

Zama American Middle School (ZAMS)

Parent and Student Handbook

School Year 2012 - 2013

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 curricular and non-curricular program, and on school policies and procedures. These policies and procedures 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. ZAMS communicates daily information through the daily student newscast, which are broadcast during seminar. The newscast is posted on the Samurai net for parent viewing. Monthly parent newsletters are posted to the Samurai net as well.. **Please note this handbook is a living document and changes will be updated as needed. Updates and changes made during the school year, after August 27, 2012, will be highlighted in PURPLE.**

This handbook falls under the regulations and guidance of:
DoDEA Regulation 2051.1, April 4, 2008, Disciplinary Rules and Procedures, available at http://www.dodea.edu/foia/iod/pdf/2051_1a.pdf and
Administrative Instruction, Number 2051.02, April 17, 2012, Student Rights and Responsibilities, available at (http://www.dodea.edu/foia/iod/pdf/2051_02.pdf)

Please visit the school website: <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

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:

Zama: Charles Cofield DSN: 263-3241 CIV: 046-407-3241
Charles.Cofield@us.army.mil
Atsugi: Amy Cassidy DSN: 264-4185 CIV: 046-763-4185
nafatsugislo@yahoo.com

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

School Calendars

General DoDEA School Calendars are located on the DoDEA Pacific webpage – www.pac.dodea.edu

Specific Zama Middle School calendars are located on the Zama Middle School intranet webpage accessible by all sponsors – <http://samurainet.pac.dodea.edu>

Zama American Middle School Bell Schedule

FULL DAY SCHEDULE

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

0725 Warning Bell – students go to first period - Seminar

0730 – 0810 Period AB1

0815 – 0900 Period AB2

0905 – 1035 Period A3/B3

Period A4/B4

1st Lunch Track

1035–1120 1st lunch

1125–1255 A4/B4

2nd Lunch Track

1040 – 1125 A4/B4

1125 – 1205 2nd lunch

1215 – 1300 A4/B4 continued

1300–1430 Period A5/B5

1440 Buses Depart

HALF-DAY SCHEDULE

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

0725 Warning Bell – students go to first period

0730 - 0825 Period AB2

0830 - 0920 Period A3/B3

0925 - 1015 Period A4/B4

1020 - 1110 Period A5/B5

1120 Buses Depart

“C” DAY SCHEDULE

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

0725 Warning Bell – students go to first period

0730 - 0812 Period AB 2

0817 - 0900 Period A3

0905 - 0947 Period A4

0952 - 1035 Period A5

1040 - 1120 Lunch/B1

1125 - 1205 B1/Lunch

1210 - 1252 Period B3

1257 - 1340 Period B4

1345 - 1430 Period B5

1440 Buses Depart

School Facility and Staff

Zama Middle School opened in August 2006 and is located in building 913 except for Band and Physical Education. For SY 12 – 13 Zama Middle School is staffed with 1 principal, 17.5 teachers, 1 Educational Technologist, .5 counselor, 1 Information Specialist, and a 0.5 school nurse. ZAMS has 3 Para-educators, 1 School Administrative Assistant, 1 combined School Supply Clerk and School Registrar, and .5 Administrative Officer. Teachers must be fully qualified educators. They are recruited from the United States, transferred from other DoDEA schools, or hired locally.

EDUCATIONAL PROGRAM

Accreditation

Zama American Middle School is fully accredited by AdvancED, North Central Association Commission on Accreditation and School Improvement (NCA CASI). A team of educators from AdvancED visited and re-accredited the school in February of 2012. ZAMS received many commendations and high ratings from the accreditation Team. Our next accreditation visit will take place in SY 2017 - 18.

Mission and Vision Statement DoDEA Mission

Providing an exemplary education that inspires and prepares all students for success in a dynamic, global environment.

ZAMA Mission

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. The mission statement is reviewed by school faculty and staff, students and community stakeholders at the beginning of each school year. This mission statement will guide all decision making throughout the school community.

“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 Middle School is fully accredited through AdvancED. During SY 12/13 the faculty, students, and stakeholders, will review and analyze student performance data to develop two new Student Performance Goals. Based on analysis of data the following goals were developed by the school community in SY 2007- 08. These goals have been a major focus of the instructional process as part of the continuous school improvement plan. Current data indicates that these goals are met. These goals are fully implemented and will continue to be used throughout instruction in all curricular areas.

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. 7th Grade Science Assessment Results

School Improvement Leadership Team (SILT)

The Zama American Middle School's School Improvement Leadership Team (SILT) is comprised of representative lead teachers from each team (Team Council), parent representatives and the principal. Utilizing Teacher Teams at each grade level and Teacher Task Teams 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 Continuous School Improvement Plan (CSIP). 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 allowing all to reach their highest academic and behavior success. 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 watching.

- 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!

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. Samurai behavior represents the whole school as well as visitors in the host nation.

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

The school has a .5 halftime counselor who helps students with educational, vocational and personal problems. Students are seen individually and are invited to engage in small groups. The counselor 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 counselor 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 provides psychological and intelligence testing, and individual and group counseling. The School Psychologist participates in meetings of the Cases Study Committee, Student Success Team, and team meetings 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 the 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 educate students with special needs in the areas of communication, academic learning, or Mild to Moderate and Moderate to Severe intellectual deficit.

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 student may need a special program, 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. Grades are an evaluation of student performance in relation to the course content and standards. 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. Student or parental concerns over individual grades or grading procedures should be discussed with the teacher.

Parents and students have access to grades at all times through the Student/ Parent portal in Grade Speed. Teachers are required to post at least one grade per week. Report cards are 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 are used. An “I” (Incomplete) indicates that the assignments have not been completed. Arranging for the completion of assignments is the responsibility of the student. Ten school days are allowed to remove an incomplete. No incomplete will be given the fourth quarter.

DODEA GRADING SCALE

Grade	DoDEA 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 8th grade students every other year. The dates are posted on the school. 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

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 attend **December 12** for first semester and **May 15** 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 from the Registrar. 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 receive withdrawal 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 counselor and students. Once a schedule is complete, we expect the student to follow it. 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 dropped during this timeframe, 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 may 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

Student's grades are constantly available through the Grade Speed Parent Portal. At mid-term, the fifth Friday of each quarter, students and parents are advised that grades are current. A progress report can be provided from Grade Speed 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. We highly encourage the use of Grade Speed to monitoring student progress. 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 that is included in the teachers' welcome letter.

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	Cooking Club
Art Club	Yearbook
Computer Club	Drama Club
Book Club	Track Club
Homework Club	Cross Country Club
Running Club	Tennis Club
Math Counts	Wrestling Club
National Junior Honor Society	Chess Club
Science Club	Strings Club
Table Tennis Club	Lego Club
Bowling Club	Capoeira Club

STUDENT COUNCIL

Student Council consists of students interested in student government and betterment of the school. The ZAMS Student Council functions with many working committees and points of contact instead of a board of officers. Both seventh and eighth grade students may participate in Student Council in any capacity. Student Council members work closely with the Seminar classes to assist with the gathering and dissemination of information. Our Student Council works for you, represents the issues of the student body, and presents them to the Faculty and administration. Be active in sharing your concerns with your Student Council 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 grade. Students who meet eligibility are invited to complete an application for consideration. The applications and teacher recommendations are 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 7th and 8th 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 unless accompanied by an adult.
- Students must attend school the entire day of the dance or the school day prior to the dance if the dance is on a Saturday. 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 school 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 students. 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 are communicated daily, or as needed to students via the Samurai Net, the morning newscast, the intercom, or written notification supplied to the teachers. Informational updates are posted on the ZAMS intranet available to all sponsors and students. After school, activity schedules are disseminated 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. The DoDEA Attendance Regulation – DoDEA 000138-11 can be found at <http://dodea.edu/attendance/index.cfm> . 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, “an acceptable absence which is identified as critical to a student’s physical, social, or emotional well-being”, will be granted for, but not limited to:

- 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, “an absence from school without a written verification of an illness, medical, dental, or mental health appointment. All absences are considered unexcused until such time that a formal note is provided to the school”, include, but are not limited to:

- 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.

EXCESSIVE SCHOOL ABSENCE

Students who are not physically present in school because they are hospitalized or otherwise receiving homebound services, are excluded from identification of excessive school absence.

Student attendance is calculated based upon the date of enrollment in a DoDEA School, which may occur anytime during the school year.

After 5 cumulative absences (excused or unexcused) in a semester, the administration will review the student's academic performance, the reasons for the absences, to determine the impact of repeated absence on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or approved extended leave. The Student Support Team comprised of the student's teacher team, counselor, school psychologist, and administration, will review the student's case and if appropriate develop a Student Educational Monitoring Plan to support the student's successful completion and advancement for the current school year (See Appendix 1 of the regulation).

After 7 cumulative absences (excused or unexcused) in a semester, the Student Support Team (SST) will convene to review the student's academic and social emotional progress and develop or review the existing Student Educational Monitoring Plan (SEMP). When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

The STUDENT EDUCATIONAL MONITORING PLAN is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect.

Students who are identified by the SST as at-risk for not fulfilling the grade or course standards, shall be monitored throughout the school year and the SST reconvened to consider the student's unique circumstances and determine what additional educational supports are needed, to include, but not limited to:

- Meeting with parent or sponsor.
- Command assistance.
- Participation in summer school course(s).
- Establishment of an Attendance Plan for the following school year
- Loss of credit

The **loss of credit disposition** may be applied to any student who has 7 or more absences in a class or course during a semester. Students who have 7 absences during a semester shall meet with the school principal along with their parent or sponsor to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit. Students may appeal their loss of credit by submitting a petition to the school principal within 10 days of official notification. The appeal process includes a discussion between the classroom teacher(s) and principal.

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 Registrar.

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 may 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 the school's Guiding Principles and the accumulation of three tardies will result in an After School Detention. Tardy lockouts will be implemented during the school year without prior notification. A Saturday Detention will be an automatic consequence for a tardy lockout violation.

Tardies are counted on a semester basis as follows:

3rd tardy = 1 Wednesday ASD

4th tardy = Another Wednesday ASD

5th tardy = Saturday Detention

6th tardy is referred to Ms. Leach. A parent conference may be 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 abroad 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.

STUDENT LEAVING SCHOOL OR ARRIVING DURING THE SCHOOL DAY

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, or other off campus agencies. Parents may sign out and accompany their child off campus. 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 home arrival time should be directed to the DoDEA Transportation Office, at DSN 263-4151 or off post 046-407-4151. The school does **not** have this information.

BUS DISCIPLINE AND SURVEILLANCE EQUIPMENT

Students and parents are responsible for compliance with the Standards for Conduct for DoDEA 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 DoDEA 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. The only surveillance equipment in operation by ZAMS is on the school buses. This is for the safety and security of the students as they travel to and from school. Students may be disciplined based on evidence gathered through this surveillance equipment.

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. An activity involving the buying or selling of any item without school administration permission may result in disciplinary action.

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 with 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 and posted at the Samurai net. School information is continuously posted and updated on the school intra-net website at samurainet.pac.dodea.edu School information and articles about special events are also published in the community newspaper, the Tori or Skywriter. 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

Mrs. Louis Rapp, Superintendent
DoDEA Japan District
Telephone: DSN 225-3940
From U.S.: 011-81-3117-55-3940
Email: Japan_SUPT_DSO@pac.dodea.edu

Martha Brown, Acting Director
DoDEA -Pacific
Telephone: DSN 644-5878/5879/5880
From the U.S. 011-81-611-744-5878/5879/5880
Director.DoDDSPac@pac.dodea.edu

Ms. Marilee Fitzgerald, Director
Department of Defense Education Activity
Email: DirectorD@hq.dodea.edu

PHYSICAL EDUCATION CLOTHING AND PARTICIPATION

For hygiene purposes students are required to wear clothes for P.E. that they are not wearing as their school clothes. These clothes should be a set of grays that are appropriate for P.E. activities. We highly recommend the purchase of the ZAMS P.E. uniform that may be purchased at the Zama Exchange.

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 - DODEA 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

At the beginning of SY 12 / 13, a student task team will be formed to review the dress code with administration. Each seminar will have an opportunity to give input to the task team. The current dress code remains in effect until the task team meets.

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.** Clothing that depicts items not appropriate for school is should not be worn to school.

Examples of inappropriate school attire include, but are not limited to:

- Short shorts (length is shorter than the middle finger when the student has his/her arms down),
- halter tops,
- off the shoulder 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,
- hanging chains,
- clothing which is excessively torn or frayed,

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. Undergarments should not show. It is 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, should not wear large 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 a clothing item, it is highly recommended that they speak to administration before wearing the item to school.

The administration and Faculty 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 clinic/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. **A student 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 clinic/hospital. It is expected that parents will make every effort to pick up their child 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 have 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

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 Registrar 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 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

DoDEA 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 DoDEA policy that homework will be assigned within the DoDEA 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 might 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 and 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.

- 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 in a timely manner

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 about 0600 hr. Information will be posted on the Command Facebook and the Samurai Net. If you are unable to receive AFN programming in your house, please arrange 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.** Many times when there is a delay, school personnel is also delayed. 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 essential that each student knows where to go in case school is closed early. In case of a serious earthquake, the school will contain students in a safe area. Information will be disseminated

through the command information channels and FaceBook, the ZAMS Samurai Net, and spammed to parents' email. Students will be kept in the presence of school personnel until they can be released to a parent.

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 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 8:00 until 3:00 hours. Students do not begin school until schedules have been developed and teachers have been notified. This is usually the following day if the student is registered by 12:00.

HOME SCHOOLING

If a family chooses to home school their child, the child may participate in partial programs at the school. This could include classes, after school activities, and/or the use of the Information Center. For this to occur, the child must be registered at the school they would attend. If a family chooses to interface with the school and have the child attend classes or programs, the following applies:

- Students must regularly attend classes in order to receive a grade from the school
- Students must meet the class at the 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. 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 private organization. Membership is open to all parents, staff, and friends of the Zama Middle School community. Applications are available at all general membership meetings, during school registration and in the school office throughout the year. 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 the Samurai Net.

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 tutor individual students or work with small groups. 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 - Teacher Conferences twice during the school year. These conferences allow the opportunity for parents to meet with their child's Teacher Team to discuss academic and social achievements.

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 is 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 meeting times and dates are published on the school website calendar. Minutes of the meetings are posted 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. The meeting times and dates are published on the school website calendar.

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 office. Students should not leave books lying around and they should take care of schoolbooks. 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 AND SEARCHES

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.

In accordance with the provisions of DoDEA Administrative Instruction 2051.02, the school administration has the authority to conduct random and periodical searches of school property and to seize contraband items belonging to students. When there is reasonable suspicion that the student is in possession of items prohibited by DoDEA Regulation 2051.1, the administration has the right to search the student possessions and person and to seize any contraband.

Physical Education lockers are used by different students each semester. 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.

Backpacks

Backpacks should be used to transport books and supplies to and from school. Backpacks and other large book bags/purses/carry totes etc. must be stored in the student's locker during the school day. Students have ample time to retrieve needed items for each class between each class. **Only small drawstring ditty bags and pencil bags may used to transport school supplies during the school day.**

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:

Preparation **R**esponsibility **I**ntegrity **D**etermination **E**xcellence

Preparation: Be ready to learn and participate in my education.

Responsibility: Be responsible for my learning and the learning of those around me.

Integrity: Do the right thing even when no one is watching.

Determination: Exhibit a determined attitude to do my best in all tasks.

Excellence: Push myself to achieve excellence in all I do.

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 students 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 afore mentioned 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 ZAMS Five Guiding Principles are assigned After School Detention. Detention may be assigned by a teacher or administration for repeated or one time violations. Detention will 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. The writing is a cognitive act that affords the student the time to process the action and plan a different action for the future.

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. The parent is notified of the detention prior to the student serving the detention. This may be by phone, email, or the student hand carrying the referral form. If a parent is notified by phone or email, a referral will follow with the student to secure the parent signature. 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. The Student Support Team will address the needs of a student with repeated misconduct and develop a behavior contract between the student, teachers, administration, and parents.

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 result in suspension, Saturday Detention and/or a Readmission Conference before the student is allowed to return to class.

HALL PASS STUDENT PLANNER PAGE

SEMINAR 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 must possess their yellow seminar card to pass between locations.

DODEA-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 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 DoDEA 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:

- Gum
- I-pods, I-touches, I-phones
- 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 aids 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 1430 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 DoDEA-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 communicating by any means (writing, texting, on the internet 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 causes interference within 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 without adult permission 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 STUDENTS WITH SPECIAL NEEDS

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 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.

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 roll for that grading period. A student must be in attendance for at least 20 school days to be eligible to be on the Honor Roll.

The honor rolls are:

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 Honor Roll 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 conduct 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.

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 and practice throughout the year to develop our readiness to respond to a crisis.

MOVING/WITHDRAWAL FROM SCHOOL

Parents should provide the Registrar 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, information specialist, and school nurse 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. Visitors should keep the badge visible while on campus.

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 teachers can have a courtesy notice of the visit. This ensures the parent will have materials and a seat for the lesson or activity. We encourage you to meet with the teacher prior to 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. We welcome parents who wish to conduct random pop-in visits. We request that parents who wish to conduct random pop-in visits meet with their child's team of teachers prior to this beginning.

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 class 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 message. 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.

ELECTRONIC BOOKS

ZAMS encourages students to read in all avenues of their lives, including leisure time reading. Therefore, we allow electronic books at school. For ZAMS purposes, Electronic Books are electronic devices that sole purpose is to read books. i.e. Kindle, Nook, Sony E-book. Electronic devices that can support e-books and at the same time other applications do not fall into the category of an E-book. i.e. I-pad, electronic tablets, I-Phone.

E-Books devices are allowed in the school for the sole purpose of leisure reading. If a student uses an E-Book for any purpose besides reading a book, the e-book will be confiscated as any other non-authorized electronic device. If the e-reader is confiscated it 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.**

ACCESS TO SCHOOL FACILITIES

Student-sponsored, non-curriculum organizations may have equal access to the school and its resources without regard to philosophical, religious, or political content of the student activity. Access to school facilities and resources includes access before school hours, after school hours and seminar time when approved by the administration. In accordance with DoDEA Administrative Instruction 2051.02, Enclosure 4, the administration has the right to deny or curtail student expressive rights, including access to facilities, when the principal determines that a student or student group has or is likely to: interfere with orderly conduct; endanger health, safety, or well-being of others; be perceived to advocate misconduct; engage in inappropriate language or conduct; engage in inappropriate school performances; discriminate; or violate laws and policies.

HANDBOOK MODIFICATION

There are times that items in the handbook need to change during the school year. When there are changes to the handbook after the first dissemination of the handbook for that school year, the **modifications are then in PURPLE for the remainder of that school year.**

Simultaneously the parents and students will receive notification of the change. ZAMS welcomes stakeholders' input into the school policy and practices; we encourage students and parents to bring recommendations directly to the administration or to the School Advisory Committee for discussion and consideration. Working in partnership students, parents, teachers and administration, can continue to keep Zama American Middle School an outstanding, positive, and safe learning environment.

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