

# Ryukyu Middle School



## 2017-2018 Parent/Student Handbook

**Website:** <https://rms.pac.dodea.edu>

Student Name: \_\_\_\_\_

Grade: \_\_\_\_\_ Seminar Teacher: \_\_\_\_\_



## DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

RYUKYU MIDDLE SCHOOL

UNIT 5166

APO AP 96368-5166

ACCELERATING ACHIEVEMENT FOR ALL STUDENTS



### WELCOME

Dear Parents/Students,

The administration and faculty/staff would like to welcome you to Ryukyu Middle School (RMS). We hope that school year 2017-2018 will be a profitable year for you.

As we all know, middle school is a time of change. The basic workload and social adjustments are much greater here than the elementary level. Students are expected to attend school regularly, complete all assignments and behave appropriately. This will foster excitement and many years of opportunities.

Each year we invite our parents and urge them to volunteer in the school. And this year is no different, we urge parents to volunteer and also take an active role in their child's education. When parents and schools work hand-in-hand that equals success for the student. If you are interested in volunteering, please call the office and schedule an appointment with the secretary.

The Parent Teacher Organization (PTO) and the School Advisory Council (SAC) are two additional avenues that you may utilize to be involved with. Please see the monthly newsletter and weekly bulletin for more information on the two.

We ask that you keep this handbook as a quick reference guide. The administration and staff look forward to working with you this school year. We hope that this year will be one of your most successful years ever.

Respectfully,

Al M. Barney

Principal

A handwritten signature in blue ink that reads "Al M. Barney".

## Ryukyu Middle School Directory

Title	Name	Phone Number
<a href="#"><u>Principal</u></a>	Mr. Al M. Barney	634-4849
<a href="#"><u>Assistant Principal</u></a>	Ms. Lee Ann Mik	634-4849
<a href="#"><u>Administrative Officer</u></a>	Mr. Kenny Orange	634-4649
<a href="#"><u>Administrative Assistant</u></a>	Ms. Maria Suyat	634-8845
<a href="#"><u>Registrar</u></a>	Mr. Yoshiteru Isa	634-8262
<a href="#"><u>Counselor</u></a>	Ms. Susan Kinter	634-8851
<a href="#"><u>Counselor</u></a>	Ms. Jaime Vanderbloemen	634-8672
<a href="#"><u>Nurse</u></a>	Ms. Debbie Tomas	634-8723
<a href="#"><u>Psychologist</u></a>	Vacant	634-8855
<a href="#"><u>Special Education</u></a>	Ms. Andrea Hawk	634-7140
Transportation	Office	645-7820
<a href="#"><u>Education Technologist</u></a>	Mr. Scott Sanders	634-8366
<a href="#"><u>Information Center Specialist</u></a>	Mr. Chris Anderson	634-8472

**Address:**

Ryukyu Middle School  
Unit 5166  
APO AP 96368-5166

**School Hours:**

0700 – 1500

**Telephone:**

Contact Number (on base): 634-4849

Contact Number (off base): 098-961-4849

**From CONUS:**

Main Office: 011-81-98-961-4849

Fax: 011-81-98-961-4979

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**RYUKYU MIDDLE SCHOOL CALENDAR  
SY 2017-18**

<b>First Semester</b>	
Saturday, August 19	Newcomer's Orientation (0900-1130)
Monday, August 21	Teacher Report Day
Friday, August 25	Schedule Distribution (1000-1130)
<b>Monday, August 28</b>	<b>Begin First Quarter and First Semester</b>
<b>Monday, September 4</b>	<b>Labor Day Federal Holiday</b>
Thursday, September 14	Open House (1700)
Wednesday, September 27	Progress Reports Distributed
Thursday, September 28	School Advisory Committee Meeting
<b>Saturday, September 30</b>	<b>Saturday Academic Success Program</b>
Wednesday, October 4	ODAC
<b>Monday, October 9</b>	<b>Columbus Day Federal Holiday</b>
<b>Friday, October 20</b>	<b>Teacher Training - No School for Students</b>
Monday – Friday, October 23-27	Red Ribbon Week: <b>Your Future Is Key, So Stay Drug Free™</b>
<b>Saturday, October 28</b>	<b>Saturday Academic Success Program</b>
Thursday, November 2	End of First Quarter
<b>Friday, November 3</b>	<b>Teacher Work Day- No School for Students</b>
Monday, November 6	Begin Second Quarter
Thursday, November	Report Cards Distributed
<b>Friday, November 10</b>	<b>Teacher Veterans Day - Federal Holiday</b>
<b>Friday, November 17</b>	<b>Parent Teacher Conferences</b>
<b>Thursday, November 23</b>	<b>Thanksgiving Day Federal Holiday</b>
<b>Friday, November 24</b>	<b>Thanksgiving Recess-No School</b>
Thursday, November 30	School Advisory Committee Meeting
Wednesday, December 6	ODAC
Wednesday, December 6	Progress Reports Distributed
<b>Saturday, December 9</b>	<b>Saturday Academic Success Program</b>
<b>Monday, December 11</b>	<b>Teacher Training - No School for Students</b>
Wednesday, December 12	Acceleration Date for 1st Semester
<b>Monday, December 18</b>	<b>Begin Winter Recess</b>

## Second Semester

Wednesday, January 3	Classes Resume
Monday, January 15	M. L. King Jr. Day Federal Holiday
Saturday, January 20	Saturday Academic Success
Thursday, January 25	End of Second Quarter and First Semester
Friday, January 26	Teacher Work Day – No School for Students
Monday, January 29	Begin Third Quarter and Second Semester
Thursday, February 1	Report Cards Distributed
Monday, February 20	Presidents' Day Federal Holiday
Wednesday, February 22	School Advisory Committee Meeting
Wednesday, February 28	Progress Reports Distributed
Friday, March 2	Teacher Training - No School for Students
Saturday, March 3	Saturday Academic Success Program
Wednesday, March 7	ODAC
Saturday, March 24	Saturday Academic Success Program
Thursday, March 29	End of Third Quarter
Friday, March 30	Teacher Work Day – No School for Students
Monday, April 2	Begin Spring Recess
Monday, April 9	Classes Resume and Start of Fourth Quarter
Thursday, April 1	Report Cards Distributed
Monday, April 23	Teacher Training - No School for Students
Thursday, April 26	School Advisory Committee Meeting
Wednesday, May 9	Progress Reports Distributed
Saturday, May 12	Saturday Academic Success Program
Thursday, May 17	Acceleration Date for 2nd Semester
Thursday, May 24	School Advisory Committee Meeting
Monday, May 28	Memorial Day Federal Holiday
Thursday, June 14	End of Fourth Quarter and Second Semester
Saturday, June 2	Saturday Academic Success Program
Thursday, June 14	Early Release Day-Students' Last Day
Friday, June 15	Teacher Work Day
Monday & Tuesday, June 18-19	Teacher Late Release for CCR Training



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# RYUKYU MIDDLE SCHOOL

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*Connecting Achievement Today with  
Success Tomorrow*

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**Goal 1:** The Ryukyu Middle School staff will successfully implement the Math and Literacy College and Career Readiness Standards.

**Goal 2:** Students will increase their academic performance.



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## OKINAWA DISTRICT PURPOSE

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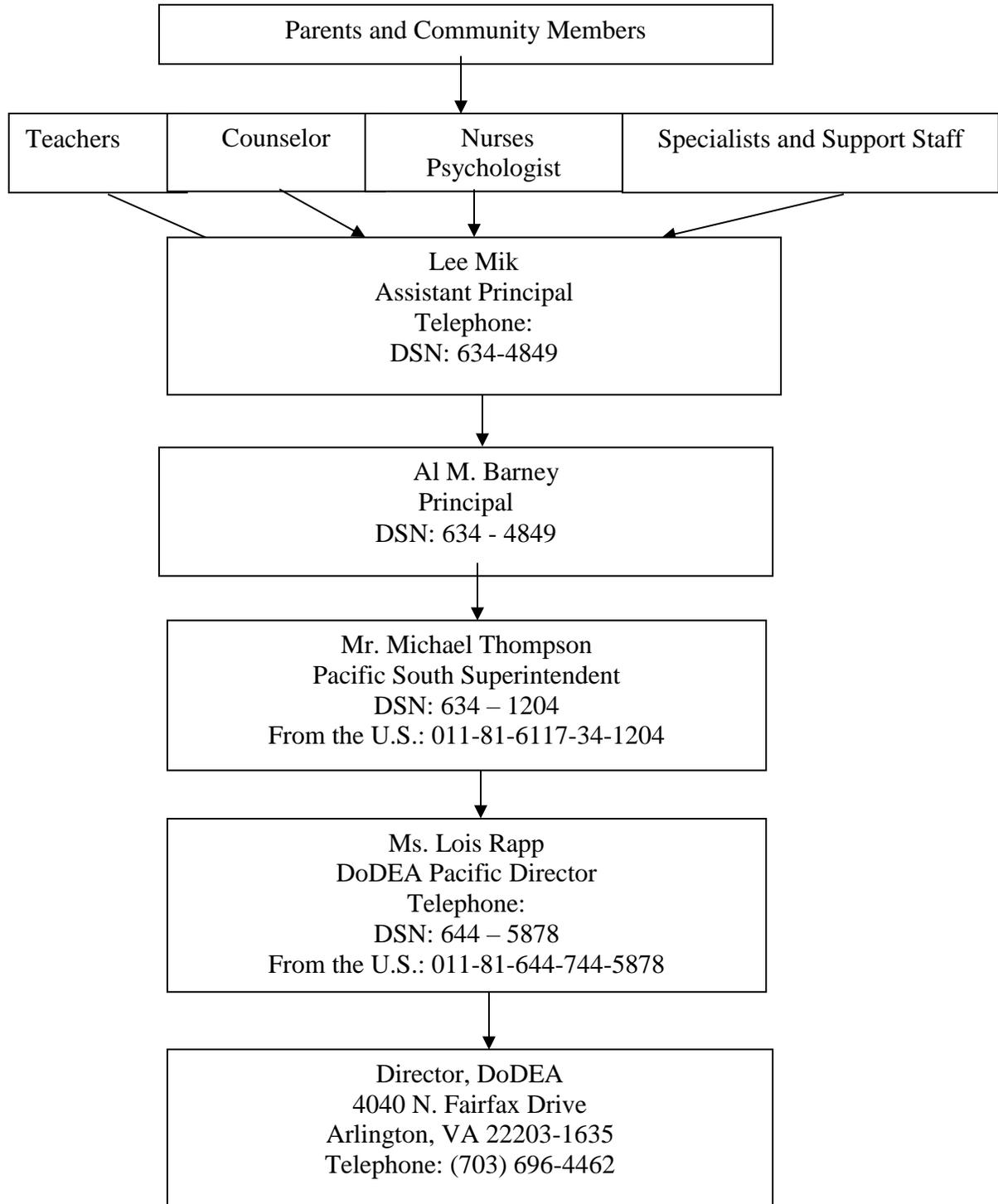
*World Class Instruction Every Day  
for Every Student in Every Class*

Department of Defense Dependents Schools (DoDEA) was established to provide high quality education for authorized dependents of Department of Defense personnel assigned overseas, and to provide enrollment on a space-available, tuition-paying basis for others identified and prioritized by the Secretary of Defense.

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## COMMUNICATION CHAIN OF COMMAND

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## BELL SCHEDULES

Students are allowed on campus beginning at 0700 and must exit campus by 1415 on full days, and by 1036 on half days. Students may gather in the courtyard before the first bell. During inclement weather, the cafeteria will be open to accommodate students.

<b>Regular Schedule ( A and B Day)</b>	
0700 -0715	Student Arrival on Campus
0715- 0720	Students Enter Building
0720 -0845	Period A1/B1
0850- 1015	Period A2/B2
1020- 1145	Period A3/B3(meets daily) 1020 -1052 Lunch A 1113- 1145 Lunch B
1150-1315	Period A4/B4
1320-1355	Seminar (meets daily)

<b>Tuesday Early Release Schedule ( A and B Day)</b>	
0700 -0715	Student Arrival on Campus
0715- 0720	Students Enter Building
0720 -0805	Period A3/B3
0810- 0930	Period A2/B2
0935-1130	Period A4/B4 0930 -1005 Lunch A 1015- 1050 Lunch B 1055-1130 A4 Band Students
1135-1255	Period A1/B1

<b>Half Day Schedule ( A and B Day)</b>	
0700-0715	Students Arrival on Campus
0715- 0720	Students Enter Building
0720 -0803	Period A1/B1
0808 -0851	Period A2/B2
0856-0939	Period A3/B3
0944-1027	Period A4/B4

## AAFES LUNCH PROGRAM

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The AAFES School Meal Program provides wholesome, nutritious, meals to eligible students in participating DoDEA Schools/OCONUS. The program is approved by the U.S. Department of Agriculture (USDA). The goals of the School Meal Program are:

- Create an atmosphere of excellent customer service and care for every student.
- Make student nutrition a vital component of the educational process.
- Make student nutrition a noticeable extension of the classroom and a learning environment for nutritional education.
- Give parents the best nutritional value for their money.

**Please Note:** RMS does not provide free food or lunch money for students who forget their lunch. However, students forgetting their lunch or lunch money will have food provided by AAFES. All money loaned to the student must be repaid to AAFES. Ryuku Middle School will provide contact information for delinquent lunch accounts, but isn't responsible for the collection of debts. The collecting agency for delinquent lunch accounts is the AAFES School Lunch Program.

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## ASSESSMENTS

Students at Ryukyu Middle School participate in the DoDEA Assessment Program. Students in grades 6-8 will complete the **Partnership for Assessment of Readiness for College and Careers (PARCC)** assessment beginning with the 2017-2018 school year. In addition, students identified in the English as a Second Language program or complete a foreign language level II class for high school credit, will also be required to complete system assessments annually.

The results of the assessments are shared with parents and school staff members. *This data assists the school and teachers in designing programs and instruction to meet the learning needs of each student.*

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## ATTENDANCE POLICY

DoDEA has implemented an attendance policy which focuses on absences and tardiness. DoDEA's educational program is organized on the basic assumption that all students will attend school/class regularly and punctually. Students' attendance in school is necessary for the educational process to occur. It is important to establish patterns of good attendance and to assure students have an opportunity to maximize their educational opportunities.



You can access more information regarding this attendance policy on the DoDEA's website: <http://www.dodea.edu/StudentServices/Attendance/index.cfm>

Here, you will find detailed information and answers to questions that you may have regarding this policy.

## **Absences**

The parent/guardian/sponsor/emergency contact must call the school if their child will be absent for the day. The phone call to the school needs to be in the morning and before the first bell.

Following an absence, the student is required to bring a note from his/her parent/guardian/sponsor/emergency contact stating the date(s), time(s), and reason for the absence(s). The note is in addition to the phone call the day of the absence(s).

*Please note below what will be considered an excused absence*

## **Excused Absences**

Excused absences will be granted for:

- Personal illness
- Medical, dental, or mental health appointment
- Serious illness in the student's immediate family
- A death in the student's immediate family or of a relative
- Religious holiday
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances warranting absence and coordinated with school administration
- College visits that cannot be scheduled on non-school days
- **Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.**

In the event a parent, guardian, and/or sponsor wish consecutive days of three or more absences be excused and not possess a medical excuse for their child(ren); a meeting with an administrator must be scheduled. **A MEDICAL EXCUSE IS REQUIRED FOR ANY STUDENT MISSING THREE (3) OR MORE CONSECUTIVE SCHOOL DAYS.**

## **Unexcused Absences**

Students without a note will be given one additional day to bring in a note. Failure to bring the required excuse explaining a student's absence by the end of the second day, will make the absence(s) unexcused.

## **Make Up Work Following an Absence**

Students will have the equivalent of the time missed to complete assignments. It is the student's responsibility to check with his/her teachers about missed work that occurred during the absence(s).

**SPONSORS MAY REQUEST ASSIGNMENTS/HOMEWORK FOR STUDENTS WHO ARE ABSENT FOR THREE OR MORE DAYS BY CALLING THE REGISTRAR'S OFFICE AT PHONE NUMBER 634 - 8626. TEACHERS HAVE 24 HOURS TO FULFILL THE REQUESTS.**

## **Tardies**

Students are expected to be at school and in classrooms at assigned times(refer to the BELL SCHEDULE). Students who are not in the assigned class at the correct time will be marked as tardy for their attendance. Tardies are cumulative and monitored on a quarterly basis. At the beginning of each quarter, every student has a zero tardy account.

The progressive disciplinary actions concerning tardies are listed on the following page.

- 4 tardies in one quarter = lunch detention**
- 5 tardies in one quarter= after-school detention**
- 6 tardies in one quarter = a second after-school detention**
- 7 tardies in one quarter = Saturday detention and a call to parent**
- 8 or more tardies = parent conference and Saturday detention**

### **Truancy**

A student who, after reporting to school, skips or leaves a class without permission is truant. Any student who is absent from school or a scheduled class, without the knowledge or permission of the school personnel, will be considered truant.

### **Late Arrival**

**Students arriving after 0720** must be accompanied to the main office by a parent/guardian or emergency contact to be signed into school. **STUDENTS MAY NOT SIGN THEMSELVES INTO THE SCHOOL.**

### **Early Pick-Up**

- Students may be picked up during the school day by a parent/guardian or emergency contact.
- The parent/guardian or emergency contact will be required to show a valid picture identification.
- Students shall be called to the office only after the parent/guardian or emergency contact has signed the *sign out sheet* (located in office).

STUDENTS ARE NOT ALLOWED TO LEAVE CAMPUS WITHOUT A PARENT/GUARDIAN/EMERGENCY CONTACT'S PROPER SIGNATURE.

### **Start Delay /Early Release**

When the weather is extremely severe (typhoons) parents should listen to AFN from 0500-0700 for announcements regarding if school will be in session. Changes or cancellations of school bus services due to weather conditions will be determined by the Transportation Officer and the Base Commander. If school is delayed or released early, students who are "regular walkers" should arrive or depart the same time as students who ride buses.

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## **CHILD ABUSE/NEGLECT**

The DoDEA and community regulations require that Ryukyu Middle School staff members report all suspected child abuse and neglect to the Family Advocacy division.

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## **CODE OF CONDUCT**

Students, teachers, and other staff members have the right to a safe and orderly school environment. School policies and procedures for student conduct apply in the school, on school grounds, in areas near the school grounds, on school buses, when traveling between home and school, during all school sponsored activities, and school sponsored trips. All students who fail to comply with the Code of Conduct will be held accountable for their actions. The administration at Ryukyu Middle School believe that logical consequences for unwanted behavior should be progressive and unique to the

situation and offense. After investigating incidents, a logical and appropriate consequence will be assigned where warranted. Consequences are based on Disciplinary Rules and Procedures, DoDEA Regulation 2051.1 dated 04APR2008.

### **Students' Rights and Responsibilities**

- Students have the right to learn without being disturbed.
- Students must accept responsibility for decisions relating to their own learning and educational progress.
- Students have a right to be in school without fear of physical or verbal assault or sexual harassment.
- Students have the right to feel physically and emotionally safe from harm.
- Students have the right to be in a drug free environment.
- Students are entitled to enjoy the opportunity to participate fully in school unabridged and unimpaired regardless of race, religion, sex, creed, national origin, disability or intellectual ability.
- Students have the right to participate in educational and school sponsored activities.

**To guarantee rights as a Ryukyu Middle School student, you are expected to be responsible for your own actions and abide by the rules contained in this handbook.**

### **Students are expected to:**

- Be courteous to other students, staff members, and visitors to the school.
- Exhibit cooperation and respect for the judgment of their teachers and all adult school staff members.
- Conduct themselves in a respectful, safe, and orderly way.
- Exhibit appropriate social behaviors. *RMS believes in and promotes mutual respect among staff, students, and parents.*
- Seek help/mediation with the counselors, school psychologist, or administrators.
- Follow emergency drills and procedures.

### **Assemblies and Ceremonies Conduct Expectations**

Various performances and presentations are presented at RMS to enhance learning. Proper assembly behavior requires students to:

- Enter and leave in a quiet and orderly manner.
- Remain seated.
- Listen attentively.
- Behave courteously to all performers, presenters, and guests.

### **Cafeteria Conduct Expectations and Procedures**

- All students will enter into the cafeteria quietly and orderly.
- Students buying a lunch will line up in a single file line at each of the designated locations.
- Students will remain seated while eating. Table hopping, standing, throwing food, or eating off other students' plates **WILL NOT BE TOLERATED.**
- Once finished, students will clean up their area and dispose of their tray and trash at the designated window
- After eating, students have several choices: proceed outside, remain in the cafeteria to visit with friends, or sign out to go to the information center if available. Shouting, yelling, running, screaming, play fighting, or other similar behaviors are prohibited.

**Classroom Conduct Expectations:**

- Be on time.
- Be respectful to everyone; including themselves and property.
- Be prepared for class with appropriate supplies.
- Participate in class instruction and activities.
- Follow classroom rules.
- Record assignments into the school agenda booklet

**Common Area Conduct Expectations Include:**

- Maintain safe behavior at all times, i.e., no running pushing, play fighting or engaging in unsafe behavior.
- Clear plastic containers may contain water only.
- No glass containers of any kind.
- Eat food or candy only in designated areas.
- No chewing gum.
- Keep hallways and stairwells clear.
- Maintain a clean campus, no littering.

**Dance Rules Expectations:**

- Ryukyu Middle School dances are for RMS students only.
- Students may enter the dance between the specified dance times ONLY. Unless the parent physically signs the student out of the dance--- students are unable to leave the dance until the specified end of dance time; students should be picked up no later than ten minutes after specified dance end time.
- All school rules apply at the dance.

**Information Center (IC) Conduct Expectations**

Students have the right to utilize the IC and its resources. Therefore, students also have the responsibility to:

- Practice appropriate behavior.
- Return items checked out by the due date.
- Be careful not to damage or lose books or materials.
- Replace lost or damaged materials.
- To request a pass from their teacher that will allow them to enter the IC.

**Bullying**

DoDEA leadership is committed to making our schools safe, caring and welcoming places for all our children. Bullying is a one-sided pattern of repeated aggressive behaviors directed from one child to another with negative intent. Some examples of bullying may be verbal, physical, and/or relational; have as its overlay race, ethnicity, religion, gender, physical, or mental ability.

Bullying is defined as persistent irritation or tormenting of another. A student is being bullied or victimized when he or she is exposed, repeatedly, and over time to negative actions on the part of one or more students. Negative actions can be verbal, physical contact or gestures. It is aggressive behavior or intentional “harm-doing”. It is carried out repeatedly and over time. It occurs within an interpersonal relationship and is characterized by an imbalance of power. Students are instructed to notify an adult if their efforts to stop bullying are ineffective. School personnel will intervene on behalf of students and parents in an effort to stop the negative actions that are occurring at school.

*Staff at our school will do the following to prevent bullying and help children feel safe:*

- Watch for signs of bullying behavior and respond appropriately.
- Provide training opportunities for students and families regarding awareness and the prevention of bullying.
- Look into reported bullying incidents and respond appropriately.
- Assign consequences for bullying based on the school discipline code.
- Provide consequences for retaliation against students who report bullying.

#### *Discipline Procedures for Bullying in School*

Consequences for bullying may include, but are not limited to the following:

- Notifying parents/guardian of the incident and consequences.
- Assisting the involved student(s) to find more appropriate ways to relate to peers.
- Conferencing with teacher, principal, and/or parent.
- Referrals to school counselor.
- Corrective instruction.
- Temporary removal from the classroom.
- Loss of school privileges.
- Classroom or administration detention.
- Suspension/ Referral to KDAP.

#### **Cheating**

Students are expected to create their own work. If a student is suspected of cheating on assignments, projects, tests or quizzes they will be referred to school administration. *Please see the discipline matrix in this handbook for additional information.*

#### **Plagiarism**

The Random House dictionary defines plagiarism as "the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work." Imitation or borrowing by itself is not plagiarism. Drawing on other people's ideas is perfectly reasonable and, in fact, unavoidable when you write academic essays—but you must acknowledge the borrowing.

The following Plagiarism Policy has been adopted by Ryukyu Middle School and is applicable to all academic areas.

You are obligated, as an ethical obligation to other writers and as a defense for yourself to acknowledge all borrowings you take from other sources, even if you don't copy the exact words used in the original—even if you never actually quote the original.

Some examples of plagiarism are:

- Quoting material without attribution.
- Passing off another's idea as your own, even if it's been reworded without attribution.
- Imitating a passage's structure or argument without attribution.
- Concealing the extent to which you've borrowed from a text or other source.
- Submitting someone else's writing or someone else's ideas using your name.
- Copying from someone (homework, tests, et cetera).

As a student at Ryukyu Middle School, you will receive information concerning plagiarism (class discussion or reading) during your English classes. In addition, you will sign a letter verifying that you have received this instruction and that you are aware of the school's plagiarism policy and consequences for engaging in plagiarism.

### **Prohibited Items**

Only items necessary throughout the school day should be brought to school. Below is a list of items that are not allowed on school grounds, school busses, study trips, or at any school sponsored activity. This list is not all inclusive. Prohibited item(s) will result in confiscation by any of RMS's faculty or staff. Possessing prohibited items may result in disciplinary action.

### **Prohibited Items (not inclusive)-**

- Aerosol products (Binaca, perfume, body sprays, shaving cream, air freshener, canned cheese, etc.)
- Alcohol of any kind
- Bandanas/do-rags or other items which might be considered gang or exclusive group regalia
- Chains of any weight or length that could be used to cause severe injury
- Clothing, book bags, or tote bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products, or offensive messages.
- Collectible cards (baseball, football, Dragon Ball, etc)
- Fireworks or poppers
- Hypodermic needles
- Ignition devices – matches or lighters
- Laser pens
- Medications (except for those kept for students by the nurse)
- Personal electronics: MP3 players, PDAs, iPods, cell phones, electronic games (students must keep these items in their lockers during the school day)
- Razor blades
- Without the use of proper safety equipment including a helmet- skateboards, scooters, rollerblades and/or bicycles will be considered prohibited. *Skateboards, scooters, rollerblades and helmets must fit inside the school locker.*
- Slam books
- Inappropriate toys and stuffed animals
- Tobacco or tobacco products
- Weapons or weapon replicas (including water guns)
- Spinners

## **Discipline Procedures/Guidelines:**

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Management of student behavior is a shared responsibility by students, parents, and school staff members. Ryuku Middle School strives to teach and reinforce positive student behaviors while working to eliminate nonproductive behaviors. Discipline protocols are in place to help aid the staff and administration in handling problem behaviors and are based on DoDEA regulation 2051.1 "Disciplinary Rules and Procedures", dated July 1, 2008.

Classroom behavior expectations are shared with students and parents at the start of the school year.

Discipline is addressed by the classroom teachers, specialists or paraprofessionals. Teachers strive to keep students in class but have the option to involve administration if the student infraction(s) warrants intervention.

### **Incident Reporting**

Students and parents have the responsibility to report to administration anything they feel needs to be addressed. Incident report forms are available in the front office. Students who are referred to the office for discipline reasons will be requested to complete an incident report for administration.

### **Detention**

Detention will be held after school by a teacher or administrator. Parents will be notified by phone, email, or a written note that a detention has been assigned and the infraction that resulted in the detention. Teachers or administrators will give notice to the parent/guardian/sponsor at least 24 hours prior to the date/time of the scheduled detention. After the student attends the detention parents are responsible to provide the student transportation home. Failure to attend an assigned detention(s) may result in additional consequences.

*At the discretion of the administration, and with the cooperation of the parents, students may be assigned service to the school on non-instructional days, such as teacher workdays, in-service days, or holiday recess periods. Students may be assigned to picking up trash in and/or outside the building, washing school vehicles, washing or painting walls, returning trays in the cafeteria, or other duties as appropriate.*

### **Suspension**

A student may be suspended from school 1-10 days. If a student is to be suspended from school, the student and parents/sponsor are informed of the suspension and the reason(s) for the action. The sponsor is notified in writing. Copies of suspension notices may be sent to Kadena Disciplinary Action Program (KDAP) and to the Kadena Air Base 18th Mission Support Group Commander.

- The objective in assigning punitive actions is to modify inappropriate student behavior. It is not the intent of school staff members to jeopardize academic growth.  
*Students who are assigned out of school suspension are permitted to make up all class work and homework assignments.*
- The purpose of suspension from school is to communicate clearly to the student that the behavior that precipitated the suspension will not be tolerated at school.
- In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that students be under the direct supervision of an adult when out of school and during the suspension time.
- A readmission conference may be requested by administration.
- Suspended students may not be on, or near any DoDEA school campus, nor attend any school functions for the duration of the suspension.

### **Suspension of Special Education Students**

Special education students may be suspended from school. If the suspension exceeds the maximum days allowable, a manifestation hearing will be conducted.

## **Expulsion**

On written request by the school principal, a final decision for expulsion will be made by the Pacific South District Superintendent. Any student expelled from DoDEA will be provided the opportunity to use correspondence courses or other appropriate educational programs for the duration of the expulsion; this also includes access to DoDEA school counselors.

### Grounds for Expulsion

- *Causing serious physical injury to another person, except in self-defense*
- *Making or participating in a bomb threat*
- *Pervasive disruption of educational services*
- *Possession of any firearm, knife, explosive, or other dangerous object. A minimum 1 year expulsion is required for possession of a firearm*
- *Sale or distribution of any mind-altering substance*
- *Other activities/offences deemed extreme by the administration*

## **Discipline Committee**

The Disciplinary Committee is comprised of school officials and command representatives appointed by the school's principal. The committee convenes to decide consequence recommendations to the superintendent concerning student disciplinary matters. When parents appeal a suspension action or when expulsion has been recommended the committee members will review the facts and make recommendations. The committee will review recommendations for expulsions and suspensions lasting longer than 10 days. The committee will hear evidence and forward their findings and recommendations to the Pacific South Superintendent.



## Behavior & Discipline Rubric

The following rubric guides teachers and administration in determining consequences for student behaviors.

The rubric below is a guideline only and **final decisions are reserved for administration**. Consequences are assigned by school administrators based upon the specific information for each case. Please note that being an accomplice, complacency and/or obstructing and interfering in a disciplinary investigation will result in similar consequences.

LEVEL 1 BEHAVIORS – DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21				
<ul style="list-style-type: none"> <li>• Didn't obey instructions (E3.5.12)</li> <li>• Disruptive behavior (E3.4)</li> <li>• Dress code violation (E3.4) <i>see school policy</i></li> <li>• Eat-unauthorized area (E3.4)</li> </ul>		<ul style="list-style-type: none"> <li>• Engaged in horseplay (E3.4)</li> <li>• Excessive noise (E3.4)</li> <li>• Failure to comply with rules (E3.5.11, E3.5.12)</li> <li>• Hall pass violation (E3.5.12)</li> </ul>		<ul style="list-style-type: none"> <li>• Internet violation (E3.5.21) <i>see school policy</i></li> <li>• Offensive behavior (E3.5.11)</li> <li>• Public displays of affection (E3.5.11)</li> <li>• Tardies (E3.4) <i>see school policy</i></li> </ul>
LEVEL 1 BEHAVIOR - CONSEQUENCES				
<u>1<sup>st</sup> Offense</u> Admin Counsel	<u>2<sup>nd</sup> Offense</u> Admin Counsel Detention Parent Contact	<u>3<sup>rd</sup> Offense</u> Detention Parent Contact	<u>4<sup>th</sup> Offense</u> Parent/Student Conference Detention	<u>5<sup>th</sup> and Subsequent Offenses</u> 1-3 Day suspension
LEVEL 2 BEHAVIORS - DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21				
<ul style="list-style-type: none"> <li>• Abusive acts/lang (E3.5.11)</li> <li>• Aggressive behavior (E3.5.11)</li> <li>• Alarm violation/offense (E3.5.11)</li> <li>• Attendance violation (E3.5.20)</li> <li>• Changing grades (E3.5.18)</li> <li>• Cheating (E3.5.18)</li> <li>• Damage to property (E3.5.11)</li> <li>• Detention violation/no show (E3.5.11)</li> <li>• Disrespect to adult (E3.5.11)</li> </ul>		<ul style="list-style-type: none"> <li>• Disrespect to student (E3.5.11)</li> <li>• Forgery of signature (E3.5.18)</li> <li>• Harassment all categories (E3.5.11)</li> <li>• Insubordination (E3.5.11)</li> <li>• Lying (E3.5.11)</li> <li>• Off limits violation (E3.5.11)</li> <li>• Plagiarism (E3.5.18)</li> <li>• Portable electronic device (E3.5.16)</li> <li>• Received stolen property (E3.5.11)</li> </ul>		<ul style="list-style-type: none"> <li>• Safe rule violation (E3.5.11)</li> <li>• Scuffling (E3.5.11)</li> <li>• Stealing (E3.5.9, E3.5.11)</li> <li>• Tamper with equipment</li> <li>• Threats of damage(E3.5.11)</li> <li>• Throw/Shoot objects (E3.5.11)</li> <li>• Truancy (E3.5.20)</li> <li>• Uncooperative with staff (E3.5.11)</li> <li>• Unsafe behavior (E3.5.11)</li> <li>• Verbal abuse/gesture (E3.5.11)</li> </ul>
LEVEL 2 BEHAVIORS CONSEQUENCES				
<u>1<sup>st</sup> Offense</u> Admin Counsel Detention Parent Contact	<u>2<sup>nd</sup> Offense</u> Detention Parent Contact	<u>3<sup>rd</sup> Offense</u> Parent/Student Conference Detention	<u>4<sup>th</sup> Offense</u> 5 day Suspension	<u>5<sup>th</sup> Offense</u> 5-10 Day suspension *Discipline Committee Hearing
LEVEL 3 BEHAVIORS - DODEA REGULATIONS: E3.5.1, E3.5.3, E3.5.4, E3.5.8, E3.5.10, E3.5.11, E3.5.12, E3.5.13, E3.5.14, E3.5.15, E3.5.21				
<ul style="list-style-type: none"> <li>• Abusive behavior to peers (E3.5.1, E3.5.11)</li> <li>• Bullying (E3.5.11, E3.5.15)</li> <li>• Excessive detentions (E3.5.11)</li> <li>• Fighting (E3.5.11, E3.5.14)</li> <li>• Gambling (E3.5.11, E3.5.13)</li> </ul>		<ul style="list-style-type: none"> <li>• Left Campus without permission (E3.5.11, E3.5.12)</li> <li>• Sexual Harassment (E3.5.10, E3.5.11)</li> <li>• Sexual off behavior (E3.5.10, E3.5.11)</li> <li>• Smoking Tobacco Products (possession) (E3.5.4, E3.5.11)</li> <li>• Threatening behavior (E3.5.1, E3.5.11)</li> </ul>		<ul style="list-style-type: none"> <li>• Tobacco/Alcohol (possession) (E3.5.3, E3.5.11)</li> <li>• Unauthorized presence (E3.5.11, E3.5.12)</li> <li>• Vandalism (minor) (E3.5.11, E3.5.17)</li> </ul>
LEVEL 3 CONSEQUENCES				
<u>1<sup>st</sup> Offense</u> 1-3 days suspension	<u>2<sup>nd</sup> Offense</u> 3-5 days suspension	<u>3<sup>rd</sup> Offense</u> 5 or more days suspension *Discipline Committee Hearing	<u>4<sup>th</sup> Offense</u> Expulsion *Discipline Committee Hearing	
LEVEL 4 BEHAVIORS - DODEA REGULATIONS: E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6, E3.5.7, E3.5.9, E3.5.11, E3.5.17, E3.5.19				
<ul style="list-style-type: none"> <li>• Alcohol related (using) (E3.5.3)</li> <li>• Arson (E3.5.17)</li> <li>• Bomb Threats (E3.5.17)</li> <li>• Burglary(E3.5.7)</li> <li>• Damage/Vandalism/Theft – Major (E3.5.7, E3.5.9, E3.5.17))</li> <li>• Drug Paraphernalia (E3.5.6)</li> </ul>		<ul style="list-style-type: none"> <li>• Drug Related (E3.5.5)</li> <li>• Explosive Device* (E3.5.17, E3.5.19)</li> <li>• Fireworks (E3.5.19)</li> <li>• Full/Partial Nudity (E3.5.11)</li> <li>• Illegal Substances (E3.5.5)</li> </ul>		<ul style="list-style-type: none"> <li>• Prohibited Item (E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6)</li> <li>• Robbery/extortion (E3.5.7)</li> <li>• Smoking Tobacco Products (using) (E3.5.4)</li> <li>• Substance Abuse (E3.5.5)</li> <li>• Weapon (E3.5.2)</li> </ul>
LEVEL 4 BEHAVIOR CONSEQUENCES				
<u>1<sup>st</sup> Offense</u> 5 or more days suspension Expulsion *Discipline Committee Hearing		<u>2<sup>nd</sup> Offense</u> Mandatory Expulsion Recommendation is required *Discipline Committee Hearing		

\*Schools have a variety of detention options. \*Reflection sheets can be filled out with each offense.

## DRESS CODE EXPECTATIONS

Students are expected to dress in an appropriate manner at all times. This includes-during school sponsored activities and school sponsored trips. Dress code expectations include:

**Tops:** Shoulders, armpits, cleavage, backs and bellies must be covered.



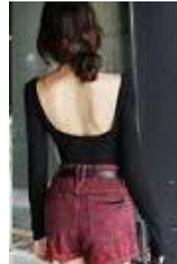
**Acceptable**



**Acceptable**

### Not Acceptable

Halter tops, strapless shirts, spaghetti straps, tank tops, sleeveless shirts, undershirts as a top shirt, mid-drift tops, see-through tops, tops that look like lingerie, low-cut tops, tops with an open back, or tops that show any part of the bra, any type of pajama shirt or onesie, and any t-shirt with inappropriate language/logos.



**Pants:** All pants must fit and be appropriate for school; underwear may not show at any time, holes in the knees of pants are acceptable.

### Acceptable



Holes in pants, above the knee, must have tights or another form of covering under the pant hole. **NO SKIN MAY SHOW WHEN WEARING PANTS WITH ABOVE THE KNEE HOLES.**

### Unacceptable Pants:

Oversized pants with no belt, any sagging pants, leggings, jeggings, yoga pants, or other pants that are stretch pants and/or made to resemble tights (though these items may be worn under skirts/shorts of appropriate length), ★excessively holey pants, or pants with holes anywhere above the knee that do not have a covering under the hole, and any type of pajama pants or onesies. Any student who “sags” their pants will be given a zip tie to secure their pants in the correct position. In some cases, replacement clothing will be provided, either until the end of the day when the student’s clothing will be returned, or until the parents can bring a change of clothing.



**Shorts/Skirts:** All shorts and skirts must be no shorter than 3 inches above the knee when measured from the top of the kneecap, and when standing straight up.



★ **Unacceptable Shorts/Skirts:**

Shorts and skirts with a length of 3 inches above the knee or more and/or have tears/rips above the knee are not to be worn to school. Wearing tights, leggings or other garments underneath unacceptable shorts/skirts will NOT make the outfit acceptable.

**Shoes:** Tennis shoes are the recommended footwear for school. Sandals may be worn, but are not recommended in wet weather.



**Unacceptable Shoes:**

Any shoe without a back strap such as: shower shoes, flip-flops, slides and athletic shoes.

**Headwear:** No hats/do-rags/bandanas/sunglasses are allowed in the building. Women's headscarves are acceptable

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## EDUCATIONAL PROGRAMS

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RMS offers a variety of academic programs to meet the academic needs of students. The programs provided include English as a Second Language, Gifted Education and Special Education. In addition to these programs, the school offers READ180 to assist struggling readers and Advancement Via Individual Determination (AVID) to prepare all students for college readiness and success in a global society.

### **504 Program**

Section 504 of the Rehabilitation Act of 1973 is a civil rights statute that prohibits discrimination against individuals with disabilities. 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.

A student may be eligible to receive Section 504 Accommodations if he/she:

- Has a physical or mental impairment, and
- The impairment substantially limits one or more major life activities.

DoDEA schools provide a free appropriate public education (FAPE) to students with disabilities by implementing reasonable 504 Accommodations upon establishing that a student has a disability requiring such 504 Accommodations.



### **Advancement Via Individual Determination (AVID)**

AVID is a program that targets students in the academic middle, who have the desire to go to college and the willingness to work hard. These are students who are capable of completing rigorous curriculum but are falling short of their potential. AVID pulls these students out of their unchallenging courses and puts them on the college track: acceleration instead of remediation. The eligibility to become an AVID student is a 2.0-3.5 GPA, scores between the 50th and 80th percentiles on a standardized academic assessment, teacher and administrator recommendation, and an expressed commitment to achievement.

## **English as a Second Language (ESL)**

The DoDEA community encompasses a diverse population; therefore, a program has been designed to increase English language proficiency for students who have a second language influence. DoDEA strives to create a learning environment that encourages assimilation into the second language and culture while maintaining respect for and pride in their cultural and linguistic heritage.

The ESL Program is for non-native English speaking students who exhibit difficulty succeeding in content area classes. The student's registration information will be reviewed for possible assessment of language and admission into the ESL program. The ESL teacher will assess the student and consult with the student, parent(s), and a classroom teacher prior to placement. The objectives of ESL:

- Develop confidence in all forms of verbal interaction
- Relate and be able to discuss common life experiences
- Understand and be able to discuss concrete and abstract experiences
- Comprehend written English
- Demonstrate appropriate English in routine conversation
- Promote a positive self-image and assume responsibility for further development

## **Gifted Education**

DoDEA provides exemplary educational programs that inspire and prepare all students for success. Gifted students measure their success through the challenges they receive, meet, and often surpass. The goal of the DoDEA Gifted Education (GE) program is to identify students with high potential and exceptional performance and to offer challenges that match their strength(s).

Services are provided because identified students have a documented need for differentiation and challenge in their instructional program. This differentiation provides daily, academic challenge and social-emotional support to ensure continued intellectual growth and development. DoDEA schools determine the most effective method(s) to meet the needs of students identified for GE services. Schools consider individual strengths in matching students to services because each student has a unique profile of strengths.

Students may be referred for the GE program by screening, nomination or transfer records. Already identified students transferring from DoDEA schools are matched with gifted program services as soon as their program records become available. Available assessment results may be used to identify potential students for review. In addition, students may be recommended by staff members, parents/guardians and through self-nomination for the program. Members of the GE referral committee will review student information to determine appropriate placement.

## **Read 180**

The Read 180 program is designed for those students reading below grade level and meeting eligibility requirements. The Read 180 program is an elective class that provides support to struggling readers to assist them in improving their reading fluency and comprehension in a small group environment. The class meets every other day for one block. Once a student increases their reading comprehension to grade level or is no longer making progress, they may be exited from the program.

### **Special Education Services (SPED)**

SPED is specially designed instruction, support, and services provided to students with an identified disability and needing support in a uniquely designed instructional program to meet their learning needs. The purpose of special education is to enable students to successfully develop to their fullest potential by providing a free appropriate public education in compliance with the Individuals with Disabilities Education Act (IDEA) as implemented by DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents.

**Child Find** is the ongoing process used by DoDEA and the Medically Related Services Department of the Armed Forces to seek, and with consent of parents, identify individuals (from birth to age 21 years inclusive) who are eligible to receive special education and related services; speech/language, learning, physical, emotional. Child Find activities include the dissemination of information to the public as well as screening, referral, and identification procedures. All referrals are confidential and anyone who has an educational concern about a child should contact the RMS guidance counselors.

RMS has a Case Study Committee (CSC) consisting of an interdisciplinary team of special educators, speech and language therapists, regular educators, related services personnel (counselors, nurse, and school psychologist) and administrator. The CSC meets with students and parents to consider referrals, plan and conduct assessments, determine eligibility, and develop programs for students who may need special education and related services.

Students identified as meeting SPED eligibility requirements receive a variety of services to meet their individual needs to maximize their academic success.

### **Study Trips**

Throughout the school year students are taken on study trips to enrich course curriculum. Students must have a permission slip signed by the parent/sponsor in order to attend.

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## **ENROLLMENT**

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Department of Defense regulations require that students be registered annually for enrollment in Department of Defense Dependent Schools (DoDEA). In April of each year, spring registration is held to register returning and incoming students. If the student will not be returning the following year (due to PCS move, et cetera) contact the school at least two weeks in advance to arrange for student out processing and record pick up.

### **Student Emergency Contact Information**

A student may become ill or injured during the school day. Therefore, it is essential that emergency information be kept up to date, especially when sponsors receive new duty assignments, spouse's change jobs, families move to permanent quarters, telephone numbers change, and babysitters are changed, or the emergency contact moves away. The school should also be informed if sponsors will be TDY/TAD or traveling and have left their children with someone else. A Power of Attorney providing the name of the person responsible for the child in the sponsor's absence will need to be sent to the school. Duty phone, quarters address, and home phone should also be included with the Power of Attorney.

### **Accelerated Withdrawal Policy**

Students with PCS orders may withdraw from school 20 days prior to the last day of the semester and receive credit. For semester one the date is December 12, 2017 and for semester two the cutoff date is May 17, 2018. The last date to apply for early withdrawal with full credit is 20 days prior to the student's last day of attendance. The following is required to withdraw early:

Step 1: An Acceleration Program application should be filled out at least four weeks (30 days) prior to the actual clearance date whenever possible. The acceleration application is to be returned to the registrar with a copy of the PCS orders.

Step 2: Teachers are responsible for preparing assignments for accelerated withdrawal and communicating course requirements with parents and students. The work must be completed before the last day attended for full credit.

Step 3: On the student's last day, he/she will be responsible for clearing classes (returning all books to each classroom and the media center) and will receive a FINAL grade on the clearance form. If appropriate, a statement of promotion will be provided.

### **Transfer**

If a student is leaving before the end of the school year, please notify the main office and bring a copy of the PCS orders to the school at least two weeks in advance of the student's last day of attendance.

On the student's last day of school, he/she will be responsible for clearing classes. This includes returning all books to each classroom and the media center. The student will receive the current grade he/she has earned thus far in his/her classes. Students will not be allowed to attend school after they have cleared their classes.

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## **EXTRA-CURRICULAR ACTIVITIES AND PROGRAMS**

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The after school activities program is designed to enhance the academic experiences in the classrooms. Students have an opportunity to explore a wide variety of activities, which include both group and individual participation. Unless other arrangements have been made; students participating in after school activities must report to the appropriate area no later than 1400. Students, who leave the school campus, may not return. If a student is not in an after school activity, they are not permitted to be on campus after 1400, unless other arrangements have been made.

### **Afterschool Program Transportation**

Parents are responsible for ensuring students have transportation immediately following a school sponsored activity. Students should ensure they have parent permission to attend after-school activities prior to staying. Buses will be provided in support of the RMS extra-curricular activities program and will depart the school after the designated event in order to transport students to designated bus stops that are near areas of regular bus stops. The activity buses do not stop at all regularly scheduled bus stops.

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## GRADING SYSTEM

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We employ the grading systems consistent with all secondary schools in DoDEA. The following grades are used in all subjects.

A-, A, A+ = 90-100%

B-, B, B+ = 80-89%

C-, C, C+ = 70-79%

D-, D, D+ = 60-69%

F = 59 & below

I=Incomplete

Teachers may give students an incomplete for extenuating circumstances. The incomplete will be changed for a letter grade when work is submitted; the maximum time for completion is two weeks. If the student does not submit the missing work within the two week timeframe, a grade of F may be given for the class.

### **GradeSpeed**

GradeSpeed is the official grading communication program for teachers, students, and parents. Parents can register and get timely reports of progress from any computer, at any time. GradeSpeed registration information is available on the RMS Intranet. If assistance is needed, please contact the school education technologist, Robert Sanders.

### **Homework Policy**

Ryukyu Middle School teachers assign homework as appropriate, to reinforce curricular concepts, and support student learning. Homework will be designed and assigned to meet the needs and abilities of each individual student. Consideration for time commitment will be considered when homework is assigned. Teachers use a variety of technology to keep parents and students informed of assignments and expectations. These include Schoology, GradeSpeed and student google accounts along with the provided syllabi.

### **Progress Reports**

Official progress reports of academic achievement are issued at mid-term for each grading period. The dates for the distribution are provided on the school calendar.

### **Report Cards**

Report cards are issued each nine weeks (quarterly); see the school calendar for end of quarter and distribution dates.

### **National Junior Honor Society**

The NJHS is a nation-wide organization for middle school students who have attained high standards in scholarship (w/ a 3.5 cumulative GPA-6th grader-1st semester; 7th grader-6th + 7th 1st semester; 8th grader- 6th + 7th + 8th 1st semester), character, leadership, service, and citizenship. Selection and admission is one of the highest honors that can be realized by middle school students.

## LOCKERS

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Students are issued lockers during the first week of school.

### Locker Rules

- Lockers, as well as locker combinations, are not to be shared with other students.
  - RMS is not responsible for personal property kept in lockers, or property that is lost/stolen from them.
  - Lockers may not be painted, have stickers attached, pictures mounted, or be defaced in any way inside or out. Students will be responsible for cleaning costs to restore lockers to excellent condition.
  - Lockers **MUST** be secured at all times.
  - Lockers may be subject to search.
  - Combinations, if forgotten, can be retrieved from the front office.
  - **ALL** personal items must fit and be kept in the locker; to include backpacks.  
**Backpacks are not permitted to be kept in the classrooms.**
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## LOST AND FOUND

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The office holds valuable items such as; watches, money, glasses, keys, etc. Lost clothing is kept in the Multi-Purpose Room (Cafeteria). Parents and students are encouraged to screen this area routinely for lost articles of clothing. Please mark all clothing to avoid loss. Lost and found clothing is donated to the community if not claimed at the end of each month. Personal items such as notebooks, books, etc. should also be marked.

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## PARENT-TEACHER CONFERENCES

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Parents are encouraged to make appointments for conferences with teachers. Such conferences may be initiated at any time during the school year by the parent or the teacher. Many parents find that a group conference with all the student's teachers present is a beneficial technique for the student, parents, and teachers. Conferences can be arranged by sending a note to the individual teacher or by phoning the school office at 634-4849. Parents are encouraged to monitor their children's academic progress throughout the school year. If problems occur in arranging a conference time, please contact the Principal or Assistant Principal. It is absolutely essential that parents (1) make an appointment to see a teacher, to ensure availability and time does not disrupt instruction and (2) sign-in at the Main Office before proceeding to the classroom to see a teacher.



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## STUDENT INFORMATION

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RMS policies governing students, both written and implied, are established for the purpose of preserving the educational setting as well as the rights of each individual student in his/her pursuit of education. Copies of DS Manual 2050.1, Students' Rights and Responsibilities in the Department of Defense Dependent Schools System may be obtained through the DoDEA website at <http://www.dodea.edu/>. The pamphlet includes the topics: Access to Learning, Freedom of Expression, Student Governance, School Records, School Discipline, Protection of Personal Privacy, and Community Resources.

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## STUDENT SUPPORT PROGRAMS

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The school takes pride in providing services and programs to meet the needs of the whole child. In addition to the academic programs and support provided by school staff members, other services are provided to meet the emotional, social and physical needs of students.

### **Guidance Counselors**

Ryukyu Middle School has two counselors, who work collaboratively and with students to provide a positive school experience.

Counseling Services:

- Welcome, orientation and transition of all new students to RMS
- Academic scheduling and planning
- Academic, small group, and individual counseling
- Peer mediation
- Recruit, train, and assign transition guides to new students
- Behavior plans and 504 plans
- Classroom guidance
- Parent and teacher consultation
- Coordinates and administers standardized testing including
- National Assessment of Educational Progress (NAEP)
- Partnership For Assessment of Readiness for Collage and Careers (PARCC)

### **School Psychologist**

RMS is staffed with a school psychologist who works collaboratively with other staff members to improve student welfare. The school psychologist conducts individual, family, and group counseling in a variety of settings conducive to effective communication and support. The psychologist works closely with the counselors and administrators to offer a comprehensive continuum of student services.

### **School Nurse**

The school nurse works with the school administrators to provide an environment that promotes optimal wellness and safety for all students. The school nurse provides individualized quality health care for students, emphasizes health education at all levels, and utilizes available community and school resources to promote an overall healthy lifestyle for students, staff, and families.

## **Nursing Services**

- Health screenings
- Monitor student immunizations
- Provide assessment/treatment for ill or injured students and staff
- Refer appropriate cases to the ER or clinic
- Refer contagious conditions/diseases as appropriate
- Examine and reports any suspected cases of child abuse or neglect
- Confer with parents, administrators, and teachers regarding student health concerns or problems
- Provide liaison services with local medical facilities and consultant services for the CSC
- Coordinate care and medication for students during the school day
- Maintain medical and first aid supplies for the school

## **Medication Policy**

Students requiring medication during the school may have a parent administer it in person, or the school nurse can administer. If medication is to be given by the school nurse it needs to be accompanied by a *hold harmless* letter that is filled out and signed by the student's doctor. The medication must be in its original package and be labeled with: Name of student, name of medication, time to be taken, dosage, and prescribing doctor. Under no circumstances may a student bring medication to school to self-administer. Also, the school nurse may not dispense over the counter medication without a *hold harmless* letter on file.

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## **STUDENT RECOGNITION PROGRAMS**

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### **Semester 1 Honor Roll**

Our Student Recognition Programs are dedicated to positively awarding our students. The program is comprised of the following components:

- **Principal's Honor Roll** - Students in this category have earned a 4.0 Grade Point Average for the Semester 1
- **High Honor Roll** – Students in this category have earned a 3.50 – 3.99 Grade Point Average and have no D's or F's for any class during the course of the semester.
- **Honor Roll** – Students in this category have earned a 3.0 – 3.49 Grade Point Average and have no D's or F's for any class during the course of the semester.

### **Semester 2 Teacher Awards**

- **Certificate of Excellence:** Outstanding scholarship in the areas of English, math, science, social studies, and reading, and all elective classes for the year
- **Growth and Effort Awards:** Outstanding effort and growth in the areas of English, math, science, social studies, and reading, and all elective classes for the year
- **HABU Helper-Counselors**
- **Presidential Awards of Achievement and Excellence** will be given to qualifying 8<sup>th</sup> grade students. Students meeting the strict national criteria may receive a certificate of accomplishment and lapel pin.

## **Eighth Grade Award Ceremony**

Eighth grade students will be invited to attend the awards ceremony at the end of each school year. This is not a graduation ceremony, but a celebration of the growth of the students as they have journeyed, with their peers, through their last year of middle school. It also recognizes the bond that has been formed between students, teachers, and parents during the year. *Students will have the opportunity to participate in fundraisers throughout the year to help defray the cost of the ceremony.* Information will be provided by the eighth grade seminar teachers. The ceremony is traditionally held on the last day of school.

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## **STUDENT USE OF TECHNOLOGY**

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### **Use of Cell Phones**

Students are not permitted to use personal cell phones during the school day. Students must have their cell phones put away from the time they arrive on campus until they leave the campus. During the school day, the cell phone must be kept in the student's locker. If a student is found with a cell phone in their possession during the school day, the phone will be confiscated and parents will be required to retrieve it from the school office.

*If a student needs to make an emergency call, they must go to the school main office.*

### **Use of School Telephone**

School phone usage for students is limited to before school and after school hours. If a parent needs to reach a student the front office will take a message and ensure it is delivered to the student.

### **Technology Expectations/Computer Policy**

RMS embeds computer technology throughout the curriculum. Computer technology is defined as all hardware, software, and resources made available anywhere on campus. Students will treat all computer software, hardware, and resources in a responsible manner and abide by the rules set forth in this policy. Students may have access to:

- Electronic mail communication for educational purposes
- The internet and all of the appropriate resources available through this medium
- Internally available information technology

RMS has taken precautions to restrict access to controversial materials or files that may impact system integrity. However, on a global network it is impossible to control all materials. RMS believes the value of information and interactive processing through computer technology far outweighs the possibility that users may procure material that is not consistent with the educational goals of DoDEA.

Internet access is coordinated through government agencies and regional networks. The operation of a network relies on the proper conduct of the end users who must adhere to strict guidelines.

All DoDEA students, employees, and authorized users are required to read, sign, and adhere to the DoDEA Computer and Internet Access Agreement (DoDEA Form 6600.1F2). Parents must co-sign this user agreement for the child(ren) before a user account will be established.

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## VISITS TO SCHOOL

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Parents/Guardians are encouraged to visit school during the instructional day. All visitors are required to sign in/out at the front office and obtain a visitor's badge. It is recommended that educators be provided at least 24 hours advanced notice; this includes parents who want to "check-in" or spend the day with their child. Parents are encouraged to participate in scheduled classroom activities that require volunteers, however; parents are not allowed to question or interview other students on community or personal issues while at the school.

## Appendix B: Computer Usage Rules

### Class I Rules

- Do not make ANY changes to the desktop generic settings (this includes closing or moving the toolbar).
- Do not send broadcast or network messages.
- Do not use the computer for listening to music.
- Do not save files to places other than YOUR home directory (H:\) unless other directions are given by the instructor.
- Do not use the Internet without your instructor's permission.
- Do not print without permission.
- No downloading or installing of ANY files without the instructor's permission.
- No playing on-line computer games.
- No on-line shopping.
- No food or drink at the computers.
- No mail other than the approved RYUKYU mail (each teacher has the right to refuse email access within his/her classroom.)
- No email during class or seminar and at other times only with the instructor's permission.
- All email, both incoming and outgoing, must be "G-rated".

### Class II Rules

- No chat, role-playing or personal classified ads.
- Do not view/download obscene, offensive or inappropriate materials.

### Consequences

#### For all Rules:

- Each teacher may assign detention to students violating the computer rules.
- Each violation will result in the submission of a Discipline Referral to the Assistant Principal or Principal.
- Violations and/or severe violations will result in a student losing all school computer usage privileges.

# Appendix C: School Lunch Application

## Free and Reduced Lunch

Applications can be found at the lunch program office located in Bldg. 99 on Kadena AB, BX/PX Customer service counters or at [www.kadena.af.mil/units/18th\\_missionsupportgroup.asp](http://www.kadena.af.mil/units/18th_missionsupportgroup.asp)

Applications can be submitted at Bldg. 99, Kadena AB from 0800-1500 or you can e-mail your completed application and all necessary documents to: [18msg.kadenalunchprogram@us.af.mil](mailto:18msg.kadenalunchprogram@us.af.mil)

**HAVE A GREAT YEAR!!!!**

