑ Loud talking, running or other distracting behaviors are prohibited.
- ❑ Eating, drinking and gum chewing are prohibited.
- ❑ When visiting the Information Center, please respect the rules.
- ❑ When leaving the Information Center, please leave the work area used neat and orderly.
- ❑ Log on and off computers correctly.
- ❑ Chat rooms are prohibited.
- ❑ Leave computer settings as they were found.
- ❑ Report any problems with computers to the Information Specialist.
- ❑ Personal software programs may not be loaded on any school computers. Save any personal work on your student account 'H: Drive'
- ❑ Students have individual computer access accounts with unique login and password information. These are to be used on any school computer and may not be shared. Once your DODEA Computer Agreement is signed by both student and parent, the account will be activated.

NATIONAL HONOR SOCIETY

Ramey School has chapters of the National Honor Society (Grades 10/11/12) and the National Junior Honor Society (Grades 7, 8 & 9). Eligibility is open to students who have been enrolled in the school for a minimum of one semester.

The criteria for selection to these societies are scholarship, service, leadership, and character. Ramey School requires that candidates possess at least a cumulative 3.5 average. A faculty committee comprised of at least four teachers appointed by the principal selects honor society members.

PERSONAL BELONGINGS

Students are responsible for all personal belongings brought to school. The school is not responsible for stolen personal property. Students are not allowed to bring guns, knives, pocket knives, or any items that may be considered weapons onto campus or to any school-affiliated events. The holder of such weapons will be disciplined according to the *DDESS- Discipline Policy*.

SCHOOL ADVISORY COMMITTEE

(DoDEA Europe & DoDEA Pacific) and School Boards (DoDEA Americas)

This is one way for parents to get involved in their child's education. Please consult your child's school to find the schedule for School Advisory Committee (DoDEA-Europe and DoDEA-Pacific) or School Board meetings (DoDEA-Americas).

STUDENT GOVERNMENT

DDESS-PR District provides opportunities for student leadership and group decision-making through the establishment of student government at its elementary, middle, and high schools. The student government at the school, with the advice and consent of the faculty sponsor and approval by the principal, will develop the following:

- ❑ A constitution and by-laws delineating the purpose and duties of the student government.
- ❑ The method by which student government members and leaders will be selected.
- ❑ How the business of the student body will be conducted.
- ❑ How funds raised or donated will be accounted for.
- ❑ How records will be kept and receipts issued.
- ❑ What procedures will be followed for the disbursements of funds from the student body accounts.

SUPPLIES

Ramey School provides, on a loan basis and without charge to students, basic textbooks, certain supplementary texts, and general reference materials necessary to implement the school curriculum. Supplementary materials such as periodicals for use in the classroom, special materials for art, family and consumer sciences, and industrial arts projects made to take home (and other similar materials) will not necessarily be provided by Ramey School.

Uniforms and other basic supplies for extracurricular programs may be provided by Ramey School within budgetary limitations. The textbook, materials, and equipment needs, mandated by the curriculum, take priority over extracurricular supply needs.

Upon completion of the pertinent program, students are responsible for the immediate return of texts, instruments, athletic supplies, or other similar items provided by the school. Students will be assessed the cost of items not returned, or those returned in unusable condition.