

YOKOSUKA MIDDLE SCHOOL

DRAGON HANDBOOK SY 07-08

Respect, Responsibility, Results

Welcome to Yokosuka Middle School

On behalf of the teachers and staff of Yokosuka Middle School, we welcome you to School Year 2007-2008. We hope that your year will be full of rewarding and pleasant experiences. It is our responsibility to you and your parents to help you acquire the tools of knowledge necessary to successfully pursue your education and to provide each of you a positive and safe environment in which to learn and grow. We also desire to help you build confidence and develop a compassion for your fellow human beings. Yokosuka Middle School is a joyful place where learning and learners are celebrated.

The middle school years are a transitional period between elementary and high school, and middle schools are grounded in the diverse characteristics and needs of our young people. These middle school years should provide each of you with an opportunity to experience many different interests and expand your skills. Our main goal is to satisfy the overarching purpose of all schooling in our society: to help students become good citizens; lifelong learners; and healthy, caring, ethical, and intellectually reflective individuals.

This handbook is intended to present the school's policies and procedures governing student behavior at Yokosuka Middle School. If you have any questions or concerns, please call us at 243-5165 or come by the middle school main office.

Sincerely,

Mary Leinard
Principal

YMS Bell Schedule
SY 2007-2008

Grade 6

Grade 7

Grade 8

Period	Start	End
1 st /5 th	7:25	8:50
2 nd /6 th	8:55	10:20
Lunch	10:25	11:05
3 rd /7 th	11:10	12:40
4 th /Sem	12:45	2:10

Period	Start	End
1 st /5 th	7:25	8:50
2 nd /6 th	8:55	10:20
3 rd /7 th	10:25	11:10
Lunch	11:10	11:55
3 rd /7 th	12:00	12:40
4 th /Sem	12:45	2:10

Period	Start	End
1 st /5 th	7:25	8:50
2 nd /6 th	8:55	10:20
3 rd /7 th	10:25	11:55
Lunch	12:00	12:40
4 th /Sem	12:45	2:10

**Half Day
Schedule**

Period	Start	End
1 st /5 th	7:25	8:15
2 nd /6 th	8:20	9:10
3 rd 7 th	9:15	10:05
4 th /Sem	10:10	10:55

FOREWORD

Yokosuka Middle School is part of a multicultural community with many bilingual students. Most students have been separated from a familiar environment and must learn to adjust. In addition, the frequent and lengthy deployment of ships and parents from Yokosuka creates a unique family situation. The philosophy of Yokosuka Middle School reflects an awareness of our students' situations. Additionally, we work to provide an educational experience that is comparable to the best middle schools in the United States.

MISSION

The mission of Yokosuka Middle School is to provide a positive school climate through which all students can mature socially, educationally, and physically.

CONTACT INFORMATION

To contact the school, please call 243-5165 and a secretary will help direct your call to the proper person, or use e-mail at Principal.YokosukaMS@pac.dodea.edu. The school web site is located at:

<http://www.yokosuka-ms.pac.dodea.edu>

In addition, we have an intranet, where the following information can be accessed: Homework Hotline, Daily Student Bulletins and Announcements, School Calendar, and a Copy of the Student-Parent Handbook. The sites are:

<http://login.yokosukams.pac.dodea.edu/>

ACCREDITATION

The North Central Association of Colleges and Secondary Schools accredits Yokosuka Middle School.

GUIDANCE SERVICES

The middle school guidance counselors provide services for students. Their offices are located on the second floor of Yokosuka Middle School. Services are available on an open door or appointment basis. Phone 243-5165 to make an appointment.

A cumulative and confidential folder is maintained for each student. This folder contains records of school progress, test results, health records, vocational and educational plans, and participation in extracurricular activities. The guidance counselors assist students in making adjustments to school. The counselors advise students on individual academic progress and assist them as needed with personal issues. Discussions with the counselor are considered confidential at the discretion of the student, unless information disclosed reveals a danger to the student or others.

DROP AND ADD POLICY

The process to drop or add an elective class is:

FIRST WEEK

The counselor and the parent must approve all changes in a student's schedule. Initials of the dropping and adding teachers are required on the Drop/Add form. Forms are available from the guidance counselors.

SECOND WEEK

- ◆ Must be administrator, counselor, or teacher initiated and requires administrative approval. Initials of dropping and adding teachers are required on the Drop/Add form.
- ◆ It will be the student's responsibility to make up any work required by the adding teacher due to late entrance into the class.

THIRD WEEK AND THEREAFTER

- ◆ A conference is required with the counselor, student, and teacher whose class is being dropped. Parent permission and administrative approval are also required. Initials of dropping and adding teachers are required on the Drop/Add form.
- ◆ When adding a class, the gaining teacher, the counselor, and the student will review the required makeup work (due to late entrance into class).
- ◆ In parent-initiated drops, a parent conference is required with the teacher of the class to be dropped. The counselor is involved and makes a recommendation to the administrator, who makes the final decision.

NOTE: When dropping/adding classes, it is the student's responsibility to obtain all necessary signatures. The STUDENT must REMAIN IN THE CLASS he/she is DROPPING until the Drop/Add Form is completed, turned in to the counselor, approved by admin, and recorded in the database. The counselor gives the student a corrected copy of the schedule to confirm the change.

WITHDRAWAL FROM SCHOOL/EARLY DEPARTURE ACCELERATION PROGRAM

If a student's family PCS's prior to the early/accelerated withdrawal date for the semester, a report card will be issued without the semester grade. A statement in the comment section will indicate if the student was passing the class, and if it is the second semester, the statement will indicate if the student had remained in school until the end of the school year, he/she would have been promoted to the next grade.

If the PSC move happens after the early/accelerated withdrawal date for the semester, the report card will indicate the 2nd or 4th quarter grades. If the student is taking a class for high school credit (such as higher level math or foreign language) that class must be accelerated. The student will have to make up the classwork from the time of withdrawal until the end of the semester and take a final exam before leaving.

If a student leaves for COT, the student will be counted absent through the end of the school year. Second or fourth quarter grades will be based on the work already completed. The student will receive a grade to date. Students may NOT accelerate in a class for high school credit unless they are PCSing.

GRADING SCALE

90 – 100 A
80 – 89 B
70 – 79 C
60 – 69 D
59 – Below F

PROGRESS REPORTS

Notices on student academic and behavioral progress are mailed to parents halfway through each quarter when the quality of a student's work is at the "D" or "F" level or when the work is considerably below the level of expectation. The mid-term progress report indicates which areas of study need improvement. Parents are strongly encouraged to call for an appointment with the teacher to discuss the student's need for improvement.

REPORT CARDS

A report card is mailed to parents of all students at the end of the 1st, 2nd (includes 1st semester grades), 3rd, and 4th quarters (includes 2nd semester grades).

STUDENT PLANNER

Each student receives **one** free student planner for recording their assignments and due dates on the first day of school. The planner also allows the teachers and parents an easy opportunity to communicate on a daily or weekly basis. One page of the planner is also used as a hall pass. If the planner is lost, a new one may be purchased at the Yokosuka Navy Exchange.

HOMEWORK

Home study is a necessary part of each student's educational program. Each student is expected to spend study time, in addition to scheduled class instruction, to achieve satisfactory work. Some assignments are long range in nature and require planned study time for completion. Planned study eliminates the necessity of spending too much time in completing an assignment the day before it is due. A general rule for daily homework time is 10 minutes per grade level, i.e., 6th grade = 60 minutes, etc.

MAKE UP WORK

Students must stay current with assigned work and are responsible for all work missed during their absence from class. **Students are responsible for obtaining all makeup work from their teachers promptly upon return to school.** Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence(s). Students should obtain class work before they leave on pre-arranged absences. Teachers will give work for up to one week of absence. If the absence is longer than a week, the student will obtain those assignments upon return. Students who are absent are required to make up work missed in each class.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Guidelines have been developed in order to provide an understanding of the rights and responsibilities of all students in the Department of Defense Dependents Schools.

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this philosophy is the concept of mutual respect between faculty and students. The school staff, parents, students, and community have the responsibility to work together so that all students have the opportunity to develop to their full potential under a democratic system.

Rights: All students are entitled to an educational program comparable to those offered in public schools in the United States in accordance with pertinent directives and regulations governing eligibility for enrollment.

Responsibilities: Students, regardless of age, have the responsibility to conduct themselves in a manner that does not violate the rights of other people. They share with administrators and teachers the responsibility to develop a climate within the school that is conducive to productive learning and living.

It is the student's responsibility to complete the courses of study necessary for programs they have agreed to pursue. Students and parents are responsible for class attendance, in accordance with local school policy, for maintaining properly the textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled.

BEHAVIOR

Students are expected to behave in a mature and appropriate manner while at school and when participating in school activities. Behaviors that are disruptive and/or disrespectful of others such as teasing, harassment, bullying, fighting, insubordination, abusive language, vandalism, theft, and running/yelling in the halls are some examples of inappropriate behavior. Public display of affection, including holding hands, is also considered inappropriate. Parents will be notified and disciplinary measures may be taken when students misbehave at school.

DRUG AND ALCOHOL ABUSE

Yokosuka Middle School will not tolerate the use of alcohol or prohibited drugs by any of its students. **Any students caught using or possessing alcohol or prohibited drugs are subject to immediate suspension or possible expulsion.** They will also be referred to the appropriate community agencies for assessment and assistance.

WEAPONS

This school exercises a zero tolerance for possessing weapons of any kind on school grounds. **Look-a-like weapons are treated with the same seriousness as a real weapon and are not to be brought to school or any school activity.** Any student with an object intended to be used as a weapon will be subject to immediate suspension pending a disciplinary hearing. A weapon is **any** object intended to instill fear or cause harm to another student

SMOKING

No individual under 18 years of age is permitted to purchase or possess cigarettes on base. Smoking is not permitted on the school grounds, at the school bus pick up points, or at any school activity. This includes sporting events, dances, etc. regardless of whether the event is held on school grounds or not. **Students who possess tobacco products during school or any school-sponsored activity will be suspended from school.**

ACCIDENTS

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse or, in her absence, the Main Office.

FIRE AND EVACUATION DRILLS

Fire and evacuation drills at regular intervals are required by regulation and are an important safety precaution. It is essential that when the fire alarm is activated, everyone responds promptly and clears the building by the prescribed routes as quickly as possible. Each classroom teacher gives the students evacuation instructions.

Please stay off the asphalt driveways around the buildings. Emergency vehicles use these areas during evacuation drills and emergencies!

BOMB THREAT PROCEDURE

If there is a bomb threat, please note these points:

- ◆ A written announcement will be sent to classrooms. Neither the fire alarm nor the Intercom system will be used.
- ◆ Students should take all of their belongings to the announced location.
- ◆ The names of students who are not in the room at the time or just prior to the announcement (e.g. absent, late or without a pass) will be reported to an administrator.
- ◆ Everyone should exit the building following the fire drill evacuation route for his or her particular classroom. The students and teacher must stay together. Students may not go to their lockers.
- ◆ Students and teachers should assemble at the designated location (it may change each time). Teachers will take roll.

Classes resume once the building is checked by base security. **Extending the school day may be used to make up lost class time.**

EVACUATION

When the school buildings are evacuated, the fire alarm is activated and the students proceed to their designated areas using posted evacuation procedures.

Long Term Situations

Walkers are dismissed to their homes and students who ride busses are transported to their homes. Parents are notified by their respective commands.

EVACUATION PROCEDURES BY TYPE OF DISASTER

Typhoons

May through October is typhoon season for Japan. In the event of a typhoon, Commander, Fleet Activities Yokosuka and the School Liaison Officer coordinate with the principal and PACTMO Transportation Officer to decide if and when school is closed.

To inform working parents, the COMFLEACT CDO coordinates announcing school closure with FEN and local commands. Administration dismisses teachers at an appropriate time. Listen to the radio and television for typhoon conditions and additional information.

Prior to School Opening: If we are in Condition 2 and go into Condition 1, COMFLEACT Chief of Staff coordinates with the principal to cancel school for students.

While School is in Session: If Condition 1 occurs during school hours, COMFLEACT Chief of Staff coordinates with the principal.

- Closing of school is coordinated with the base commander.
- COMFLEACT CDO notifies units.
- COMFLEACT CDO calls buses and students are dismissed.
- Students who are away from the building (i.e. field trips) do not return to the school while the typhoon warning remains in effect.
- High school students who are walkers are dismissed first so they may help younger siblings.

POLICE INVESTIGATIONS

The school cooperates very closely with military officials in the investigations of break-ins, vandalism, theft, etc. Students may be asked to go to the CID or NCIS office as part of an investigation. Parents are notified in the event that military police or NCIS intervention becomes necessary.

ATTENDANCE

Daily Attendance

Punctual and regular attendance is an extremely important part of educational achievement and is a part of the student's permanent school record. All students are required to attend school daily.

Excused Absences

Excused absences are written requests from a physician/parent/guardian for student illness (after more than 3 absences, a note from the physician may be required), medical or legal appointments, recognized religious holidays, Continuous Overseas Travel (COT leave) or emergency leave, **official** command functions (i.e. change of command, promotion ceremonies of the immediate family member, pre-deployment briefings), and absences considered to be in the best educational interest of the student when approved by the principal. **Note: The above list is not all-inclusive; official orders may be required for COT and Emergency leave.**

It is the student's responsibility to obtain the required assignments and homework missed during an absence. Students are allowed one school day of make-up time for every day missed. The teacher has the right to refuse to grant credit for make-up work if it is not completed within a reasonable period of time.

***Parents are asked to call the Main Office at 243-5165 when the student is absent.**

Unexcused Absences

Unexcused absences occur without the written consent of the parent/guardian: modeling, movie making, or other personal moneymaking ventures, babysitting, missing the bus/ride, oversleeping, seeing friends or relatives off at PSD, command parties or social events, or other non-school sponsored functions. A teacher has the right to refuse or reduce credit for work missed as a result of an unexcused absence.

Note: The above list is not all-inclusive.

Pre-Arranged Absences

Parents are encouraged to plan family trips that coincide with school vacations. If extenuating circumstances cause parents to remove a student from school at another time, the following procedure should be followed:

- A minimum of **one week before** the scheduled absence, the student should pick up a "Request for Pre-Arranged Absence" form from the front office to be signed by the parent/guardian and return to the front office.
- The administration must sign the form before obtaining teachers' signatures. It is the student's responsibility to check back with the front office to pick up the form after it is signed.
- The student should take the form to each teacher who circles "Recommend" or "Do Not Recommend" based on the student's performance in class, the length of the absence and work that is missed. Teachers have the right to select "Do Not Recommend" when they believe the trip adversely affects the student's progress. Students should obtain any work they miss at this time and attempt to complete it prior to the absence. Students have one school day for make-up for every day they are absent.
- Teachers are only required to furnish one week's worth of work prior to the absence.
- The form is returned to the Main Office and the absence is recorded in the student's attendance.
- Students need to report to the Main Office following the absence to obtain readmittance to school.
- **Pre-Excused absences are authorized after 15 May, and will be marked as unexcused.**

***Please note: It is imperative that the Pre-Arranged Absence form be completed and returned to the Main Office prior to the scheduled absence.** This is the only way we can record the student's absence in his/her attendance and ensure that proper procedures are followed. Failure to return the form to the office prior to the student's absence may result in the student being marked truant.

Tardiness

It is the student's responsibility to be on time to all classes. Students who are late to class miss the teacher's introduction of the lesson, initial instruction, and expectations for that day. In addition, they disrupt instruction for the other students in the class.

Getting up late, missing the bus, being caught in traffic, having breakfast at the Exchange, or making trips to a locker are **not acceptable** excuses for arriving late to class. There is ample passing time before school and between classes so there is no excuse for tardiness and students are expected to be in class ready to work when the class begins. The classroom teachers will monitor tardiness and chronic tardiness will be referred to the Administration for appropriate action.

If a teacher or if there is any other legitimate reason that detains students, they should get a pass from the person who detained them before going to class. If a bus is late, students should report to their scheduled classes. The office is notified by the transportation office or main office personnel in the event of late bus arrival, and it is an excused tardy.

If students arrive at school late, they are required to report to the Main Office to sign in and get their planners signed. The school reserves the right to determine the excused or unexcused status of each tardy. Tardy records are maintained on a daily basis. If a student is consistently tardy, disciplinary action will be taken.

Truancy

Truancy is defined as a student leaving campus without signing out or being absent from class without the prior awareness and approval of the parent/sponsor. Truancy from one period to one day or more usually results in an in-school-suspension.

Leaving/Returning to Campus

All students leaving campus for any reason while school is in session must have **written** parent permission to sign themselves out, or be signed out by the parent/sponsor before leaving campus. **E-mail or phone notification is not acceptable.** Students are required to sign back in and have their planners signed upon their return to campus. Leaving school without permission is classified as truancy. A written request made by a parent for the student to leave school may be verified with a follow-up phone call.

Readmittance Procedure

Whenever a student is absent from school for any length of time (one period, one day, etc), the parent must call the Main Office at 243-5165 or send a written note with a contact phone number, the date, the reason for the absence, and parent/sponsor signature with the student **immediately** upon returning to school. Students are required to report to the Main Office to check in and have their absence verified. The office staff will record the date of the absence and whether it is excused or unexcused in the student's planner and in the student's attendance records. Parents must verify all absences through the above methods immediately upon the student's return to school. Failure to do so will result in the student being marked truant and disciplinary measures may be taken (lunch or after school detention) until the parent/sponsor verifies the absence. Failure to verify absences **within two school days** will be referred to administration for further disciplinary action.

DISCIPLINE

DETENTION (LUNCH/AFTER SCHOOL)

Detention period is a time when the student is assigned to stay in at lunchtime or after school for an infraction of acceptable student behavior. Students should fully understand that any faculty or staff member has the authority to correct misconduct at any time; therefore, it is possible that a teacher might assign detention to a student who is not enrolled in his/her classes. Teachers generally notify parents and give students 24 hours notice whenever they assign a detention. If a student intentionally misses a detention, the second detention will be doubled. Students who miss detention will be referred to an administrator for appropriate disciplinary action, including suspension.

An administrator may also assign students lunch and after school detention for infractions of school rules. The duration of detention will vary depending upon the nature of the offense.

RESTRICTED ITEMS

IPods, cassette recorders, CD players, headphones, radios, and electronic games are not permitted to be out and/or used on the school grounds. These articles must be stowed in a backpack or locker during the school day. All such electronic equipment is subject to

confiscation if seen and will be kept in the main office until it can be personally returned to a parent or legal guardian. Beepers and laser pointers are prohibited at school.

CELL PHONES

Many parents want their children to have a cell phone in case of emergency. The following conditions apply to cell phone usage at Yokosuka Middle School:

- Phones must remain turned off and out of sight **during school hours and on school property.**
- The school is not responsible for lost or stolen cell phones.
- The school is not responsible for charges that may be made on the phone if lost or stolen.
- If a cell phone is confiscated, a parent will need to pick it up in the main office.

FOOD, CANDY, AND DRINK

Students are not to bring food, candy, or drinks to school for consumption during regular class periods, except for special activities that are scheduled by the teacher and approved by the principal's office. Any such items are subject to confiscation and disposal. Students should consume breakfast before entering school grounds in the morning.

SUSPENSION

When a student is suspended from school, the parent will be contacted by telephone and in writing. The sponsor's unit commander and CFAY may also be contacted in certain cases. A student may be suspended or expelled from school if the principal, or in the case of suspension over 10 days or expulsion, the Disciplinary Committee determines that the student has:

- Caused, attempted to cause, or threatened to cause physical injury or damage to people or property
- Possessed or used any illegal drugs or fireworks
- Used profanity or vulgarity
- Committed robbery, theft, extortion, vandalism, arson, forgery, and any lewd, indecent or obscene act
- Threatened to bomb, burn or destroy school buildings or property
- Engaged in fights, gambling, or verbal abuse of a person
- Unauthorized use of, or access to, computers, software telecommunications, and related technologies
- Used a computer to communicate threatening, harassing or indecent messages, or downloaded obscene material
- Willfully defied the authority of school personnel
- Violated any law, regulation of the military installation or school, or policy of the DoDDS system
- Possession of a weapon, including, but not limited to, knives and BB guns
- Harassed anyone in any form

DRESS AND GROOMING REGULATIONS

Students need to be neatly and appropriately dressed to present themselves as ready to learn. Administration will make the final determination on the appropriateness of dress. The following are not permitted for safety and decency factors:

1. Baggy pants with or without a belt, pants hanging below the waist (sagging), bare feet, bare midriff (stomach and back area), halters, spaghetti straps, short shorts (should reach the tips of the fingers), cut-off shorts, low cut blouses or shirts (that show cleavage), see-through clothing, and other items of clothing that are determined to be “too revealing”
2. Articles that could cause damage to other students or property such as a chain
3. Unsanitary or torn clothing including cutoffs (shirts, shorts, or pants)
4. Obscene writing on clothing, or any slogans that are derogatory to any racial, ethnic, or religious group
5. Dark sunglasses in class unless medically approved in writing
6. Hats or any material used as head covering will not be worn inside buildings. (In order to treat all students fairly and equally, boys and girls are required to follow this regulation)

GENERAL INFORMATION

GUIDELINES FOR SCHOOL DANCES

- Each dance has specific guidelines stipulating who may attend. These guidelines apply to both Yokosuka Middle School students and any approved visitors.
- Signed administration approval is required for all visitors to a dance. The school must have complete information on guests at least **three days** before the day of the dance. This includes complete name, the family telephone number, school attended, and grade level.
- Each student attending the dance must be ready to produce an ID card if it is requested.
- Parents of Yokosuka Middle School students who are inviting non-YMS guests are expected to be responsible for their children’s guests in the event of a disciplinary situation, an accident, or an illness. (We recommend that parents contact the guest’s parents in advance of the dance, so they have a clear understanding of all details related to this responsibility.)
- Unless otherwise stated, all YMS dances are dressy casual. This means dresses, pant suits for girls, slacks, and a collared shirt for boys. Jeans are also permitted for girls and boys as long as they not torn and tattered.
- **High school students are NOT allowed to attend middle school dances.**

BUS INFORMATION

The time students spend going to and from school is an extension of their school day. School buses are considered an extension of the school campus and as such, the schools’ Transportation Officer will be disciplining inappropriate behavior on the buses. Principals may also take disciplinary action for school bus misconduct consistent with DoDEA Regulation 2051.1.

Although the bus driver is charged with the safety of the passengers and the safe conduct of the vehicle, students and parents share the responsibility for safety. Any activity diverting the bus driver's attention from traffic/road conditions, thereby jeopardizing the passenger's safety, will not be tolerated. Absences from school or tardiness to classes due to the withdrawal of school bus privileges will be counted as unexcused and/or truant.

Students are responsible for safekeeping their assigned student bus passes. Students must ride to and from school on their assigned bus. Students are required to present their bus pass to the driver as they board the bus. Students or their sponsors must report lost or damaged school bus passes to the local school bus management office before a pass is replaced.

If you have any questions or concerns, the bus transportation office phone number is: 243- 9564.

EXTRA-CURRICULAR ACTIVITIES

Each participant in extra-curricular activities must be in regular attendance in all classes the day of an activity. Fine Arts participants must abide by the rules established by the Fine Arts department. The following is a list of many of the activities at Yokosuka Middle School. Suspended students will not be permitted to participate.

CLUBS & ACTIVITIES

Band	Math Counts	Robotics Club
Beautification Club	National Junior Honor Society	Rubber Stamping/Scrap booking Club
Computer Club	Spanish Club	AVID
Drama Club	Student Council	Newspaper
Essay Contests	Yearbook	PALS
Japanese Club	Cup Stacking	PAWS Volunteers
Brain Bowl	Dragon Day	Sullivans' Readers
Dragon Drumming	8 th Grade Promotion	Homework Helpers
Math Field Day	Junior Science and Humanities	Chess Club
Chorus	Intramural Sports	

LUNCH

Yokosuka Middle School has a closed campus policy. All students are expected to eat in the school cafeteria. If a middle school student wishes to eat off campus, the parents must sign their student out of and back into school. Applications for free or reduced lunch are available in the main office. Please note that the NEX manages the school lunch program. If you have any concerns about the lunch program, please direct your questions to them. Bringing food for groups of students to the cafeteria is prohibited.

STUDENT HEALTH SERVICES

Student Health Services is a health program with community ties. The school nurse is the school representative and facilitates implementation of the program. If you have any feedback or questions, please call the YMS school nurse at 243-9243.

IMMUNIZATION REQUIREMENTS

All students entering or attending YMS must meet DoDDS immunization requirements. A copy of these requirements is available upon request at the school. We greatly appreciate updates to your child's immunizations. These proofs of immunization should be submitted to the school nurse. DoDDS policy allows a 10-day grace period during which time a student may be allowed to attend school without required

immunizations; however, after 10 days, a student may have to be withdrawn. Watch for general immunization notices on CFAY Channel 7, YMS Newsletter, and your email. Individual update notices will be mailed home to the family with instructions, so please update changes in your address. The USNH Immunization Clinic administers all immunizations required by the school. Call ahead for clinic hours at 243-5521. USNH Yokosuka also requires PPD skin checks every three years; therefore, if your child is a known PPD converter, please submit an annual TB clearance form to the school nurse. Call Preventive Medicine at 243-2608 to obtain the clearance form and make an appointment.

A copy of your child's most recent immunizations is required during spring registration. Please be prepared and bring all documentation of these to minimize delays.

EMERGENCY CONTACTS

It is important for families to have at least one emergency contact in the school's student management system. The emergency contact person is called if a parent cannot be reached for illness or injury. We encourage you to supply your emergency contacts with a medical POA so they may obtain medical treatment for your child at the hospital.

WHEN TO KEEP YOUR CHILD HOME BECAUSE OF ILLNESS/INJURY

We know you are good parents and try to address all health injuries/illnesses at home. Please do not send your child to school sick. The school nurse should not be used as a sick call. If your child expresses that he/she feels ill in the morning, it may be helpful to use the guide below in assessing when to keep him/her home. A child who does not feel well will not be at his/her best learning potential. We want all our children to feel and learn well!

What to look for when you keep a child home:

Flushed Appearance	Inflamed Eyes with Continuous Discharge	Excessive Coughing
Fever (temp. over 100)	Vomiting/Nausea	Severe Sore Throat
Unusually Pale Skin	Frequent Diarrhea	Difficulty Eating or Breathing
Joint/Muscle Aches and Pains		

ILLNESSES DURING SCHOOL

If students become ill during school, they should request to see the nurse from their classroom teacher and then proceed to the health office with their planner/pass. The school nurse will evaluate the student and contact parents if necessary. Students will not be allowed to call from the classrooms to have their parents pick them up. All students leaving school due to illness must log out in the Main Office.

MEDICATION AT SCHOOL

All prescription and over-the-counter medications brought to school must be given to the school nurse. A "Hold-Harmless Letter" signed by both the physician and the parent must accompany all medications to be dispensed at school. All medication supplied to the school must be delivered by an adult and in the original and/or pharmacy labeled container. Special arrangements can be made for those students who use inhalers and must carry the inhaler on them. Contact the school nurse about any medication question. The Hold Harmless Letter can be obtained from the physician prescribing the drug at the hospital or from the school nurse. ***DoDDS policy dictates that the school nurse may not dispense over-the-counter medications for minor aches and pains.**

MEDICAL APPOINTMENTS

If your child has an appointment during school hours, please come to the Main Office and sign out in the log book, and at that time, your child will be released from class. If your child returns to school afterwards, please sign him/her back in at the Main Office. A hall pass written in the student's planner, issued by the office staff, will be given to excuse him/her back to class.

HEALTH SCREENINGS

School wide health screenings usually occur during early fall and may include one or all of the following: dental, vision, hearing, scoliosis, height, and weight. Only **7th grade** students receive the entire battery of screenings listed and parents and students are notified ahead of time. This prepares them to bring their glasses for the vision check and wear comfortable clothing for the scoliosis check. Recommended clothing for young ladies during a scoliosis check is sports bra, leotard, or swimsuit top; for young men, a sleeveless form fitting t-shirt. If you are concerned about your child's hearing or vision, please call the school nurse who can do a screening and recommend further follow-up.

INDIVIDUAL HEALTH PLANS

Coordination exists among the school nurse, USNH, and EDIS. If your healthcare provider desires help during school hours in treatments or medically related interventions, please ask him/her to contact the school nurse at 243-9243.

CHILD ABUSE AND NEGLECT

It is the legal responsibility of school personnel to report any suspected child abuse or neglect directly to Family Advocacy.

LOCKERS

Lockers are available for all students. Team leaders and seminar teachers assign lockers at the beginning of the school year. Students should observe the following:

- Do not change lockers without permission from the assigned teacher
- Do not share lockers
- Do not deface lockers (such as writing, scratching, or applying stickers)
- Do not leave the locker unlocked at any time
- **DO NOT GIVE THE COMBINATION TO ANYONE**

LOST AND FOUND

Students who find valuable articles should take them to the Main Office where the owner can claim them. Students who lose wallets/valuable items should report their loss to the Main Office. Clothing and other items found should be taken to the cafeteria where the owner can claim them. Unclaimed clothing will be disposed of at the end of each quarter. Textbooks will be turned in to Supply.

BICYCLES

All bicycles should be locked in one of the bike racks by the classrooms and are not to be ridden on the campus. The base requires bicycle registration at PMO and helmets for riders.

SKATEBOARDS/ROLLERBLADES/SCOOTERS/HEELIES ETC.

Skateboards/roller blades/scooters, etc. are not permitted on school grounds and may not be used in any part of a school building or outside areas of the campus. This includes, but is not limited to, the sidewalks around the campus and the courtyard. "Heelies" are not permitted in the school building as well.

VISITORS

All visitors to Yokosuka Middle School must first sign in at the Main Office and receive a Visitor's Pass. Written approval from the school's administration is required **three days in advance** before guests are allowed to visit our campus. Approval forms are located in the Main Office. Parents are welcome to visit the school at any time; however, it is requested that you call the school prior to the visit in order to avoid possible class conflicts, special programs, testing, or any other special event planned by the teacher.

TELEPHONES

Telephones are located in the Main Office for on and off base calls. Students are not to use any other phones, including personal cell phones. Students are asked to limit their calls to **emergencies only**. Permission to use the phones will be done on a case-by-case basis. Phones in the teachers' workrooms and classrooms are off limits to all students.

BULLETINS

All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced in the Daily and Student Bulletins each day. Special notices are posted in the main office, the library, the cafeteria, or on corridor or classroom bulletin boards. The administration or faculty sponsor must approve all posters that advertise school-sponsored events.

MESSAGES FOR STUDENTS

Only **emergency** messages should be left in the Main Office for delivery to students. Delivering messages disrupts classes and often take a large chunk of time from other required administrative duties. Additionally, the school does not always have the necessary manpower to deliver these messages. Messages are normally delivered at the end of the school day. Please make arrangements for after school activities with your children prior to sending them to school.

CHANGE OF ADDRESS

Please inform the Main Office if you change your home or work address or telephone number. When a parent is deployed for long periods of time, it is critical that the Main Office has the remaining parent's work and home phone numbers on file.

POWER OF ATTORNEY

When parents depart from Yokosuka without their children, they should notify the school with the name and phone number of the adult guardian and leave a copy of a Power-of-Attorney with the Main Office. School personnel need to know whom to contact in the event of an emergency.

LIBRARY/INFORMATION CENTER

The library is open to all YMS students in grades 6-8.

- The library is open daily from 0715-1500

- Students must sign in and out of the library when they are not a part of an entire class. Individual students will have their planners signed by the teacher whose project requires them to use the Information Center for research materials. They can also obtain passes for use during lunch recess from the Information Center staff.
- Books - Students who have overdue materials may not check out additional books until the overdue material is returned. Lost books must be paid for or replaced.
- Magazines – Current issues are displayed as soon as they are received and should be used in the library; they are not to be removed from the library. Back issues of magazines are shelved in the periodical room. Back issues may be checked out for three days.
- Video materials – Students may check out video materials overnight; they must be returned before first period the next day. Reference materials do not circulate, but a photocopier is available in the Information Center.
- Student behavior and attitude in the library should show respect for the rights of others. Students must be considerate in the use of materials and return them to their proper places.
- Students are not allowed to eat or drink in the library at any time.
- Students may access the Internet and use library computers after they and their parents sign a DoDDS Computer Use Agreement Form. We expect students to use all school computers responsibly and appropriately. Abusing computer privileges may result in suspension for a five-day period.

BOOK ISSUANCE

Teachers are responsible for the distribution and collection of textbooks. Each student is required to list his/her name, the teacher's name, and the year in the front cover of each textbook. Teachers will check that departing students turn in their books and pay for loss or damages.

LOST OR DAMAGED BOOKS PROCEDURES

Students who lose a library book or textbook should go to the Supply Room and have a DD 1131 form prepared. The student then takes the form to the administration for a signature. After an administrator signs the form, it is taken to the cashier in PSD for payment of the indicated amount. The student should then return the paid voucher to the Supply Clerk and show the teacher the student's copy of the voucher. Students may also replace lost books by purchasing them from any commercial source. It is also helpful if parents consider replacing lost and/or damaged library books and textbooks at their own expense, so that the number of books remains the same.

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