

**Zama American Middle School**  
*Parent and Student Handbook*  
**School Year 2009 - 2010**

*SAMURAI PRIDE STARTS INSIDE*

Ms. Denise Leach, Principal

# FOREWORD

Zama American Middle School (ZAMS) provides education and related services for students in grades 7 and 8. We hope you share our enthusiasm for our school and are planning to become actively involved in developing and maintaining an outstanding educational program for our students. We trust that you will continue to support our efforts through your personal interest in students' academic achievements, personal and social development, and through your ongoing participation in special programs and activities.

This handbook contains information on our educational program, the Department of Defense Education Activity (DoDEA) and school policies and procedures. These policies and procedures have been developed to provide the best possible learning environment, while protecting students' health, safety, and welfare. Please review and discuss with your child(ren) the entire contents of this handbook in order to become familiar with and to understand our programs and our expectations. Further information is provided in daily student bulletins and in monthly parent newsletters both of which are available online. Please note this handbook is a living document and changes will be updated as needed. Updates and changes made during the school year will be highlighted in **blue**.

Please visit the school website at: <http://www.zama-ms.pac.dodea.edu>

Neither handbooks nor newsletters can answer all of the questions that may arise throughout the year. Parents are encouraged to contact the school office or members of the School Advisory Committee (SAC) if they have concerns, questions or would like to make suggestions for improving the school program.

We are looking forward to working with you to make this a successful, productive, and rewarding school year for all of our students.

Denise Leach  
*Principal*

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# ADMINISTRATIVE INFORMATION

## School Addresses

**Physical Address:**

Zama American Middle School  
Beigun Jutaku 913 Camp Zama  
Zama-Shi, Kanagawa-Ken 228-0027

**School Mailing Address:**

Department of the Army  
Zama American Middle School  
Unit 45005  
APO AP 96343-5005

**Email Address:**

[principal\\_zamams@pac.dodea.edu](mailto:principal_zamams@pac.dodea.edu)

**School Official Internet Address:**

<http://zama-ms.pac.dodea.edu>

## Telephone Numbers

School Office: DSN: 263-4040  
Off Post: 046-407-4040  
Stateside: 011-81-46-407-4040

School Fax: DSN: 263-8202  
Off Post: 046-407-8202  
Stateside: 011-81-46-407-8202

School Registrar: DSN: 263-4040  
Off Post: 046-407-4040

Guidance Office: DSN: 263-8914  
Off Post: 046-407-8914

School Nurse: DSN: 263-4294  
Off Post: 046-407-4294

Schools Liaison Officer: DSN: 263-3241  
Off Post: 046-407-3241

School Bus Office: DSN: 263-4151  
Off Post: 046-407-4151

**Administrators and personnel will be available to assist students and parents during these times.**

**Office Hours: 0700-1600**

## DoDDS-PACIFIC/DDESS-GUAM 2009-2010 SCHOOL YEAR CALENDAR

Wednesday, August 26

Reporting date for non-administrative educator personnel for  
orientation, classroom preparation, and professional development.

### FIRST SEMESTER – (92 INSTRUCTIONAL DAYS)

#### 2009

Monday, August 31	Begin First Quarter & First Semester
Monday, September 7	Federal Holiday – Labor Day
Monday, October 12	Federal Holiday – Columbus Day
Thursday, November 5	End of First Quarter (47 days of classroom instruction)
Friday, November 6	No school for students – Teacher work day
Monday, November 9	Begin Second Quarter
Wednesday, November 11	Federal Holiday – Veterans’ Day
Thursday, November 26	Federal Holiday –Thanksgiving
Friday, November 27	Recess Day
Wednesday, December 16	Accelerated Withdrawal Date (Fall Semester)
Monday, December 21	Begin Winter Recess
Friday, December 25	Federal Holiday – Christmas

#### 2010

Friday, January 1	Federal Holiday – New Year’s Day
Monday, January 4	Instruction Resumes
Monday, January 18	Federal Holiday – Martin Luther King, Jr. Day
Thursday, January 28	End of Second Quarter & First Semester (45 days of classroom instruction)
Friday, January 29	No school for students – Teacher work day

### SECOND SEMESTER – (91 INSTRUCTIONAL DAYS)

Monday, February 1	Begin Third Quarter & Second Semester
Monday, February 15	Federal Holiday – Presidents’ Day
Thursday, April 8	End of Third Quarter (48 days of classroom instruction)
Friday, April 9	No school for students – Teacher work day
Monday, April 12	Begin Spring Recess
Monday, April 19	Instruction Resumes – Begin Fourth Quarter
Wednesday, May 19	Accelerated Withdrawal Date (Spring Semester)
Monday, May 31	Federal Holiday – Memorial Day
Thursday, June 17	End of Fourth Quarter & Second Semester (43 days of classroom instruction)
Friday, June 18	No school for students – Teacher work day Last day for non-administrative educator personnel

**NOTE:** Please check your school’s calendar for information on additional release days for training, parent teacher conferences, and other activities.

## Zama American Middle School Bell Schedule SY 09-10

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### FULL DAY SCHEDULE

0715 Doors open – students proceed to class, lockers, restrooms, etc.

0725 Warning Bell – students go to first period

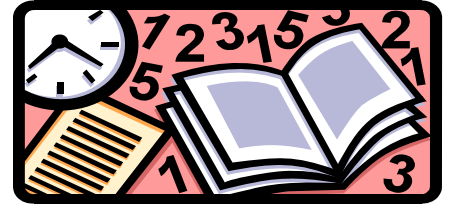
0730 Announcements – students are sitting in their classrooms

0735–0900 Period A1/B1

0900–0910 Nutrition Break

0915–1000 Period A2/B2

1005–1045 Period A3/B3- Seminar



Period A4/B4

1<sup>st</sup> Lunch Track

2<sup>nd</sup> Lunch Track

1045–1130 1st lunch

1050 – 1130 A4/B4

1135–1300 A4/B4

1130 – 1215 2nd lunch

1215 – 1300 A4/B4 continued

1305–1430 Period A5/B5

1440 Buses Depart

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### HALF DAY SCHEDULE

0715 Doors open – students proceed to class, lockers, restrooms, etc.

0725 Warning Bell – students go to first period

0730 Announcements – students are sitting in their classrooms

7:35-8:25 Period A1/A2

8:30-9:20 Period A2/B2

9:25-10:15 Period A4/B4

10:20-11:10 Period A5/B5

11:20 Buses Depart

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### “C” DAY SCHEDULE

0715 Doors open – students proceed to class, lockers, restrooms, etc.

0725 Warning Bell – students go to first period

0730 Announcements – students are sitting in their classrooms

7:35-8:20 Period A1

8:25-9:10 Period A2

9:10-9:25 Nutrition Break

9:30-10:15 Period A4

10:20-11:05 Period A5

11:05-11:55 Lunch

12:00-12:50 Period B1

12:55-1:40 Period B4

1:45-2:30 Period B5

2:40 Buses Depart

# School Facility and Staff 2009 - 2010

Zama Middle School opened in August 2006. This year we will be housed in building 913 except for Band and Music. For SY 09 - 10 Zama Middle School is staffed with 1 principal, 20 teachers, 1 Educational Technologist, 1 counselor, 1 Information Specialist and 0.5 school nurse. We also have 4 Para-educators and 2 clerical staff members and 1 Resource Manager. Teachers must be fully qualified educators. They are recruited from the United States, transferred from other DoDDS schools, or hired locally.

## EDUCATIONAL PROGRAM

### Accreditation

Zama American Middle School is fully accredited by the North Central Association of Colleges and Schools (NCA). A team of educators from NCA visited and re-accredited the school in February of 2007.

### Mission Statement

As part of Continuous School Improvement (C.S.I.), the Zama American Middle School Community (Students, Parents, Faculty and Staff) developed the following mission statement during SY 2007-08. This mission statement will guide all decision making throughout the school community during SY 2009-10.

**“Our mission is to provide a positive learning community where each student will achieve academic, civic, and personal success.”**

-A *positive learning community* is the collaboration among school staff, parents, community leaders, and students to provide a safe, supportive environment in which to learn.

-*Academic success* is mastering individual skills, expanding knowledge and understanding learning as a life-long pursuit.

-*Personal success* is the ability to set, define and attain individual goals.

-*Civic success* is the ability to contribute positively to activities, institutions, and processes within the wider community.

### School Improvement Plan

Zama is accredited by the North Central Association of Colleges and Schools. Based on extensive analysis of data which included student performance data, the following Student Performance Goals were developed by the school community in SY 2007-08. These goals will be a major focus of the instructional process as part of the continuous school improvement plan. These goals will be implemented and reviewed on a continuous basis based on analysis of data.

**Student Performance Goal #1:****Each student will improve his/her writing skills across the curriculum.**

**Essence of the goal:** the ability to effectively use the writing process.

- Pre-writing
- Draft
- Revision
- Editing
- Publishing

We chose this goal based on triangulating the following data sources:

1. *TerraNova 2nd ed.* Scores
2. Community Data (Number of ESL students)
3. Teacher Survey results

**Student Performance Goal #2:****Each student will improve his/her science skills across the curriculum.**

**Essence of the goal:** the ability to effectively apply inquiry skills.

- Understand and use types of questions
- Design Process for Investigation
- Conduct Investigation
- Derive meaning from data
- Evaluate an investigation

We chose this goal based on triangulating the following data sources:

1. *TerraNova 2nd ed.* Scores
2. Teacher Survey Results
3. 7<sup>th</sup> Grade Science Assessment Results

## **School Improvement Leadership Team (SILT)**

The Zama American Middle School's School Improvement Leadership Team (SILT) is comprised of representative teachers, parent representatives and the principal. Utilizing Teacher Teams at each grade level as a SILT communication vehicle ensures that the entire faculty is connected and actively involved with the SILT decision making processes regarding the on-going development and implementation of our School Improvement Plan (SIP). Based on input received from all stakeholders including the SILT, SAC, PTO, the entire faculty and staff as well as others in the community, school wide goals and initiatives, which are linked to DODEA Strategic Plan, are developed, implemented and assessed on a continuing basis.

# School Colors

Purple – Gray – White

# School Mascot

Samurai

# School Motto

Samurai Pride Starts Inside

## 5 Guiding Principles

Zama American Middle School Samurai believe all students are entitled to learn in a safe, positive and supportive environment. The purpose of a school behavior plan is to teach, clarify, recognize and enforce student accountability and responsibility. As our mascot is the SAMURAI, Zama American Middle School has identified 5 guiding principles to support **Samurai Pride**. Classroom and school wide expectations for behavior are based on these principles. Keeping in mind that our motto is *Samurai Pride Starts Inside*, the Principles and supporting characteristics are based on the acronym P.R.I.D.E. The Principles and characteristics are:

### **PREPARATION:**

#### **Be ready to learn and participate in my education.**

- Bring all necessary materials to every class
- Complete and turn in work and homework by the due date
- Dress according to the school dress code

### **RESPONSIBILITY:**

#### **Be responsible for my learning and the learning of those around me.**

- Dress, behave, and speak in a manner that demonstrates respect to other students, staff and visitors
- Be punctual to each class and designated activity
- Have and maintain the student planner

### **INTEGRITY:**

#### **Do the right thing even when no one is looking.**

- Be accountable for my actions and the consequences that follow
- Respect intellectual property rights when completing all assignments
- Respect the cultural diversity of our student body and host nation
- Respect personal property of others and public property of the school

### **DETERMINATION:**

#### **Exhibit a determined attitude to do my best in all tasks.**

- Set behavior and academic goals
- Show effort and try even when the task is difficult
- Exhibit persistence and dedication to all tasks to achieve the end results

**EXCELLENCE:**

**Push myself to achieve excellence in all I do!**

**ACADEMIC AND BEHAVIOR SUCCESS**

All students should follow examples of behaviors promoted by the guiding principles at all times, including before school, at dismissal, and all school sponsored events and trips. The behaviors include the following:

- Students will respect other students’ right to learn.
- Students will be on time and fully prepared for classes. This includes having all assignments and materials.
- Students will dress, behave, and speak in a manner that demonstrates respect form themselves and others.

**Zama Middle School Educational Program**

**CURRICULUM**

The curriculum at Zama American Middle School is designed to meet the needs of students who are making the transition from childhood to adolescence. The curriculum provides for continued emphasis on the basics and for opportunities to explore new subject areas and develop emerging personal skills. Language Arts, Math, Science, and Social Studies are emphasized during the two years. The exploratory and elective program allows students to experience different subjects, yet provides for individual interests.

**COURSE SELECTION**

The guidance counselor will assist students and their sponsors in developing the most appropriate programs for individual students. A major component of study in Middle School is the exploration of many subject areas.

**STUDENT PLACEMENT**

The Student Placement Committee makes recommendations to the Principal on retention, double promotion, or any other grade or class placement that is not routine. The committee collects data, discusses each referral, makes recommendations for placement, and reviews the progress of students who have been placed. Final decisions on grade and program placement are the responsibility of the Principal. The Principal has authority and responsibility for final decisions on all grade and class placements.

## **RESOURCE PROGRAMS**

### **AVID**

Advancement Via Individual Determination (AVID) is a voluntary intervention program that provides the skills, tutorial support, and encouragement necessary for students with college potential to succeed in the rigorous courses required for college entrance.

### **ENGLISH-AS-A-SECOND LANGUAGE**

The English as a 2<sup>nd</sup> language 7-8 course is designed to strengthen the English language skills of students who speak other languages, including the skills of listening, reading, speaking, and writing. The content includes, but is not limited to, verbalizing concrete experiences orally; practicing the sound system and syntax of English; listening to English to practice comprehension; and practicing the process of composition, including prewriting, drafting, revising, proofreading, and publishing.

### **GUIDANCE**

The primary responsibility of the guidance counselors is to help students adjust to the school setting. Counselors meet with parents who are concerned about their child's academic, social, and/or emotional development and provide information about professional services available through the school or the community. Counselors also meet with students to assist them with interpersonal problems. They are responsible for the in-class guidance instruction programs. Parents are encouraged to inform the counselors when there is a family concern, such as divorce, death, serious illness, or adjusting to a step-family or deployment so that counselors and classroom teachers can provide support for the student.

The school has one counselor who helps students with educational, vocational and personal problems. Students are seen individually and are invited to engage in small groups. The counselor also gives a thorough orientation to all new students and assist new and returning students with course selections. The counselor will introduce themselves to all students during the first few weeks of school and will discuss the services available through the guidance department. Students and parents are encouraged to visit the counselors whenever assistance is needed.

### **SCHOOL INFORMATION CENTER**

The School Information Center has books, reference materials, tapes, films, production facilities, and computers for staff and student use. Teachers may take their classes or send students to the School Information Center individually and in small groups. Students are encouraged to use the School Information Center before school, during lunch, during seminar, and after school.

## **SCHOOL PSYCHOLOGIST**

An itinerant School Psychologist does psychological and intelligence testing, individual and group counseling. The School Psychologist also participates in meetings of the Cases Study Committee and Student Success Team as needed.

## **GIFTED EDUCATION**

Gifted learners are children and youth with outstanding talent who perform or show the potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment. (U.S. Department of Education, 1993) Students are referred through a screening process, by individual recommendation of a teacher, parent, or professional staff member or self-nomination, or as a result of previous eligibility in a non-DoDEA school. Students found eligible by the Gifted Education Committee are given options of programming.

## **SPECIAL EDUCATION PROGRAMS AND SERVICES**

Zama American Middle School has the resources to education handicapped students in Communication Impaired (Speech Therapy), Learning Impaired, Mildly to Moderately and Moderately to Severely Handicapped programs.

## **CASE STUDY COMMITTEE**

The Case Study Committee (CSC) is a multi-disciplinary team that meets to consider referral, plan assessments, determine eligibility, and plan educational programs for students who may need special education. Various school personnel, including the counselors, school psychologist, special education teachers, classroom teachers, and an administrator, attend CSC meetings as needed.

When a special program may be needed for a student, the parents are invited and expected to attend a CSC meeting to determine eligibility for Special Education services and to plan the student's Individualized Education Program.

## **DRUG/ALCOHOL COUNSELING SERVICES (ASACS)**

Counseling services are available to students and their families who have concerns about alcohol and drugs or other behaviors that warrant risk. The focus of ASAC at the middle school level is peer pressure and prevention. Assessments, individual, group, and family counseling are available through ASACS counselors as well as referral services when necessary for inpatient treatment. All services are confidential and voluntary.

# GENERAL INFORMATION

## Academic Progress

### GRADING POLICY/REPORT CARDS

The teacher is in the best position to evaluate students. This evaluation is done in relation to the course content and teacher expectation. Teachers are expected to make their grading procedures known at the beginning of the year. Students share the responsibility of finding out the grading procedures in each of their classes. Students' or parental concerns over individual grades or grading procedures should be discussed with the teacher.

Report cards will be mailed home after every nine-week marking period. The purpose of the report card is to inform parents and students of student achievement.

Letter grades will be used. An "I" (Incomplete) indicates that the assignments have not been completed. Making arrangements for the completion of assignments is the responsibility of the student. Ten school days will be allowed to remove an incomplete. No incomplete will be given the fourth quarter.

### DODDS GRADING SCALE

Grade	DoDDS Grading Scale	Grade Points
A	90-100 percent	4
B	80-89 percent	3
C	70-79 percent	2
D	60-69 percent	1
F	59 percent and below	0
I	Incomplete (until removed)	0
P	Passing a Pass/Fail Course	NA
N	No Grade/Not passing a Pass/Fail Course	NA

### SYSTEM-WIDE STANDARDIZED TESTING

ZAMS administers the Terra Nova standardized achievement test to all grade levels, and the National Assessment of Educational Progress Test to 8<sup>th</sup> graders every other year. The counselor will provide the dates. Please make every effort to schedule appointments so that your child does not miss any portion of these tests. We provide limited opportunity to make up missed tests.

### ACCELERATION PROCEDURES

An **overview** of the policy:

Only students with PCS orders have the option to receive credit for the full year or semester when they leave early and have completed the acceleration requirements for each class.

Students must attend school on the 20th day prior to the end of the semester in order to get credit for the entire school year. Students must be in attendance December 16th for first semester and May 19th for second semester.

A copy of the PCS orders along with a note from the parent noting the last full day for the student must be received at the school no less than thirty days prior to the student's last full day or as soon as the orders are issued and available. This should allow enough time to complete the required advanced work and exams for full credit. Final grades and credit, if applicable, are awarded if the student completes the requirements. Requests for acceleration are available in the Registrar Office. Semester grades for early withdrawal of students are applicable only to those students accompanying the sponsor on a PCS move and are not applicable for family trips. Students, who withdraw prior to the authorized 20 days, will be given exit grades not final grades and may be required to enroll in the gaining school and complete the receiving school's course requirements to earn grades or credit. Acceleration does not apply to family trips at the end of the year. Families should avoid leaving early for the summer for the purpose of a family vacation, as students are responsible for all of the assignments up to the end of the year. There may be an academic penalty for leaving early for other than a PCS move as accelerated assignments are not an option.

### **SCHEDULE CHANGES**

A considerable amount of thought goes into each student's schedule. This reflects the cooperative efforts of teachers, parents, guidance counselors and students. Once a schedule is complete we expect the student to carry it through. However, students have 10 school days at the beginning of each semester to request a schedule change. This can occur only with the approval and support of all the teachers involved in the change, the parents, guidance counselor, and administrator.

If a course is being dropped during this time frame, the student must attend the class until all the paperwork is completed and the student receives a new schedule.

Schedule changes during the school year will be considered only if the change is necessary for the educational benefit and well being of the student.

Parents are encouraged to meet with the classroom teacher if there are any concerns. The counselor and/or administration can be involved if subsequent meetings are needed. Schedule changes are to be kept to a minimum. All changes must be approved by the administration.

## **PROGRESS REPORTS**

Midterm notices are prepared by teachers in the middle of each nine-week marking period and are available on Gradespeed. They are also prepared at any other time that the teacher considers it appropriate to inform both the student and parent of student performance, especially when a significant decrease in achievement and grades are noted. Student's grades are constantly available through Gradespeed Parent Portal. We highly encourage the use of this monitoring tool. When additional information is desired, parents are encouraged to make an appointment with the teacher(s) and/or guidance counselor. Teachers regularly attempt to reach parents about their children. The biggest obstacle that teachers have in communicating with parents is inaccurate phone numbers and/or email addresses. Please ensure that your contact information is always current. Please notify the school immediately if your work number changes or if you add a number that can be used to contact you. Email has become a very effective communication tool. Every teacher has an email address. Talk to your child's teachers about exchanging email addresses. Report Cards will be mailed out within ten days after the end of each quarter.

## **STUDENT/PARENT ACTIVITIES AND ORGANIZATIONS**

Zama American Middle School offers a wide variety of activities and organizations in which students can participate. The number and variety of activities varies from year to year. Athletic programs are the responsibility of the Camp Zama and Atsugi Navy Youth Service Program. Clubs and activities vary each year with student interest and the availability of teacher sponsors. Some of the activities that will be considered to offer are:

Student Council	Bowling Club
Art Club	Cooking Club
Computer Club	Yearbook
Book Club	Drama Club
Make the Grade Club	Track Club
Running Club	Cross Country Club
Math Counts	Tennis Club
National Junior Honor Society	Wrestling Club
Science Club	Chess Club
Table Tennis Club	

## **STUDENT COUNCIL**

Student Council consists of two main components, officers and representatives. The six officials who hold office are; President, Vice President, Secretary, Treasurer, Seventh Grade Representative, and Eighth Grade Representative. With the exception of Representatives the current grade level is irrelevant; both seventh and eighth grade students may run for any official office. Every Seminar class contains a Seminar Representative to assist the Officers with gathering information. Our Student Council works for you and represents the issues of the student body and presents them to the administration. Be active in sharing your concerns with your Student Council Representative and participate in council programs.

## **NATIONAL JUNIOR HONOR SOCIETY**

The National Junior Honor Society is an organization which recognizes and encourages outstanding achievement in academics, service to others, leadership, citizenship, and character. Students in the 7th and 8th grades are eligible to participate. The NJHS sponsors several service activities throughout the year to promote the improvement of the school and community environments. There is a fall induction for 8th grade and a spring induction for 7th and 8th. Student who are academically eligible are invited to complete an application for consideration. The packet and teacher recommendations will be reviewed by the NJHS faculty council and eligible students will be invited to the induction.

## **SCHOOL DANCES**

The following guidelines apply to all school dances.

- When dances are appropriate for 7<sup>th</sup> and 8<sup>th</sup> grades, ZAMS students may attend. Note- some dances are for a specific grade level.
- Only ZAMS students are permitted to attend the dances.
- Parents are encouraged to attend dances to help chaperone.
- Students must be in the dance within 20 minutes of its start and may not leave until the dance is over.
- Students must attend school the entire day of the dance. If they are absent or absent part of the day, they will not be allowed to attend the dance. (Medical appointments must be documented by medical staff.)
- As usual, the dress code applies to all dances as well as all other after school activities.
- School dances are considered to be a ZAMS privilege. Student misbehavior during the school day or during other school activities may result in disciplinary consequences, not limited to but including being prohibited from attending school activities such as dances.

## **GETTING HOME AFTER SCHOOL-SPONSORED ACTIVITIES**

Students and their parents are responsible for ensuring that students have transportation home immediately following school-sponsored activities. Students should ensure they have their parents' permission (prior to leaving for school in the morning) to attend, and that they and their parents know exactly how they will get home. Students should not come to a school-sponsored activity and hope they can find a ride home with a friend. Many times activity buses will be provided, the students will be informed of this prior to the event.

## **STUDY TRIPS**

Parents are encouraged to accompany their child(ren) on study trips when possible. The school is always in need of chaperones when students engage in educational activities away from the school. Thus, if you would volunteer to chaperone as needed, your efforts will be appreciated. Please note that when acting as a chaperone, your full attention is needed as you monitor the middle schoolers. Therefore, we ask that you **not** bring small children on any study trip. If students remain after a school-sponsored activity with no way to get home, school personnel will (1) attempt to reach the sponsor by phone or, (2) call the sponsor's unit to request assistance in locating the sponsor or ask to have the student picked up. In addition, students not enrolled at Zama American Middle School may attend

school-sponsored activities with written permission of the sponsor(s) of the activity. Permission must be requested three days in advance. They are expected to follow all school rules, policies, and procedures.

### **DAILY BULLETIN POLICY**

School information updates will be communicated daily, or as needed to students via the intercom, video, or written copy supplied to the teachers. After school activity schedules will be put out at the beginning of the year. Approaching meetings are announced in advance to avoid surprises.

### **POSTERS**

Posters and announcements must advertise school-sponsored events and be approved by the sponsor of that event or organization. Exceptions to this policy may be requested through an administrator. All posters must be taped to walls or glass surfaces using non-masking tape rolled and fastened on the back so the tape may not be seen. Another poster of identical size and shape must back posters or flyers on glass surfaces so that the back of the poster is not visible from the other side. Posters not following these guidelines will be removed.

### **ATTENDANCE POLICY**

To achieve maximum academic success, regular attendance is essential. All students are expected to attend school daily unless they have a valid excuse. There will be no academic penalty for excused absences. It is highly recommended, when possible that, extended family trips be scheduled during school vacations. Students are required to complete the school year. Families that are PCSing are allowed to participate in the accelerated program if they are leaving no more than 20 days prior to the end of the school year. Early departure at the end of the school year is highly discouraged.

Excused absences will be granted for:

- personal illness
- emergency leave (requires Emergency Leave orders)
- religious observances
- pre-arranged family trips (requires an Extended Excused Absence Form)
- medical and dental appointments
- ZAMS and DoDEA-sponsored contests or trips

Unexcused absences include:

- truancy
- leaving school without permission or signing out
- over-sleeping
- missing the bus
- baby-sitting siblings, shopping, hair and nail appointments
- Trips sponsored by organizations other than ZAMS or DoDEA.

Students with absences will need to complete make-up assignments, homework or tests. Students must be present in school on the day of an after school activity in order to be eligible to participate in that activity. Students who are suspended are required to make up work, but are not eligible to participate in after school activities. The principal will be the final authority on unexcused absences.

Sponsors/Parents of absent students are randomly called by the school to verify the absence. For all

absences, it is a requirement to notify the school of the reason for the absence. You can either call or e-mail the attendance clerk, or send in a note explaining an absence or it will be considered an unexcused absence. The attendance clerk may be reached at 263-4040. If the sponsor/parent has called in the absence, a note is not necessary on the following day. If the school has not been notified of a student's absence by the sponsor/parent, the student is expected to return to school with a note containing the following information:

- student's full name
- date (or dates) of the absence
- reason for the absence and
- signature and telephone number of the parent or sponsor

This note is to be turned in to the Attendance Clerk.

### **TARDINESS DURING THE SCHOOL DAY**

Prompt arrival to class is a basic expectation for all students. Student who are late to class miss the teacher's introduction of the lesson, initial instructions, and/or expectations for that day. They also disrupt instruction for the other students in the class. The passing period is sufficient for all students to move from class to class, including a stop at the rest room. Unexcused tardiness during the school day is recorded as a violation of school rules and the accumulation of three tardies will result in an After School Detention. If tardiness becomes excessive it can ultimately result in suspension from school. Lock-outs will be implemented during the school year without prior notification. A Saturday Detention will be an automatic consequence for a Lock-out violation.

Tardies are counted on a semester basis as follows:

3<sup>rd</sup> tardy = 1 Wednesday ASD

4<sup>th</sup> tardy = Another Wednesday ASD

5<sup>th</sup> tardy = Saturday Detention

6<sup>th</sup> tardy is referred to Ms. Leach. A parent conference is held to include student, parent, teacher team, counselor and administration to determine further appropriate actions.

### **ADVANCED NOTIFICATION AND REQUEST FOR EXCUSED ABSENCE**

All students should benefit from living in Asia by going on family trips. When possible, these trips should be planned for times when school is not in session. If not, the student should bring a letter, at least three school days in advance stating the purpose and the exact date(s) for which the excused absence is requested. The student will then be issued a form for Extended Excused Absence. The absence must be approved by an administrator **prior to the absence**. It will be kept on file as documentation for the excused absence. If this procedure is not followed, the absence may be considered unexcused. Students returning from absences usually have the same number of days to complete the work as the number of days they were absent.

### **TRUANCY**

Any student who is absent from school or class for any length of time or for any portion of the school day without the prior knowledge and permission of her/his sponsor, parent, or legal guardian or school authorities is truant. Truant students will be assigned After School Detention to equal the time missed during the truancy. Repeated truancy can lead to progressive disciplinary consequences wherein the deterrent measures are increased to improve effective behavioral intervention. Truancy may also be reported to the Camp Zama and Atsugi Navy Schools Liaison Officer.

## **SIGNING IN / SIGNING OUT**

Whenever it is necessary for a student to leave school before the dismissal time, the student must be signed out in the Middle School Office by a sponsor. If a student leaves school without being signed out by a sponsor, it will be considered truancy and an unexcused absence. The student must have a sponsor-signed note indicating the time of departure from school and the reason for early dismissal.

When signing out of school, the student will:

- present a note to the office staff for an early dismissal pass
- before leaving the building, report to the office with the note to be signed out by a sponsor

When a parent or sponsor comes to pick up a student, the classroom teacher will be notified requesting that the student be dismissed. Students who arrive at school after the first period has begun must be signed in at the office by a sponsor/guardian and obtain a pass for class admittance.

## **CLOSED CAMPUS**

The campus of ZAMS is considered “closed”. Students must remain on campus after arriving at school and during lunch. Exceptions to policy can be requested in writing at the time of registration.

Students with permission to go home for lunch must sign out and in on a daily basis. Parents may not give their child permission to go to the Shoppette, commissary, Burger King or any other agency off campus. Parents may sign out and accompany their child off campus only. The only exception for students to leave without a parent is to walk home for lunch with prior arranged permission.

## **BUS ROUTES AND SCHEDULES**

Inquiries about bus routes or about delays in students' arrival home after school should be directed to the DoDDS Transportation Office, at DSN 263-4151 or off post 046-407-4151. The school does **not** have this information.

## **BUS DISCIPLINE**

Students and parents are responsible for compliance with the Standards for Conduct for DoDDS School Buses, which they receive when they register for bus service. Students must have bus passes in their possession whenever riding school buses. Parents requesting that their child ride a different bus to or from school must contact DoDDS Transportation Office-Zama for a temporary bus pass. Riding school buses is a privilege that may be suspended or even revoked if a student does not behave in a safe and proper manner.

## **COMMERCIAL ACTIVITIES**

Individual students are not allowed to sell any items on campus. School sponsored activities must obtain permission from an administrator for any moneymaking projects. Any commercial activities by non-school-sponsored individuals or organizations require permission of school administration and the installation commander.

## **MESSAGES FOR STUDENTS**

It is important that classes not be interrupted when instruction is in progress. Only **emergency messages** from home can be accepted. Students will be called out of class to answer a call only for **true emergencies**. Parents should ensure that students know how they are getting home **before** they

leave home in the morning. Classes will not be interrupted for this type of message. The office staff will deliver messages to the best of their ability, but it is NOT their primary mission and they will not be held accountable if a message is not delivered. We will do our very best to assist you with getting information to your child in an emergency. Please make it a daily priority to review the after-school-plan at home before sending your child to school.

### **STUDENT USE OF SCHOOL TELEPHONES**

School telephones are for official school business only. Students are permitted to use the school telephone only in **emergency** situations and with the permission of an administrator or teacher.

Forgotten homework or lunch money, messages for parents, or requests to go home or to post facilities with friends are not considered emergencies.

### **STUDENT USE OF CELL PHONES**

Students are not allowed to use or visibly display cell phones at school for any reason. Cell phones should not be seen during school hours which are considered from the time the busses unload at 0700 to the last school bell of the day at 1430. If students are seen using cell phones for any reason on campus during the above school hours or if the cell phone rings, the phone will be confiscated by an adult and turned in to the school office. The phone must then be picked up by the parent. If the phone is stolen or lost, the school will not complete extensive investigations to recover or find it. Phones, electronic devices, money, and personal property are frequently reported lost or stolen. If your family chooses to provide your child a cell phone, review the expectations.

### **PUBLIC INFORMATION**

The Samurai Shinbun, our parent newsletter containing information about upcoming events and special activities, is sent home monthly via email. School information is continuously posted and updated on the school intra-net website at [samurainet.pac.dodea.edu](http://samurainet.pac.dodea.edu) School information and articles about special events are also published in the community newspaper, the Tori. Parents are encouraged to call the school directly with concerns that require the attention of members of the School Advisory Committee.

### **CHAIN OF COMMAND AND RESOLVING CONCERNS**

If you are having difficulty with an issue in the classroom, please speak with the teacher. If you continue to have concerns, you are uncomfortable approaching the teacher, or you were dissatisfied with the results of your contact with the teacher, you would then need to contact the administrator. The administrator will seek a resolution and assist with a solution. The building principal is the last stop before elevating an issue to the District Superintendent's Office. We respectfully request that you allow us an opportunity to resolve the issue at our level. If you bypass ZAMS teachers and administrator and go immediately to the DSO with your issue, please know it comes back to us for a resolution and time has been lost.

Ms. Denise Leach, Principal  
DSN: 263-4040  
Off Post: 046-407-4040  
Stateside: 011-81-46-407-4040  
Email: [zamaprincipal@pac.dodea.edu](mailto:zamaprincipal@pac.dodea.edu)

Mr. Clayton Fujie, Superintendent  
DoDDS Japan District  
Telephone: DSN 225-3940  
From U.S.: 011-81-3117-55-3940  
Email: [Japan\\_SUPT\\_DSO@pac.dodea.edu](mailto:Japan_SUPT_DSO@pac.dodea.edu)

Ms. Diana Ohman, Director  
DoDDS -Pacific  
Telephone: DSN 644-5878/5879/5880  
From the U.S. 011-81-611-744-5878/5879/5880  
[Director.DoDDSPac@pac.dodea.edu](mailto:Director.DoDDSPac@pac.dodea.edu)

Dr. Shirley A. Miles, Director  
Department of Defense Education Activity  
Email: [DirectorD@hq.dodea.edu](mailto:DirectorD@hq.dodea.edu)

### **PHYSICAL EDUCATION CLOTHING**

The P.E. uniform may be purchased at the Zama Exchange. This is required for participation in P.E. the uniform is purple and gray representing ZAMS.

### **PHYSICAL EDUCATION NON-PARTICIPATION**

Students are expected to participate actively in Physical Education classes unless they are ill or injured. Students are excused from Physical Education for one day with a note from a parent/sponsor. A doctor's note is required for excused absences if the student will not be able to participate for more than one day. In case of long-term injury, such as a broken arm or leg, the student will be given an alternative program or assignment.

### **DRUG-FREE SCHOOL AND LEARNING ENVIRONMENT - DODDS POLICY**

Possession of, being under the influence of, or selling or giving away **non-prescription**, prescription, or illegal drugs or controlled substances or alcohol on the school campus, during the school day, or during any school-sponsored trip or activity is prohibited. The nurse must store and disperse prescription drugs (see medication). Disciplinary actions for possession and/or use or being under the influence of legal or illegal drugs include suspension, exclusion from school activities for the rest of the school year, or expulsion from school.

### **DRESS CODE**

Students' dress and personal grooming are to be appropriate. **Clothing that distracts other students and/or interrupts the learning process or is unsafe is inappropriate.**

Short shorts, halter tops, bare midriffs, see-through clothing, tank tops, tube tops, spiked clothing and collars, beach wear, bra-less looks, backless/strapless clothing, unsafe or unsanitary footwear, T-shirts designed as under clothing or with offensive or inappropriate language or graphics, hats, sunglasses, gloves, hanging chains, clothing which is excessively torn or frayed, and ill fitting clothing, are examples of inappropriate classroom attire.

Clothing may not be worn in a manner that might indicate group membership. Bandannas or any other item that might be considered gang regalia will be confiscated and returned only to parents. Any items associated with potentially illegal activities will be turned over to the Military Police. It is also inappropriate for shorts or pants to be pulled down from the waist (sagging) regardless of what the student may be wearing under them. A good test for whether or not shorts or mini-skirts are too short is to extend both arms down beside the legs. Shorts or mini-skirts should reach or extend below the longest fingers of both hands; those that do not are too short to be worn at school regardless of what the student may be wearing under them. Students may not be allowed to attend classes if inappropriate clothing is worn to school. Hats and sunglasses worn inside the school building will be confiscated. The parent will need to pick up the confiscated items. Jackets, hats, and other items of clothing that students may remove and carry with them should be clearly marked with the student's full name. This will allow the school to return the item to the owner if lost. Students with body piercing other than in their ears, should not wear loops or other protruding objects that can be pulled, in an unsafe manner, by others or that can catch on another object. If a student has any questions about the appropriateness of an item, it is highly recommended that they speak to administration before wearing the item to school. **The administration and teachers reserve the right to make judgments of appropriateness of items not covered in the above paragraphs.**

## HEALTH SERVICES

### SCHOOL NURSE

The school nurse provides services for students who become ill or injured during the school day. If a student is ill or injured before school, they should remain at home, or, if necessary, be taken to the hospital. They should not be sent to school with instructions to go to the school nurse. Students who are ill cannot learn effectively, and they spread infection to other students. They should not return to school until 24 hours after a fever has ended. Students who need to go to the nurse should secure permission and a pass from their teacher or a lunch monitor. The nurse will contact the sponsor if the student should be taken home or to the hospital. It is expected that parents will make every effort to pick students up as soon as possible. If it is not possible to reach the parents or the designated emergency contact, the sponsor's unit will be asked to provide assistance. During all school activities and functions, students should notify an adult if a medical situation exists.

### PUBLIC HEALTH SERVICES PROVIDED BY THE NURSE

The school nurse provides the following services:

- Ensure that students' immunizations are current
- Screen for scoliosis, vision, and hearing, and makes appropriate referrals
- Refer questionable contagious conditions or diseases
- Report any suspected cases of child abuse or child neglect
- Confer with parents, administrators and teachers regarding student health concerns/problems

- Provide liaison services with local medical facilities, and consultant services for the Case Study Committee
- Coordinate care and medication for students during the school day.
- Maintain medical and first aid supplies for the school

### **SERVICES NOT PROVIDED BY THE NURSE**

The school nurse does not:

- diagnose or treat any non-school related injuries or illnesses, including Youth Services sports injuries, non-specific rashes, and other vague skin conditions, or allergic symptoms;
- dispense items such as aspirin, Motrin, cough drops/syrup, nose spray or other over-the-counter medications
- excuse students from participating in physical education

### **ALLERGIES AND CHRONIC OR ACUTE HEALTH CONDITIONS**

Sponsors should inform the School Nurse if the student has chronic or acute health problems including allergies, seizures, diabetes, heart condition, orthopedic problems, or any condition that may require special attention. If a student has an allergy that requires shots, medication must be brought to school. For example, if a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Students with asthma should be provided inhalers.

### **EMERGENCY CONTACT INFORMATION**

Parents should ensure students know their sponsor's unit and both duty and home phone numbers. Promptly update school records with new phone numbers. It is extremely important that the school has at least one emergency contact (name and phone number) in addition to the home and duty phone numbers of parents. Students who are ill or injured will be released to a parent or guardian or to the person designated as the emergency contact. If these individuals cannot be contacted, it may be necessary to request the assistance of the sponsor's unit or Military Police.

### **CHANGE OF ADDRESS/EMERGENCY CONTACT INFORMATION**

For emergency reasons, it is necessary that the school keep an up-to-date address, telephone number and e-mail address for each student. Any change in addresses, telephone numbers, email addresses, sponsor's unit and emergency contacts should be reported to the guidance office immediately. Failure to report changes results in a breakdown in the reporting process to parents.

### **MEDICATION**

The school nurse will administer only prescription medication to students. It is usually possible to schedule students' medication so that it can be taken at home before and/or after school. In those rare cases when students must take medication at school, the school nurse will keep the medication in a

locked cabinet. All medication kept at school must be in an original container from the pharmacy. This includes Tylenol and Motrin. The label must provide the following information:

- Name of the Student
- Name of the Medication
- Time to be taken
- Dosage

A Medication Permission Form must also be on file with the school nurse. This must include the written orders from the physician. If a host nation physician writes a prescription for medication and the information is not in English, the information is to be written on the Permission for Medication Form in English and signed by the parent/guardian. Parents are responsible for ensuring that an adequate supply of medication is provided and updated. (Refer to Permission for Medication Form in School Health Services Guide, DS Manual 2942.0, 1995.)

## **HOMEWORK**

### **DEFINITION**

Homework is defined as assignments to be done outside the classroom to reinforce classroom instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion, and provide curriculum enrichment opportunities.

### **POLICY**

DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life that serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is DoDDS policy that homework will be assigned within the DoDDS system in accordance with the needs and objectives of individual students and in support of the learning objectives of the particular curricular area. It should be recognized that homework may not always be paper and pencil tasks. Students in Grades 7-8 should spend about 7-9 hours per week on homework. With block scheduling, it is important for students to do their homework on the day it is assigned. This will allow the students to determine if they need to seek assistance during seminar the following day for a particular homework assignment that they did not understand while doing their homework on the previous evening.

### **RESPONSIBILITIES**

**Students** are responsible for ensuring that they:

- Understand the homework assignment
- Take home all books and materials needed to do the assignment
- Complete the homework in the assigned format
- Take completed homework assignments to class when they are due
- Participate actively and cooperatively in the evaluation of their homework when appropriate.

**Parents** are encouraged to provide an environment that fosters the development of life-long learning skills. This includes:

- Regularly monitoring planners and checking to see if homework has been completed either in seminar or at home
- A quiet place to work
- Necessary materials, such as paper, pencils, notebooks, etc.
- A regularly scheduled study time
- Encouragement and praise for the student's effort, improved performance, and/or good work

**Teachers** are responsible for:

- Informing students and parents of their classroom homework policies and procedures
- Identifying the degree to which the assessment of homework affects students' grades
- Selecting and assigning homework that meets the criteria outlined above
- Providing sufficient classroom instruction, clear and complete directions, modeling, guided practice, and time to ask questions, as appropriate
- Checking homework for completeness and mastery of concepts and skills as appropriate to the assignment
- Informing both students and parents of student performance and completion on homework assignments as appropriate

**Administrators** are responsible for:

- Ensuring the school policy is published and distributed to all students and parents
- Supporting teachers' efforts to ensure homework is completed
- Planning for the periodic evaluation of the school homework policy by teachers, students, and parents

## **ACADEMIC INTEGRITY**

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to present as his/her own work such work that was not honestly performed by the student will be regarded as a serious offense which may subject the offender to a grading penalty and/or disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

### **1. Cheating**

Dishonesty of any kind on a test or examination, written assignment, or project, illegal possession of test or examination questions, the use of unauthorized notes during a test or examination, obtaining or giving information about a test or examination from or to another student, assisting others to cheat or altering grade records are instances of cheating.

### **2. Plagiarism**

Offering the work of another as one's own work without proper acknowledgement is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, internet sources, and other reference works or from themes, reports or other writings of a fellow student is guilty of plagiarism.

## **LATE OPENING, CANCELLATION, OR EARLY CLOSING SCHOOL**

If there are inclement weather conditions, school buses may be delayed. Rarely, bus transportation may be delayed two hours or canceled altogether. If buses are delayed or canceled, school is also

delayed or canceled. Cancellation and delay announcements will be made on AFN Radio and TV starting before 0600 hr. If you are unable to receive AFN programming in your house, you need to make arrangements with a friend or acquaintance to let you know when such an announcement has been made. **Please do not call the school for this information.** Parents dropping their child off during inclement weather conditions should enter the building to ensure school is in session. School can be closed early for a number of reasons, for example, change in the typhoon condition, heating, electrical, or plumbing problems that would endanger the health or safety of the students. Announcements of closings and delays will be made on AFN. It is absolutely essential that each student knows where to go in case school is closed early.

## LOST AND FOUND

Lost and found items are kept for a reasonable period of time and then removed. Check for lost items in Zama Middle School Office. Unclaimed lost and found items will be given to charity organizations periodically. Parents and students are strongly encouraged to mark clothing, especially hats, jackets, eyeglasses, watches, book bags and school supplies with the student's name written in both conspicuous and inconspicuous places. Since many students' possessions are purchased at the same PX or NEX, it is often difficult or impossible to determine the rightful owner of unmarked property. The school does not assume responsibility for lost/stolen items or for items turned in to lost and found.

## VALUABLES AND MONEY

The school cannot be responsible for valuables and large sums of money brought to school. It is best to leave them at home. If your child chooses to wear or bring something of value to school and it is lost or stolen, the school cannot replace your loss. Mark your valuables with your child's name or a family symbol that can be identified and used in the recovery process.

## REGISTRATION

All students must be registered for school every year. Sponsors or parents should bring a copy of their orders which includes the student's name and date of birth, a copy of the student's records from the previous school, current immunization records, and the name and phone number of someone **other than the sponsor or spouse**, who is authorized to sign the student out and to take responsibility for the student in case of emergency. Registration is held each year in the spring for returning students. If the current orders expire before the first day of school, a copy of the extension or a Confirmation of Status form is required. Registrations are also accepted during regular school days from 8:00-2:00 for the rest of the school year. Additional registration is held throughout the summer. Students who arrive during the school year may be registered daily from 07:45 until 15:00 hours. Students do not begin school until schedules have been developed, and teachers have been notified, usually the following day if the student is registered by 1200.

## HOME SCHOOLING

If a family chooses to home school their child, the child should be registered at the school they would attend. Some families have chosen to participate in our elective offerings or come for a partial schedule. If a family chooses to interface with the school and have the child attend classes, the following applies:

- Students must regularly attend classes in order to receive a grade from the school
- Students must meet the class at its scheduled time

## **SCHOOL HOME PARTNERSHIP**

School Home Partnership is an initiative to involve parents in the school. Zama American Middle School has always supported programs that have encouraged parent involvement. Open House, parent-teacher conferences, parent-advisory groups, awards programs, classroom volunteers, parents as resource persons in the classrooms, and parent chaperones are just a few of the ways parents are included in the functioning of the school. Research has shown that when parents are involved in the school, the child's progress always improves. Working in partnership with the parents ensures that all students will learn, achieve, and succeed with their education. Be sure to share your email with us so we can send out the newsletter and school information. School Home Partnership is the mutual collaboration, support, and participation of families and school staff at home or at school, in activities and efforts that directly and positively affect the success of children's learning and progress in school.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Zama Middle School PTO (Parent Teacher Organization) is a self-governing local unit. Membership is open to all parents, staff, and friends of the Zama Middle School community. Applications are available at all general membership meetings and during school registration. The organization is involved in programs, which support and promote the educational endeavors of Zama Middle School. The Zama American Middle School PTO is an organization of concerned parents, teachers, and students that gives support to school programs. Notices of PTO general membership meetings are published in the Parent Newsletter, Samurai Shinbun and on our intra-net page.

Projects or activities are designed to raise revenue in order to support the Zama Middle School. PTO raises revenue as a private organization following the rules and regulations dictated by the local command.

## **PARENT VOLUNTEERS**

Volunteers may work with a particular teacher or a particular student on a regular basis, or they may help occasionally for special programs and study trips. Some activities may be non-instructional, such as correcting papers, typing, preparing materials, assisting the school nurse or media specialist, or arranging bulletin boards. Volunteers may also tutor individual students or work with small groups. They may assist in developing basic skills. They often have their own special interests, talents, or skills to share with students, for example, slides to show for a Social Studies unit, or costumes, crafts, or music to share for ethnic studies. **All volunteers must complete a volunteer packet and complete a background check prior to volunteering.**

## **PARENT CONFERENCES**

Zama American Middle School will host parent conferences twice during the school year.

To that, the National Parent-Teacher Association (PTA) says, "Parents, you can help your kids get a better education." The National PTA reminds us that by taking an interest in our children and learning

about their schools, they stand a much better chance for success. One of the most important ways that parents can get directly involved is to attend and fully participate in parent conferences.

There is no substitute for face-to-face parent conferences. They are the most effective means of communicating with teachers. In telephone conversations or letters, you miss the face-to-face human interactions that can give a teacher insight into your child's personality, behavior, and emotions.

There are three key elements in successful conferencing -- communicating effectively, being a good listener, and hearing both teacher and parental concerns.

The National School Public Relations Association offers the following tips for parents.

Before the conference:

- Decide on specific questions to ask the teacher. For example, is our child doing as well as expected in reading? Why are certain procedures followed in the classroom? What are the policies regarding homework?
- Prepare to answer questions that might be asked by the teacher about your child's hobbies and interests. Special health problems? Provisions for study at home?
- Express interest in the conference with your child. Note an especially good experience or problem area your child has had in school to relate to the teacher. Ask your child if he or she has questions or complaints.

After the conference:

- Note the important points of the conference.
- Share the results of the conference with your child.
- Together with your child, design a definite action plan that will promote improved academic growth.
- Feel free to arrange additional conferences.

Listed below are some questions parents may want to ask teachers during a conference which are recommended by the National Association of School Public Relations.

- Is my child doing as well as he/she should academically?
- Is he/she working to his/her ability?
- What are the standards and the texts used?
- May I see some of my child's work?
- How is my child getting along in individual subjects?
- How can I help my child at home with his/her schoolwork?
- How is his/her behavior?
- Does he/she get along well with other children?
- What's the best way to communicate with you? Phone, e-mail, handwritten notes, etc.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The Zama American Middle School Advisory Committee (SAC) provides an open forum for parents to have input regarding school policies and procedures. Parents are invited and encouraged to actively participate in the meetings. The meetings times and dates are published on the school website.

## INSTALLATION ADVISORY COMMITTEE (IAC)

The Installation Advisory Committee (IAC) consists of one parent, one administrator, and one educator from each school in the community. The IAC considers logistical support and other concerns related to more than one school.

# SCHOOL SUPPLIES AND SCHOOL PROPERTY

## BOOKS AND OTHER SCHOOL PROPERTY

Textbooks and workbooks are furnished without charge. The student to whom they have been assigned may take them home. Sponsors are responsible for payment in case of loss or damage to textbooks, library books, laboratory equipment, audio visual equipment, computer materials, musical instruments, and any other school property or equipment which may be lost or damaged.

### TEXTBOOKS

Textbooks will be issued to students by their classroom teachers. Library books are checked out by students. Students will be expected to replace lost or damaged books or reimburse the U.S. Government for lost or damaged books and property. Books can be ordered on the Internet to replace the lost book, or checks should be made payable to Treasurer of the United States. Teachers will provide the cost of the lost book or property. If students cannot find their book, they should alert their teacher, look carefully for the book at home and with friends, and check the lost and found in the MS main office. Students should not leave books lying around and they should take care of school books. They are very expensive. A new book must be ordered or payment must be made before a replacement book will be issued.

### LOCKERS AND LOCKS

The school is **NOT** responsible for lost items. Thus each student is assigned an individual locker that may **NOT** be shared. Use of the locker is a privilege that can be revoked if misused. Locker use is encouraged to decrease the possibility that property and books may be stolen or misplaced. The school is not responsible for property left in lockers, especially if students choose to share their combinations with others. Lockers must be maintained properly and must be locked at all times. Lockers may be opened by the sponsor, or in the case of reasonable suspicion, by a school official or the Military Police, to search for evidence, such as stolen or prohibited items. *Note: No attempts will be made to retrieve restricted items that have been lost or stolen.*

Physical Education lockers are used by different students each quarter, and must occasionally be shared by two students during the same period. Items that are considered as at risk of being stolen need to be left at home, stored in the student's book locker, or given to a PE teacher for safekeeping.

# STUDENT CONDUCT

## EXPECTATIONS FOR STUDENT BEHAVIOR

Zama American Middle School Samurai believe all students, teachers, staff members and visitors are entitled to a safe, orderly, respectful and supportive environment. The purpose of the school behavior plan is to teach, clarify, recognize, and enforce student accountability and responsibility. The school's policy and procedures for student conduct follow guidelines set in DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, July 1, 2008 (available online or upon request).

### FIVE GUIDING PRINCIPLES

Zama American middle School has identified five guiding principles supporting **Samurai Pride**. Classroom and school wide expectations for behavior are based on these principles. The principles and characteristics are:

**P**reparation      **R**esponsibility      **I**ntegrity      **D**etermination      **E**xcellence

- P**reparation: Be ready to learn and participate in my education.  
**R**esponsibility: Be responsible for my learning and the learning of those around me.  
**I**ntegrity: Do the right thing even when no one is looking.  
**D**etermination: Exhibit a determined attitude to do my best in all tasks.  
**E**xcellence: Push myself to achieve excellence in all I do.

### EVERYONE'S RESPONSIBILITY FOR SAFETY AND P.R.I.D.E.

Maintaining and supporting a positive learning environment is everyone's responsibility. Not immediately reporting an unsafe situation or suspected unsafe situation such as a fight, intimidation, vandalism, bullying, theft, or otherwise malicious behavior, will result in a disciplinary action. The student's only responsibility is reporting, not deciding the truth of the allegation or if the threat, harm or malicious behavior is real.

### FOLLOWING STAFF MEMBERS' DIRECTIONS POLICY

Students are expected to follow all reasonable requests by a staff member or any adult who is employed in the school. This request should be followed immediately and without argument or discussion. A reasonable request for this purpose is defined as a request that will not induce harm to any individual or property. If a student does not understand the request or disagrees with the request, he/she should follow the following steps:

- 1) follow the request immediately without argument or discussion,
- 2) request a meeting to speak with the staff member,
- 3) ask a counselor to assist if a resolution or meeting cannot be reached,
- 4) ask the administrator to assist if the aforementioned steps do not resolve the situation.

### CLASSROOM PROCEDURES

The following procedures are guidelines. Teachers and administrators will use judgment, discretion, circumstances of the incident(s), and their knowledge of individual students' needs in their application.

Each teacher has developed a behavior management plan for his/her classroom based on the Five Guiding Principles. The classroom plan includes steps to remedy inappropriate behavior in the classroom. If a student should violate an expectation, the teacher will ask the student to discontinue the behavior. Should a student continue to violate the Five Guiding Principles and classroom expectations **two times within a two week time period** the student will be brought to the teacher team's attention to determine if this behavior exhibits a pattern in other environments. At this time an after school detention may be issued as well. Teachers will contact parents via telephone, notice with student or email regarding behavioral misconduct that warrants a detention regardless of where (classroom or school wide detention, see below) it is held. The parent will acknowledge receipt before the child serves the after school detention.

### **AFTER SCHOOL DETENTION (ASD) AND SATURDAY DETENTION**

Students who choose to violate the Five Guiding Principles of the school will be assigned After School Detention. Detention will also be assigned for any **one insubordination or action that stops all classroom instruction**. This includes acts of misconduct that the administration finds unacceptable, but which are not considered severe enough for suspension. However, repeated offences may result in suspension.

During detention school personnel supervise students. The students are required to complete a written assignment related to the cause(s) of the detention, the relationship of violation to the Guiding Principles, and future behavior choices.

When After School Detention or Saturday Detention is assigned, a letter is sent home with the student that requires a parent signature acknowledging the incident and the consequence. The student will be required to return this letter with parent signature at least one day before the scheduled detention. Additional consequences are accumulated when these procedures are not followed. The student will be expected to serve the detention on the date for which it is assigned, unless parents notify the school in writing or call the school office to re-schedule. If parents call the office, clerical staff, or administrators the detention will be re-scheduled for the next possible date.

If a **fourth After School Detention** must be assigned, parents may be required to come for a Readmission Conference before the student attends classes, depending on (1) the student's past disciplinary record and (2) the nature of the violations of school rules, which resulted in the detentions. Students who continue to exhibit behavior problems after they have served **six After School Detentions** demonstrate that this consequence has not been sufficiently aversive to change their behavior. Thus, the next step will be suspension and/or Shadowing. When shadowing, the sponsor is required to accompany the student the entire school day in an attempt to change behavior patterns.

If misbehavior continues, suspensions could require the student to participate in community service activities. The assistance of the Civilian Misconduct Officer will be requested for students who choose to violate school rules repeatedly and/or for severe problems.

### **MISSED DETENTIONS**

If a student is tardy to detention, does not show to serve the detention, or behaves inappropriately during detention, the student may be assigned two After School Detentions and/or additional consequences. Any further missed detentions will probably result in Suspension and/or a Readmission Conference before the student is allowed to return to class.

### **HALL PASSES or YELLOW CARD**

Any student who must be in the halls during any time other than regular passing times must have the appropriate information entered on the Hall Pass page in the student's planner and must have the planner in her/his possession. It is the responsibility of the student to obtain the appropriate pass page information. This record also provides parents with information about their child's movement during the school day. During seminar class the student will possess a yellow seminar card to pass between classes.

### **DODDS-PACIFIC PROHIBITS TOBACCO PRODUCTS**

Students are prohibited from possessing or using tobacco products during the school day, in route to and from school, on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. There will be no designated smoking areas defined or condoned by DoDDS-Pacific schools.

### **BICYCLES, SKATEBOARDS, AND OTHER SPORTS EQUIPMENT**

Students may ride bicycles to school, but not on school grounds during the school day, before school, or at dismissal time. Students are to get off their bicycles at the curb by the street and walk them to the bike racks. Bicycles must be locked.

The school is not responsible for bicycles or skateboards ridden to school or parked on school grounds.

If these items (Skates/skateboards/scooters/wheels for "Heelys") are brought to school, they must be held in the student's hands while on campus. They must be stored for the day in any of the student's classrooms with agreement by the teacher or in the main office. Any student who chooses not to follow these rules will lose the privilege of riding a bicycle or skateboard to school. No type of wheeled equipment may be used on campus during school hours from 700 to 1440. Athletic equipment, such as basketballs, may be brought to school to be used during the lunch period. Insure that these items are clearly marked with the student's name. Balls are to be carried, not bounced, thrown, tossed, or kicked within the school building, the cafeteria, or in crowded areas outside the building. Any athletic equipment, which, in the opinion of a staff member, is inappropriately used, will be confiscated and returned to the student at the end of the day or the staff member may require pick-up by parent due to circumstances.

### **NON-EDUCATIONAL ITEMS**

Students should bring to school only those items that are needed in order to do their schoolwork. Non-educational items that are distracting to their owners and to other students, may be a safety hazard, and/or may present an unnecessary temptation to other students to take or misuse them. The following are examples (not all inclusive) of some items that are not allowed at school:

- I-pods, CD players, radios/stereos
- Cell phones/beepers
- Skates or skateboards
- Laser lights
- Hand-held electronic games
- Stuffed animals, pacifiers, or toys, including those on key chains
- Matches or lighters
- Tobacco or tobacco products
- Alcohol, drugs, or other controlled substances
- Medications (except those kept for students by the nurse)
- Weapons or replicas thereof
- Hypodermic needles, razors, blades, etc.
- Bandannas or other items that might be considered gang regalia
- Slam books
- Clothing or book bags that advertise drugs, alcohol, tobacco products or offensive messages

These and other non-educational items will be confiscated and will be returned only to a parent or sponsor. **Although school personnel will make every reasonable effort to ensure security of confiscated items, the school will not accept responsibility for the security and/or replacement of these items that should not have been brought to school in the first place.** Any potentially illegal or stolen items will be turned over to the Military Police. Personal health and beauty aides may not be used in classrooms. If a student finds she/he has inadvertently brought an unauthorized item to school, or on a rare occasion, if a student has planned an after-school or week-end activity for which she/he would like to have an unauthorized item, such as an I-Pod, an electronic game, etc, she/he should come in to school through the main entrance and take the item to the office immediately upon entering the building. A disciplinary action may be given if appropriate. The office staff will do their best to take care of the item. However, parents and students should be aware that, although staff members will try to ensure the safety of the item, neither they nor the school will assume responsibility should they be lost or damaged.

Students observed (visually or auditory) with **CELL PHONES OR OTHER ELECTRONICS** from 0700 to 0230 will comply with teacher, staff or administrator's instruction on the first request to cooperate and to turn in cell phone/electronics for parents to pick up from school. Student defiance/insubordination will result in additional disciplinary consequence.

## WEAPONS

The school's policy and procedures for WEAPONS follows guidelines set in DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, July 1, 2008 (available online or upon request).

Possession of a weapon on school grounds, before and after school, to or from school, or while participating in DoDDS-sponsored activities will result in suspension and may result in expulsion and referral to the Civilian Misconduct Officer and the Military Police. Weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or that are capable of causing death or serious bodily injury. They include, but are not limited to: guns, ammunition, knives, swords, razors, box or carpet cutters, slingshots, nun-chucks, blackjacks, brass/metal knuckles, throwing stars; any flailing instrument such as: a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made to, or used in a manner to, either inflict or threaten to inflict serious bodily injury or instill fear. Weapons could include items not

designed as weapons, such as locks, rocks, bats, or nail files, if they are used or intend to be used to hurt others. All sponsors and students are required to sign a Weapons Policy Statement upon registration. Students writing or saying threats or words of violence, or gesturing or otherwise indicating threats of violence, fall under the Weapons Policy and suspension or expulsion can occur. **Students having knowledge of weapons or any unsafe situation that do not report it immediately to an adult can be suspended or expelled. The student's only responsibility is reporting, not deciding the truth of the allegation or if the threat, harm or weapon is real.**

## RESPONSIBILITY OF KEEPING A SAFE SCHOOL

Keeping ZAMS a safe environment is the responsibility of all students and staff members. Any student having knowledge or the alleged knowledge of a weapon, drugs, prohibited items or an unsafe situation is responsible for reporting it to an adult immediately. The student should report any alleged weapon or unsafe situation, whether the student knows the allegation to be a fact or not. **The student's only responsibility is reporting, not deciding the truth of the allegation, if the weapon is real, or if there is a real danger. Not immediately reporting a weapon, an unsafe situation, or withholding information that could keep or have kept the school safe, will result in disciplinary action.**

## COMPUTER USE AND INTERNET ACCESS

Before students may use computers or have access to the Internet, they and their sponsors must have completed and signed the DoDEA-Student computer and Internet Access Agreement. The student must also possess a unique student password. If the conditions of the agreement are violated, the student's computer use and Internet access privileges will be revoked. Further disciplinary actions may be taken, if appropriate. If internet violations occur from a computer outside of the school that cause interference with the school learning environment, the school may take disciplinary action.

Inappropriate behaviors include but are not limited to:

- Leaving your workstation unsecured
- Sending any threatening, inappropriate, or hurtful items
- Erasing files on the common drive
- Harming another student's work/files
- Saving inappropriate items to the common drive
- Visiting inappropriate sites on the Internet
- Visiting chat rooms not related to assignments
- Sending or displaying offensive messages or pictures
- Using obscene language on the computer
- Damaging computers or networks or hacking into networks
- Violating copyright laws
- Using other's passwords
- Employing the network for commercial purposes
- Printing materials not related to assignments
- Reading or sending personal email
- Playing games on the computer

**NOTE:** *Internet/computer privileges will be revoked for engaging in any of the above items.*

## **SEVERE PROBLEMS**

Severe problems include, but are not limited to the following:

- Assault and/or battery
- Behavior harmful to self or others, e. g., fighting, wrestling, taunting, bullying intimidation, or harassment, including sexual harassment
- Gang activity
- Possessing dangerous or stolen items
- Possessing, distributing, using, or being under the influence of tobacco, alcohol, or illicit drugs
- Insubordination, to include arguing, yelling, and/or refusing to obey the reasonable request of any adult
- Threats verbal, written, or gestured
- Written or verbal usage of words of violence
- Theft or destruction of personal or school property
- Vandalism
- Forgery
- Profane, vulgar, or obscene clothing, words, or actions
- Possession of a weapon or weapon replica, other items, or situation, used to harm or instill fear
- Possessing knowledge of any unsafe situation and choosing not to inform an adult of the situation immediately

If there is a severe problem, it is recommended that the student be removed from the area. The office staff will be informed that the student is being sent to the office or that an administrator/faculty is moving the student to a controlled area for the safety and security of all. A Discipline Referral will be sent to the office as soon as possible. The parent/sponsor will be contacted and may be requested to take the student home, and/or the student will be suspended or expelled.

## **SUSPENSION, SHADOWING AND EXPULSION**

A student may be suspended pending parent conference, shadowed (requested to be accompanied by sponsor), or suspended from school. Suspensions more than ten consecutive days and expulsions will be reviewed by the school Discipline Board, unless the sponsor(s) waives the right to a hearing (DoDEA Regulation 2051.1, DoDEA Disciplinary Rules and Procedures, July 1, 2008 for specific details – available online and upon request). The rights of appeal are outlined in the above regulation. Students who are assigned Shadowing or who are suspended from school are expected to make up all work. Students who are suspended are not permitted to attend classes or school-sponsored activities for the duration of the suspension.

## **SUSPENSION PENDING PARENT CONFERENCE**

When a student is assigned a Suspension Pending Parent Conference, (s)he may not attend school until after a parent conference is held. The conference is usually scheduled before school the next morning so the student would not normally miss any classes. This conference will include the student, a parent

or sponsor, and a school administrator. The purpose of the conference is to ensure that the student and sponsor are aware of the behavior that is expected at school and to work together to improve the student's behavior.

### **SUSPENSION OF SPECIAL EDUCATION STUDENTS**

Any proposals to suspend special education students for more than 10 days consecutive or cumulative in a school year or expulsion from school must be reviewed by the Case Study Committee to determine whether or not the behavior that precipitated this action is in part or whole a result of the student's handicapping condition.

### **EXPULSION**

A student may be expelled from school for the remainder of the school year or, if the incident occurs within the last six weeks of the school year, it may include part or all of the first semester of the following school year.

### **SUSPENSION FROM SCHOOL**

Suspension from school is intended to communicate to the student and sponsor that the behavior that precipitated the suspension will not be tolerated. For suspension to be effective, it is extremely important that students who are suspended be under the direct supervision of an adult and that they are not allowed to use this time to watch videos, play games, have free time on post, etc. Students who are suspended are required to make up work, and grades will be given. A readmission conference is usually held after suspension from school. Students and sponsors are informed in writing of the suspension and the reason(s) for this action.

### **SHADOWING**

Students assigned Shadowing must be accompanied by a parent/guardian in order to attend school. The sponsor is required to be present with the student at all times during the school day including lunch. The student and sponsor will attend all classes.

### **CELEBRATION OF HONORS HONOR ROLL**

An honor roll list will be issued at the end of each grading period to recognize those students who have earned a 3.0-4.0 GPA. Any student with a D or below in that grading period regardless of his/her GPA will not be on any honor rolls for that grading period. We have three honor rolls:

The Principal's List for a 4.0 GPA,

The High Honor Roll for 3.5 – 3.99 GPA, and

The Honor Roll for those students who have earned a 3.0 – 3.49 GPA.

All subjects will be included in determining the grade point average. The list of students is posted on the honor roll bulletin board ahead of the awards assembly. Students are asked to check the lists for their name. If your child's name is not mentioned on the honor roll and they met the requirements, they are encouraged to notify the guidance office immediately. Grades have the following numerical values:

A = 4, B = 3, C = 2, D = 1, F = 0

## **HONORS ASSEMBLIES**

After the first three academic quarters, the interdisciplinary teams plan and present Honors Assemblies. Honor Roll certificates are presented to all students who receive a grade point average of 3.00 - 4.00 without a D or F grade in any one class. Teachers frequently present certificates to students who have made significant improvement or whose academic achievement has been consistently excellent.

During the last week of school an End-of-Year Awards Assembly is held. At this time students are honored for exceptional activities, such as Junior Leadership, Presidential Educational Excellence Awards, Principal's Awards, etc. In addition, Teachers identify and honor selected students for a variety of positive behaviors and attributes that reflect the philosophy and guiding principles of ZAMS. At that time teachers recognize student academic excellence and behavior for the year. The Principal's Award is presented to a student who consistently exhibited the 5 Guiding Principles of Zama Middle School.

## **UNANNOUNCED DRILLS**

Unannounced drills will be practiced throughout the school year. We will assess our readiness and response and adjust our procedures based on the effectiveness of each drill. During the month of October a safety week is held in which all Safety Procedures are practiced. We will practice regular fire drills, an emergency evacuation drill, earthquake drill, and a drill in response to a violent incident in the school. Students will be given additional training throughout the year to develop our readiness to avoid a crisis.

## **MOVING/WITHDRAWAL FROM SCHOOL**

Parents should provide the Guidance Office with a copy of Official PCS orders, upon receipt. On his/her final two days of school, the student will take a clearance sheet to all assigned teachers, counselors, media specialist, school nurse and guidance clerk for final clearance. Any lost or damaged book(s), supplies or equipment must be replaced or paid for before final clearance. A copy of the official transcript will be ready for pick-up at the close of the student's last day if a two-week advance notice of withdrawal is given.

## **OPEN DOOR POLICY**

Visitors, especially parents, are always welcome at ZAMS. For the safety and security of the students, all visitors must first sign-in at the Main Office before going to other areas of the campus. All visitors will wear badges authorizing access to the building. All staff in the building will ask to see visitor's badges.

We are pleased when you express an interest in your child's education and encourage your continued support of the Home-School Partnership Program. It is, indeed, advantageous to your child that teachers and parents are working together toward a common goal: the educational, social, and personal growth of the individual that will enable that person to become a competent, caring, and productive member of society. Parents are encouraged to visit their son's or daughter's classroom, visit and eat lunch, and/or chaperone or participate in all school activities

as often as desired. **We request that the school secretary or counselor be notified a day ahead of the planned visit**, so the teacher can have a courtesy notice of the visit. This ensures the parent will have materials and a seat for the lesson or activity. We suggest you arrange a pre-conference with the teacher before your visit. By doing this, you will be better informed of what will occur during your visit, the lesson's objective, the teacher's expectation for students, and the classroom's routines and procedures.

To ensure your smooth transition into the classroom without interruption to the learning process while you visit, please observe the following guidelines:

- Attempt to plan your visit so you may enter the classroom at the beginning of the class with the students and acknowledge your presence to the teacher. Refer to the bell schedule at the front of this book.
- Respect the authority of the teacher while in the classroom by sitting in an available seat, (preferably towards the back of the room or one indicated by the teacher) and participating in the lesson only when appropriate.
- Observe the behavior of your child with minimal interaction with your child or another child.
- Actively observe your child and the lesson to afford you the optimum opportunity to see your child function in the classroom setting. Please turn off your cell phone before entering the classroom.
- If you wish a parent-teacher conference, see the secretary in the school office to leave the teacher a note. The teacher will contact you to set a conference time.
- If you are visiting during lunch, please do not correct the behavior of another child. Do report the inappropriate behavior to school personnel for follow-up intervention.

The ZAMS' administration welcomes parent conferences. We would suggest, however, that you call the school secretary to make an appointment. This ensures that the administrator will be available and enables us to make effective use of your time.

### **STUDENT VISITORS**

All visitors must report directly to the office before going to any portion of the campus. A student who wishes to have a visitor, should complete the required paperwork securing permission for the visitor at least two days prior to the visit. Students who should not be in attendance at other schools will not be allowed to visit during the school day. Former Zama Middle School students and Zama High School students will not be allowed to visit during the school day except at the request of a teacher. No visitors will be permitted on the first or last day of school.