

# Seoul American Middle School

Work Smart - Get Smart

Home of the Tenacious Bulldogs



Parent/Student Handbook

2007 - 2008

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# Seoul American Middle School



Seoul American Middle School

Unit 15549

APO AP 96205-5549

<http://www.seoul-ms.pac.dodea.edu/index.htm>

*Home of the Tenacious Bulldogs*

*"Work Smart ~ Get Smart"*

Mr. Darrell R. Mood, Principal

Ms. Samia S. Mounts, Assistant Principal

## *Mission Statement*



*Seoul American Middle School is a team of community members, parents, administrators, teachers and students devoted to the advancement of students' academic and social skills to ensure success in the 21<sup>st</sup> Century."*

*We will prepare students to:*

- *Use a variety of learning strategies to understand informational texts and vocabulary.*
- *Use critical thinking skills to develop academic knowledge.*
- *Be creative problem solvers.*
- *Use technology productively.*
- *Make responsible choices.*
- *Set personal and educational goals.*
- *Demonstrate good citizenship.*
- *Communicate effectively.*

## *School Improvement Goals*

All students will increase their ability to gain information from text in all curricular areas.

All students will improve writing skills across the curriculum.

# Chain of Command

## **Mr. Darrell Mood**

Principal, Seoul American Middle School

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## **Mr. Charles Toth**

Superintendent, Korea District

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## **Dr. Nancy Bresell**

DoDDS Pacific/DDESS Guam, Area Director, Okinawa

## **Dr. Joseph Tafoya**

Department of Defense Education Activity, Director

4040 North Fairfax Drive

Arlington, VA 22203-1635

## **Administrative Information**

<b>School Office:</b>	<b>736-7337/7364</b>
<b>Guidance Office/Registrar:</b>	<b>736-5087</b>
<b>Attendance Office:</b>	<b>736-7337</b>
<b>School Nurse:</b>	<b>736-5091</b>
<b>Bus Office:</b>	<b>738-5032</b>

## School Year 2007-2008

### Bulldog Calendar

#### First Semester

##### 2007

Monday, August 27	Begin First Quarter and First Semester
Monday, September 3	Labor Day - Federal Holiday
Monday, October 8	Columbus Day - Federal Holiday
Tuesday, October 16	Early Release
Friday, October 19	Educators Day - No school for students
Thursday, November 1	End of First Quarter
Friday, November 2	No school for students - teacher work day
Monday, November 5	Begin second quarter
Monday, November 12	Veterans Day - Federal Holiday
Thursday, November 22	Thanksgiving - Federal Holiday
Friday, November 23	Recess Day
Wednesday, December 12	Accelerated Withdrawal Date (Fall Semester)
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas - Federal Holiday

##### 2008

Tuesday, January 1	New Year's Day - Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day - Federal Holiday
Thursday, January 24	End of Second Quarter and First Semester
Friday, January 25	No school for students - teacher work day

#### Second Semester

Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Presidents Day - Federal Holiday
Thursday, April 3	End of Third Quarter
Friday, April 4	No school for students - teacher work day
Monday, April 7	Begin Spring Recess
Monday, April 14	Instruction Resumes - Begin Fourth Quarter
Wednesday, May 14	Accelerated Withdrawal Date (Spring Semester)
Monday, May 26	Memorial Day - Federal Holiday
Thursday, June 12	End of Fourth Quarter and Second Semester
Friday, June 13	No school for students - teacher work day

## A/B Block Calendar 2007-2008

### AUGUST

W	Th	F	M	T	W	Th	F
22	23	24	27	28	29	30	31
W	W	W	A	B	A	B	A

### SEPTEMBER

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28
H	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	I	A	B	A

### OCTOBER

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W
1	2	5	6	7	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31
B	A	B	A	B	H	A	B	A	B	A	B	A	B	I	A	B	A	B	A	B	A	B

### NOVEMBER

Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
A	W	B	A	B	A	C	H	B	A	B	A	B	A	B	H	H	A	B	A	B	A

### DECEMBER

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M
3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31
B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	H	H	H	H	H	H

### JANUARY

T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th
1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30	31
H	H	H	H	A	B	A	B	A	B	H	A	B	A	H	B	A	B	A	W	B	A	B

**FEBRUARY**

F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	4	5	6	7	8	11	12	13	14	15	18	19	20	21	22	25	26	27	28	29
A	B	A	B	A	I	B	A	B	A	B	H	A	B	A	B	A	B	A	B	A

**MARCH**

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M
3	4	5	6	7	10	11	12	13	14	17	18	19	20	21	24	25	26	27	28	31
B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B

**APRIL**

T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W
1	2	3	4	7	8	9	10	11	14	15	16	17	18	21	22	23	24	25	28	29	30
A	B	A	W	H	H	H	H	H	B	A	B	A	C	B	A	B	A	B	A	B	A

**MAY**

Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	5	6	7	8	9	12	13	14	15	16	19	20	21	22	23	26	27	28	29	30
B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	H	A	B	A	B

**JUNE**

M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	9	10	11	12	13
A	B	A	B	A	B	A	B	A	W

**A - A DAY**

**W - WORKDAY**

**B - B DAY**

**H - HOLIDAY**

**I - INSERVICE**

**C - CONFERENCES**

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## Seoul American Middle School Class Schedule

Although students may not enter the buildings until 0755, the cafeteria is open at 0730.

"A" Day	"B" Day	Bell schedule
Students may enter building		0755
A-1	B-1	0800 - 0925
A-2	B-2	0930 - 1055
Nutrition Break		1055-1115
A-3	B-3	1115 - 1240
6 <sup>th</sup> & 7 <sup>th</sup> Grade Lunch		1240 - 1315
8 <sup>th</sup> Grade Lunch		1315-1345
A-4 (6 <sup>th</sup> & 7 <sup>th</sup> )	B-4 (6 <sup>th</sup> & 7 <sup>th</sup> )	1315 - 1435
A-4 (8 <sup>th</sup> )	B-4 (8 <sup>th</sup> )	1245-1315 & 1345-1435
Buses Depart		1450

### A-4 Class and Lunch Schedule Exceptions

Gifted Ed 6<sup>th</sup>/7<sup>th</sup>/8<sup>th</sup> and 7<sup>th</sup>/8<sup>th</sup> Physical Education students have first lunch.

7<sup>th</sup> grade students enrolled in Art, Chorus, Int. Band, Spanish 1 and Video Productions have second lunch.

### Seminar Lunch and Class Schedule

No exceptions. 6<sup>th</sup> and 7<sup>th</sup> grade students have first lunch. 8<sup>th</sup> grade students have second lunch.

## Early Release Schedules

"A" Day	All Grades
Students May Enter Building 0755	
A-1	0800-0845
A-2	0850-0930
A-3	0935-1015
A-4	1020-1100

"B" Day	All Grades
Students May Enter Building 0755	
B-1	0800-0900
B-2	0905-1000
B-3	1005-1100

## 2 Hour Delay Schedule

"A and B" Days	All Grades
Students May Enter Building 0755	
A-1/B-1	1000-1050
A-2/B-2	1055-1145
A-3/B-3	1150-1240
A-4/B-4(6 <sup>th</sup> & 7 <sup>th</sup> )	1315 - 1435
A-4/B-4(8 <sup>th</sup> )	1245-1315 & 1345-1435

The curriculum at Seoul American Middle School is designed to meet the needs of students who are making the transition from childhood to adolescence. These young people are neither children nor adults. They are in transition and have characteristics of their former and future stages of life.

## COURSES

<b>Sixth Grade</b>		
<b>Core Classes Year-long (For All Students)</b>	<b>Encore Courses Exploratory Wheel 1 Quarter-length</b>	<b>Encore Courses Exploratory Wheel 2 Quarter-length  (Students will take 4 of these courses)</b>
Language Arts 6	Art (quarter)	Reading (quarter)
World Culture	Passport Mandarin Chinese (quarter)	Science Research (quarter)
Mathematics 6	Keyboarding (quarter)	Literature Enrichment (quarter)
Integrated Science1	Korean Culture Education (quarter)	Map Skills (quarter)
Physical Education (3/quarters) Health (1 quarter)	<b>Semester Electives:</b> 6 <sup>th</sup> Beginning Band	Graphic Arts (quarter) 6 <sup>th</sup> Math Lab
Seminar		<b>Yearlong Electives:</b> Advisory: (If enrolled in elementary program/reviewed for placement) Reading Lab: (Review for placement) Strings Ensemble: (Must have own instrument & audition)

## COURSES

<b>Seventh Grade</b>			
<b>Core Classes</b> (For All Students)	<b>Encore Classes</b> (Semester Electives)	<b>Yearlong Electives</b>	<b>Yearlong Electives for High School Credit</b>
Language Arts 7	Art	Advisory	French 1
Mathematics 7 or Algebra	Chorus	AVID	German 1
Integrated Science II	Journalism	Reading Lab	Korean 1
World Geography	Drama	Strings Ensemble	Mandarin Chinese 1
Seminar	Environmental Science	Beginning Band 7 <sup>th</sup> /8 <sup>th</sup>	Spanish 1
Computer Applications (semester)	Introduction to Computer Programming	Intermediate Band	<b>Korean II</b> (Requires a review for placement)
Reading (quarter)	Graphic Arts	Advanced Band	
Study Skills (quarter)	Math Lab		
PE or Combative Sports (semester)  <i>(Combative sports replaces PE &amp; requires your own uniform)</i>	Video Productions		

## COURSES

<b>Eighth Grade</b>			
<b>Core Courses</b> (For All Students)	<b>Encore Classes</b>	<b>Yearlong Electives</b>	<b>Yearlong Electives for High School Credit</b>
Language Arts 8	Art	Advisory	French 1
Mathematics 8 or (Algebra or Geometry HS Credit)	Chorus	AVID	German 1
Pathways to Careers (semester)	Journalism	Reading Lab	Korean 1
Seminar	Drama	Strings Ensemble	Mandarin Chinese 1
US History	Environmental Science	Beginning Band 7 <sup>th</sup> /8 <sup>th</sup>	Spanish 1
Integrated Science III	Introduction to Computer Programming	Intermediate Band	French II
PE (3 quarters) Health (1 quarter) Or Combative Sports (semester)	Graphic Arts	Advanced Band	German II
*1 semester of PE may be waived to accommodate a year- long elective.	Math Lab		Korean II or Korean III (Requires a review for placement)
	Video Productions		Spanish II

## Physical Education Participation

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

Students are expected to dress out for physical education. Students not appropriately dressed out will not participate in class activities for that period; as a result, points will be deducted from their daily grade.

## Homework

DoDDS strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. It is DoDDS policy that homework will be assigned within the DoDDS system in accordance with the needs and objectives of individual students and in support of the learning objectives of the particular curricular area. It should be recognized that "homework" may not always be paper and pencil tasks.

## Responsibilities

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

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

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

- A quiet place to work.
- Necessary materials, such as paper, pencils, notebooks, etc.
- A regularly scheduled study time.
- Reviewing the student planner.
- 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 which meets the criteria outlined above.
- Monitoring the students as they record the assignments in the planner.
- Providing sufficient classroom instruction, giving clear and complete directions, and modeling organizational skills by listing objectives and assignments on the board daily.
- Checking homework for completeness and mastery of concepts and skills as appropriate to the assignment, and informing students and parents of student performance and the completion of homework assignments as appropriate.

**Administrators** are responsible for:

- Ensuring that 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.

### **Grading System**

Official reports of academic grades are issued at the end of each marking period. Parents and students should keep these reports. Letter grades are based on a great deal more than marks received on tests, quizzes, and semester exams. They include class discussion, laboratory or hands-on experiences, homework, projects, etc. Parents should expect report cards to arrive through the Military Postal System approximately one week to ten days after the end of all marking periods. Refer to the school calendar for dates. The incomplete (I) grade may be given when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive excused absence from school. This temporary grade is not given to students who attended class regularly and could have completed the assignments on time. When a grade of "I" is given, the counselor and the teacher will determine the length of time needed to complete the work, but this should normally not extend beyond the number of days the student was absent from school. Once the deadline has been established and the required work is not completed, the "I" will become an "F." In preliminary computations of the student's grade point average, the grade of "I" is equivalent to zero grade points.

#### **DoDDS Grading Scale/Grade Points**

A 90-100 percent	4 points	F 59 percent and below	0 points
B 80-89 percent	3 points	I Incomplete (until removed)	0 points
C 70-79 percent	2 points		
D 60-69 percent	1 point		

### **Counselors**

School counselors are here for students. They also work with teachers and administrators to assist students in acquiring the skills necessary to lead productive and fulfilling lives. Students may see their counselor for academic and personal concerns and for educational testing. A sign-up sheet is provided in the counselor's office. Class time can be made available for students to visit the counselor when appropriate arrangements have been made.

### **Course Selection**

Counselors assist students in developing the programs which will best suit students' individual needs. Students should be aware that once they are enrolled in a course, that course might only be dropped for valid reasons determined by and with the recommendation of a staff member, the placement committee, a parent, or the administration. *Final approval rests with the principal.*

## **School Nurse**

Primary responsibility for a student's health belongs to the parents. Students who are ill or injured should remain at home, or if necessary be taken to the hospital. They should not be sent to school with instructions to go to the school nurse. Students who are ill cannot learn effectively, and they spread infection to other students. The school nurse provides services for students who become ill or injured during the school day. Students who are ill or injured should get a pass from their teacher. The nurse will contact the sponsor if the student should be taken home or to the hospital. It is expected that parents will make every effort to pick students up as soon as possible. If it is not possible to reach the parents or designated emergency contact, the sponsor's unit will be asked to provide assistance.

## **Drug-Free School and Learning Environment - DoDDS Policy**

Possession of, being under the influence of, or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus during the school day or during any school-sponsored trip or activity is not permitted. Appropriate discipline will be taken if these standards are not met. All prescription drugs are to be kept by the nurse (See Medication.)

## **Attendance**

It is expected that all students will attend school regularly and punctually. Regular school attendance is vitally important. It promotes successful learning as well as development of the habits needed for the responsibilities of adult life especially in the workplace. Although it may be possible to make up reading and written assignments, it is not possible to replicate teacher-directed lessons, class discussions, laboratory experiences, etc. Missing this instruction may adversely affect the student's learning and therefore her/his grades. Students and sponsors are responsible for ensuring that students arrive on time and attend classes regularly unless they are ill, have medical or dental appointments, have followed procedures outlined below for Advanced Notification and Request for Excused Absence, or an emergency occurs. Excessive absences and tardiness will result in disciplinary action. Five or more unexcused absences in any quarter will result in a mandatory conference between parent, student and the administration. Extended unexcused absences will be reported to the base agency and Family Advocacy.

## **Notification of Absence**

When your child will miss school, do your best to assure that you call 736-7337 before 0730 to inform the school of your child's absence and the reason. When teachers know that a student will not be in class, and the reason, it helps them anticipate student needs.

## **Sign In/Out Procedures**

Students will not be allowed to leave campus without a parent present to check them out. Prior arrangements can be made with the administration via the telephone. Parents must sign students out during the school day in the office logbook and sign them back in upon their return that day. If students are needed for appointments during the day, parents should provide their student with a signed note stating what time the parents will come to pick their student up in the office. The student then shows this note to the teacher and will be released to the office for pick-up. This precludes interruptions to class instruction.

## **Contacting your Child at School**

Seoul American Middle School is a closed campus. 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 from school before they leave home in the morning and what their after-school options are. Classes should not be interrupted for this type of message. Students are not permitted to leave the campus for any reason unless they have permission to leave school with the proper school permission form. To leave campus without permission is considered truancy.

## **Unexcused Absence or Tardiness**

Examples of unexcused absence or tardiness are oversleeping, missing the bus, walking the dog, baby-sitting, going home for forgotten homework or school materials, having to take the late shuttle because of suspension, or not having a parent call the school when a student will be absent or late. Students whose absences or tardies are unexcused will be allowed to make up work; however appropriate disciplinary action may occur.

## **Make-Up Work**

After an absence, students should check with all of their teachers to make sure that work missed is completed. It is the student's responsibility to take care of all make-up work. Failure to do so may result in a failing grade. Each individual teacher will determine make-up procedures in his/her class. The rule for time allowed for making up class work due to an absence will be as many days as the student was absent. Cases of prolonged illness or family trips will be given special consideration. In such cases, assignments may be obtained through the office.

## **Advanced Notification and Request for Excused Absence**

If a student/sponsor desires to request that class work be provided during a prolonged absence, the request must be submitted through the office at least three days prior to departure. When the class work has been provided, it must be completed and returned to each teacher within the **first two days after** the student's return to school. If it is not turned in as required, all assignments may be recorded as a failing grade in the grade book. Students will be required to sign a memorandum of understanding to this effect with the office prior to departure. Please note, if a family requests Advanced Notification and Request for Excused Absence after the established authorized departure date for PCSing families and/or will not be returning until after the last day of school, no class work will be provided and students will receive a grade to date for the quarter. If this is the case, students will be expected to turn in all textbooks and materials, clear their locker, and clear the media center before leaving.

## **Tardiness during the School Day**

Students who are late to class miss the teacher's introduction of the lesson, initial instruction, and/or expectations for that day. They also disrupt instruction for the other students in the class. Unexcused tardiness during the school day is recorded as a violation of the school rules. The teacher (s) will contact the parents to notify them that the student is repeatedly tardy. If the problem is not resolved, the student will be referred to the administration and appropriate disciplinary action will occur.

## Honor Roll

The honor roll will be posted after each nine week marking period. A failing or D grade in any subject automatically disqualifies the student from the honor roll, regardless of the grade point average. The honor roll is divided into three levels.

Level	Grade Point Average
Principal's Honor Roll	4.00
High Honor Roll	3.50 - 3.99
Honor Roll	3.00 - 3.49

## National Junior Honor Society (NJHS)

The Seoul American Middle School National Honor Society is open to any student who qualifies for membership as described by the NJHS by-laws. A student must maintain at least a 3.5 grade point average in order to be considered for membership and to remain as a member. Selection is by the faculty based on the scholarship, character, leadership, and service criteria published by the National Junior Honor Society. NJHS students are required to attend regular meetings and to complete an annual service project. Selection to the Seoul American Middle School chapter entitles a student admission to another school's NJHS chapter upon transfer. Students who are already NJHS members and PCS to SAMS must show their NJHS membership card or induction certificate before actively participating in NJHS. Induction programs will be held once a semester.

## President's Award for Educational Excellence

Certificates are given only to the exiting grade from middle school (grade 8). The criteria for this award are as follows:

**B+ average:** The overall B+ average is composed of all grades in the school including the fall semester of the final year. It is equivalent to a 3.5 on a 4.0 point scale or 85 on a 100-point scale.

**Test scores:** Standardized Achievement Test Battery Score is at the 85th Percentile. The battery must be from the current or preceding academic year and include both verbal and mathematical skills.

## Policy Regarding Dances

Participation in school dances is limited to those students currently enrolled at SAMS. Deadlines will be imposed after which students may not enter the dance. School dress codes will be maintained. Once a student leaves the dance, he/she will not be permitted to re-enter and must immediately leave the campus. Parents are responsible for students' transportation home immediately after school dances.

## **Student Activities Program**

The activities program is designed to be in harmony with the middle school philosophy and its goals and strategies as stated in our philosophy. Care is taken to avoid emulating the high school activity program, especially in regard to athletics and those activities surrounding athletics.

Students have an opportunity to explore a wide variety of activities in a non-threatening environment. The activities include both group and individual participation. These activities are selected to help the student make the transition from playtime activities to group and individual participation in areas of interest both now and possibly in the future. The following are **examples of** and **not limited to** some of the activities that may be offered:

National Junior Honor Society  
Student Council  
Yearbook  
Junior Science and Humanity Symposium  
Intramural Sports

Students participating in an after school activity must report to the appropriate area no later than 1500 hours. Any late arrivals to the activity will not be able to participate that afternoon and must immediately leave the campus. Students who are not participating in an authorized after-school activity must leave the campus no later than 1445 hours.

## **AAFES LUNCH PROGRAM**

All students are expected to eat lunch at school and may not leave the campus for lunch. You may bring lunch from home or purchase one in the school cafeteria. AAFES operates the hot lunch program. You may pay cash in the cafeteria at the time you purchase lunch, or you may put money into the debit system at the cafeteria or at the cashier's cage of the Yongsan Post Exchange. Some families may be eligible for reduced price meals. You can pick up application at SAMS office for this program. Students may additionally purchase ala carte entries. Students must use cash for these ala carte purchases. You may not use debit system for ala carte entries.

### **Cafeteria Conduct**

Students who intend to eat lunch will enter the cafeteria through the entrance door only. They will then (1) get in line to buy lunch, or purchase food a la carte, or (2) find a seat to eat their sack lunch. Students must get in line immediately if they are buying a lunch, eating a la carte, or purchasing a drink. This insures that all students will be served a lunch before anyone is allowed to buy a second lunch. Students will treat the cafeteria personnel with respect at all times. No cutting in line is allowed. Anyone caught cutting or allowing other students to cut will be sent to the end of the line. Once seated, students will remain seated until they finish their lunches. There will be no table hopping, standing to eat, food throwing, or eating off of other students' plates. It is also understood that shouting, yelling, screaming, running, play fighting, or other such activities are prohibited. Once finished, students will be responsible for cleaning their area and placing all trash and lunch trays in the proper receptacles. When returning trays to the designated window, students will be expected to stack the trays correctly, fitting them one on top of the other. Students who elect an outdoor break option will then be expected to depart the cafeteria through the exit door with all their possessions.

### **Nutrition Break**

The daily schedule includes a 20-minute morning "Nutrition Break" from 10:55 to 11:15. Students will be allowed to move to the common areas of campus to enjoy a snack that they have either brought from home or have purchased from other organizations on campus. Some suggested snack foods would be fruit, juice, crackers, and noodles. We encourage healthy snacks.

### **Lunch Break Options**

Lunch break options include remaining in the courtyard where students may sit and stand to visit with friends, the basketball courts, the library, or staying in the cafeteria. In the cafeteria students must remain seated once they have cleared their tables. Table-hopping is not allowed.

### **Rainy Day**

Normally, the cafeteria is opened to students at 0745. On rainy days/snow days, the cafeteria will be opened at 0730 to accommodate students. During rainy day/snow day lunch break, students must remain in the cafeteria during their normally scheduled break period. On rainy days/snow days, crowded conditions require that students remain seated and visit with their friends once they have finished their lunch and cleared their table. It will remain in force throughout all lunch periods unless rescinded by the administration, weather permitting.

### **SAMS Referral Procedure**

The understanding here is that categories are cumulative, meaning that a second offense in one (same) category, even if it is of a different type from the first, counts as second offense (i.e. one disruptive behavior in class + one dress code violation would result in parent notification and detention).

Teachers will handle minor cases of disruptive behavior using their own in-class behavior management plans, which may include such actions as warnings, conferences, detentions, parental contact, and reassignment of seats. It is understood that when a teacher refers a student, previous disciplinary steps have been taken and referral to administration is due to the fact that there has been no improvement of a student's behavior. It is also understood that teachers may refer serious disciplinary issues (immediate referrals) directly to the administration.

#### **Referral Procedures for Repetitive Behaviors (Categories A & B):**

1. In class: Staff maintains a classroom behavior management plan.
2. Referral: When the classroom behavior management plan is no longer effective, the staff member will:
  - A. Complete the "For Staff" section on the SAMS referral sheet for each student.
  - B. Collect student statements when appropriate.
  - C. Send student(s) with the referral to the administration.
3. Student: Students will complete the "Think Sheet" upon arrival at the front office.
4. Administration: When a referral is sent from a staff member, the administration will:
  - A. Collect the completed SAMS referral form from staff and make further inquiries when appropriate.

- B. Determine the number of administrative referrals for the student.
  - C. Make administrative determination of action using SAMS behavior rubric and collected information.
  - D. Complete "For Admin." section of SAMS referral sheet and provide copies to referring teacher, counselor and parent as soon as possible.
5. Parents: Discuss situation with an administrator and provide follow-up actions at home.

**Referral Procedures for Immediate Referrals (Categories C & D):**

- 1. In class: Staff maintains classroom behavior management plan.
- 2. Referral: When student behavior is immediately unsafe, the staff member will:
  - A. Complete "For Staff" section on the SAMS referral sheet for each student.
  - B. Collect student statements when appropriate.
  - C. Send student(s) with referral to administration.
- 3. Student: Student will complete "For Student" section of the SAMS referral sheet in front office.
- 4. Administration: When a referral is sent from a staff member, the administration will:
  - A. Collect completed SAMS referral form from staff and make further inquiries when appropriate.
  - B. Determine number of administrative referrals for that student.
  - C. Make administrative determination of action using SAMS behavior rubric and collected information.
  - D. Complete "For Admin" section of SAMS referral sheet and provide copies to referring teacher and counselor the next school day.
- 5. Parents: discuss situation with administrator with appropriate follow-up parental actions at home.

**A AND B CATEGORIES RUBRIC**

These behaviors are initially handled by individual teachers or teams, and warrant referrals after repeated incidents or if initial incidents are severe.

**A CATEGORY BEHAVIORS**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Affection, excessive public display</li> <li>▪ Cheating</li> <li>▪ Disruptive behavior, in classroom or common areas</li> <li>▪ Dress code violation</li> <li>▪ Horseplay</li> <li>▪ Littering on campus</li> <li>▪ Nuisance items</li> </ul> | <ul style="list-style-type: none"> <li>▪ Profanity/vulgarity—in general, public conversation or class</li> <li>▪ Skipping - teacher detention</li> <li>▪ *Slander</li> </ul> |
|--|--|

**A CATEGORY CONSEQUENCES**

<u>1<sup>st</sup> Referral**</u>	<u>2<sup>nd</sup> referral</u>	<u>3<sup>rd</sup> referral</u>	<u>4<sup>th</sup> referral</u>	<u>5<sup>th</sup> and subsequent referrals</u>
<i>Counseled by Admin, possible detention assigned</i>	<i>Parent notified, detention assigned by admin</i>	<i>Saturday school</i>	<i>1 day suspension</i>	<i>2 days suspension</i>

**B CATEGORY BEHAVIORS**

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>▪ Computer abuse</li> <li>▪ Disrespectful or disobedient to school personnel</li> <li>▪ *Extortion</li> <li>▪ Fighting</li> <li>▪ Forgery</li> <li>▪ Horseplay</li> <li>▪ Profanity/vulgarity—if direct to an individual</li> <li>▪ *Sexual harassment—verbal—administrator's discretion             <ul style="list-style-type: none"> <li>○ Jokes</li> <li>○ Comments</li> <li>○ Sexual remarks</li> <li>○ Other types</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>▪ Skipping class or Admin detention</li> <li>▪ *Slander</li> <li>▪ Theft/possession of stolen items</li> <li>▪ Tobacco products or related paraphernalia</li> <li>▪ Truancy, failure to appear</li> <li>▪ Unsafe behavior</li> <li>▪ Vandalism—depending on severity</li> </ul> |
|--|--|

**B CATEGORY CONSEQUENCES**

<u>1<sup>st</sup> referral</u>	<u>2<sup>nd</sup> referral</u>	<u>3<sup>rd</sup> referral</u>	<u>4<sup>th</sup> referral</u>	<u>5<sup>th</sup> and subsequent referrals</u>
Parent/Teacher/Admin conference—detention	1 day suspension	2 days suspension	3 days suspension	4 days suspension—expulsion hearing

**C AND D CATEGORIES RUBRIC**

These behaviors are considered severe and warrant immediate referral.

**C CATEGORY BEHAVIORS**

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>▪ Fighting</li> <li>▪ Fire alarm, false</li> <li>▪ *Sexual harassment—physical, any unwelcome               <ul style="list-style-type: none"> <li>○ Bumping</li> <li>○ Touching</li> <li>○ Stroking</li> <li>○ Cornering</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>○ Pinching</li> <li>○ Kissing</li> <li>○ Hugging</li> <li>○ Grabbing</li> <li>▪ Threat of physical violence to staff or fellow student</li> <li>▪ Vandalism—depending on severity</li> </ul> |
|---|---|

**C CATEGORY CONSEQUENCES**

<u>1<sup>st</sup> referral</u>	<u>2<sup>nd</sup> referral</u>	<u>3<sup>rd</sup> referral</u>
3 days suspension	5 days suspension	7 days suspension - expulsion hearing

**D CATEGORY BEHAVIORS**

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>▪ Alcohol, possession or use</li> <li>▪ Assault (criminal act)</li> <li>▪ Bomb threats—(DoDDS policy)</li> </ul> | <ul style="list-style-type: none"> <li>▪ Drug possession/sale—(DoDDS policy)</li> <li>▪ Vandalism—depending on severity</li> <li>▪ Weapons—see DoDDS policy</li> </ul> |
|---|--|

**D CATEGORY CONSEQUENCES**

<u>1<sup>st</sup> referral</u>	<u>2<sup>nd</sup> referral</u>
5-10 days suspension; expulsion hearing	10 days suspension; expulsion hearing

## Dress Code Expectations

Students' dress and personal grooming are expected to be appropriate. Clothing that distracts other students and/or interrupts the learning process is inappropriate. Short shorts, halter tops, bare midriffs, see-through shirts, tank tops, T-shirts designed as underclothing or with offensive or inappropriate language or graphics to include anti-social messages, sagging pants, hats, sunglasses, hair combs/picks, headbands, berets, gloves, and clothing which is excessively torn, house shoes, slippers, and flip flops are examples of inappropriate school attire.

Clothing may not be worn in a manner that might indicate group membership. Dangling belts with tails that hang from the first belt loop, one rolled or pulled-up pants leg, elastic headbands, bandannas, goggles, chains of any length or weight, or any other item which might be considered regalia will be confiscated and submitted to the office. Chains that are attached to wallets are not allowed. Any item associated with potentially illegal activities will be turned over to the military police. It is also inappropriate for shorts or pants to be pulled down from the waist regardless of what the student may be wearing under them. Belts and pants must be worn at the waist.

Clothing which promotes violence, alcohol, drug, or tobacco use, or is racially or sexually offensive is not to be worn to school. For this reason clothing that bears logos of musical or other groups that convey an anti-social message are considered inappropriate.

Students are not to wear headgear and sunglasses inside the school building. Failure to adhere to this guidance may result in the item being confiscated. If this rule is repeatedly abused, these items will be returned only to a sponsor/parent. Jackets, headgear, and other items of clothing which students may remove during the school day should be clearly marked with the student's name.

### Check list for School Dress Code

**Shirts, T-shirts and Tops**-Students should be able to hold their hands straight over their head and the tail of their shirt should be below their waist so that no midriff or underwear is exposed.

**Pants, Shorts and Skirts** - All items should fit at the student's waistline. No under clothing of any kind should be visible above the outside garment. Shorts and skirts must be longer than the palms of the student's relaxed arms with hands held straight down at their sides.

**Shoes** - No house shoes, slippers, or flip flops, are permitted at school. Securely tied tennis type shoes are always permitted.

### Non-Educational Items

Students should bring to school only those items which are needed in order to do their schoolwork. Non-educational items 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** of, but not limited to, items that are **not allowed at school**, on school buses, on study or incentive trips, or on any school sponsored activity:

Matches or lighters, fireworks or poppers, radios, stereos, walkmans, CD players, tobacco or tobacco products, electronic games, alcohol, prescription or OTC drugs, or other controlled substances, cellular phones, beepers, electrical equipment (hot rollers, irons, etc.), aerosol products (Bianca, shaving cream, air freshener, etc.), weapons or replicas thereof, hypodermic needles, laser pens, razor blades, medications, (except those kept for students by the nurse), bandannas, chains of any weight or length or other items which might be considered gang regalia, toiletry items (deodorant, body sprays, after shave,

hair items), personal sports items or equipment, toys, water guns, slam books, and clothing or book bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products or offensive messages.

These and other non-educational items will be confiscated and returned to the student at the end of the day, or sponsor if their possession becomes chronic. Although school personnel will make every reasonable effort to ensure the 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. Repeated disregard of the above will result in disciplinary action. Any potentially illegal or stolen items will be turned over to the military police.

Laser light pointers are prohibited from DoDEA student possession or nonstaff supervised use in schools or during school sponsored activities. The Food and Drug Administration (FDA) regulates lasers under the Radiation Control for Safety and Health Act. The FDA has determined that hand-held laser pointers can cause serious eye damage. Please insure that your child does not bring these items to school.

While cameras are a non-educational item, we recognize that our student body is transient. Additionally, many students live far away from their friends, and school is the only place that they see each other. Cameras will not be confiscated unless they threaten the educational environment and/or safety of others. While it is not recommended that students bring high value cameras to school, there are several models that cost fewer than ten dollars. In the event that a camera is lost or stolen, it will be the student's responsibility, in concert with their parents, to search for it and file the necessary police reports.

### **Closed Campus**

All Seoul American Middle School students **will remain on campus** throughout the school day including lunch period and after school activities. Students **are not allowed** to go to Burger King, Popeye's, the Dragon Hill Lodge or any other facility on Yongsan from the time they arrive on campus until they leave campus. Students abusing this rule will face disciplinary action. If a student must leave during the school day, the sponsor or the emergency contact person listed on DS Form 600, Student Registration must sign the student out in the front office. Should it be necessary for anyone else to sign the student out, this must be documented in advance by a note from the parent or sponsor. Students returning to school during the school day should be accompanied to the office for re-admittance.

### **Use of Water Bottles**

Students are encouraged to drink plenty of water during the school day. Water bottle usage must meet the following criteria:

1. Water bottles must be clear plastic, and no more than 1 liter.
2. Water bottles should be labeled with the student's name.
3. Water bottles may not be filled during class time.
4. Water bottles may not be shared.
5. Water bottles should have a sports "pop-top".
6. Water bottles are subject to inspection by any teacher, or school authority for possible inclusion of anything other than drinking water, i.e. soda, sports drinks, etc.
7. Bottles may be collected by any school authority if the bottle is used for anything other than for drinking water.

## Lost and Found

Books, keys, coats, etc., which are found in the building or on the campus should be turned in to the office. Larger lost items are placed in the supply room. Smaller lost items such as keys or glasses can be claimed in the office. Unclaimed lost and found items will be given to charity organizations during winter, spring and summer recesses.

Parents and students are strongly encouraged to mark clothing especially hats and jackets and school supplies with the student's name. Since many students' possessions are purchased at the same BX/PX, it is often difficult or impossible to determine the rightful owner of unmarked property.

Loss of personal property due to theft by other students is a serious matter. Students should take all possible precautions to safeguard their property. At all times lockers (book and PE) must be secured with a lock. **Students should not share their lock combinations and keys or lockers with peers.** Additionally, they should not leave personal items unattended. If a theft does occur, it should be reported in writing to the main office. Standard procedure is to attempt to resolve issues of this nature at the school level. In our experience, the majority of items lost or stolen are located within twenty-four hours. The military police will only be called when the administration deems it appropriate. However, parents may wish to file an official report with the military police on their own. The school will cooperate fully in investigations involving theft of personal property.

## Lockers

Each student is assigned an individual locker that may not be shared. Use of the locker is both a privilege and a requirement. Locker use is encouraged to decrease the possibility that property and books are stolen or misplaced. Students should not share their keys or lock combinations. The school is not responsible for personal property kept in lockers. Students are not allowed to paint, attach stickers, mount pictures, or deface the locker in any manner (inside or outside). Students who violate this rule will be held responsible for the destruction of government property and face disciplinary action.

Lockers must be maintained properly and must be locked at all times. Lockers may be opened by the sponsor or in the case of reasonable suspicion by a school official or the military police to search for stolen or prohibited items.

Physical education lockers are available in the Youth Services Gym locker rooms and must be used by each student when class is meeting. Lockers are not assigned, but are used by different students each period of the day. Students are required to have locks for these lockers so that they may secure their valuables during class. Items that do not fit in the locker should be locked in the coach's "cage." While staff members will encourage students to be responsible for securing their valuables, neither they nor the school will assume responsibility should items be lost or damaged.

## System-Wide Testing Program

Students at Seoul American Middle School participate in the DoDDS System-Wide Testing Program each school year. Copies of test results are mailed to parents. Data obtained from these tests allow parents, students, and staff to better understand each student's progress by providing a comparison with students throughout the United States. Counselors and teachers use this information to recommend student placement and course selection, and for referrals to the talented and gifted, reading improvement, and learning resource programs.

## Visitors

**All visitors are required to check into the main office before entering the school and sign out on their departure.** Although guests are welcomed, former Seoul American Middle School students or high school students are not allowed to visit. If you would like to invite a visiting relative or local national friend to visit Seoul American Middle School, the following steps must be taken: (1) a letter written by the SAMS parent or guardian must be presented to principal at least two days before intended visit. (2) The letter is then signed by all of your child's classroom teachers, and (3) on the day of the visit, bring the student and his/her visitor to the main office and obtain a visitor's pass. Remember, the student and his /her sponsors are responsible for the visitor who will be required to follow all school rules.

Parents are always welcome to visit classrooms. These visits should be planned with the teacher or administration prior to the scheduled day. This would include parents that want to "look in," "check on," or spend the day with their child. There are times when parents are scheduled to participate in a class activity, this is encouraged. However, parents are not allowed to question their child's peers on community or personal issues when on school grounds.

### Books and Other School Property

Textbooks are furnished free of charge. However, students are held financially responsible for loss or damage of these books. For any missing text book or library book that is lost, **a loss of government property letter will be issued to the sponsor with DD Form 1131.** Payment for missing books will be due within three weeks at the Disbursing Office of Accounting and Finance with DD Form 1131 for lost or damaged books. If the book is found, parents must bring the book and paid receipt to the school supply office for reimbursement to occur. Actual reimbursement will come from the Yongsan Finance Office, not SAMS. Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Sponsors are also responsible for payment in case of loss or damage to laboratory equipment, audio visual equipment, computer materials, musical instruments, and any other school property or equipment which may be lost or damaged.

### Bicycles, Scooters, and Skateboards

Students may ride bicycles, scooters, and skateboards to school but not on school grounds during the school day, before school, or at dismissal. Students are to get off at the curb by the street and walk them to the designated parking area and must be locked.

### Bus Transportation and Discipline

School busses arrive to school at 0745 hours at which time students will be dismissed to the school courtyard to await the start of school at 0755 hours.

Inquiries about bus routes or about delays in a student's arrival home after school should be directed to the PACTMO at 738-5032. The school does not have this information.

Although school staff members assist and counsel students on bus misconduct, military authorities still have primary responsibility for regular school bus discipline. Complaints about regular bus misconduct should be made to the bus barn. After school activity bus discipline is the responsibility of school administration. **Suspension for misconduct on regular buses will also result in suspension from after-school activity buses and vice versa.** After school activity bus misconduct may also result in the right of a student to participate in after school activities.

## Emergency and Evacuation Procedures

In case of fire drill, or other emergency evacuation procedure, a loud continuous ringing bell will be sounded. Students will follow the evacuation plan posted in the room and leave the room in an expeditious and orderly manner. **Students are not to return to classrooms during or after emergency evacuation procedures until given permission by an appropriate authority.**

Emergency evacuation procedures will be practiced every week during the first month of school and every other month thereafter.

### Student Planner

A spiral student planner will be issued to each student at SAMS. All students are required to write down their daily homework assignments in all classes and share this information with their parents. When no homework is given, students should briefly state what was studied during class. The planner should be treated like any text and maintained in good condition. Periodically, the planner will be reviewed by teachers; therefore, pages are not to be torn out or folded. If for any reason a student loses their agenda planner, he/she may purchase an additional copy at the counseling center. In the event that all agenda planners are sold, students may purchase a substitute planner from the PX/BX.

## DoDDS - Korea District

### Consequences for Violation of the DoDDS Zero Tolerance Weapons Policy

Inherently Dangerous Weapons		
<b>All Grades</b>	<b>All Cases</b>	<b>36 Week Expulsion</b>

Dangerous Weapons					
Grade	First Offense		Second Offense		Third Offense
6 <sup>th</sup>	No Injury	With Injury	No Injury	With Injury	All Cases 18 Week Expulsion
	10 Day Suspension	20 Day Suspension	20 Day Suspension	40 Day Suspension	
7 <sup>th</sup> /8 <sup>th</sup>	9 Week Suspension	9 Week Suspension	18 Week Suspension	18 Week Suspension	
	9 Week Suspension	9 Week Suspension	18 Week Suspension	18 Week Suspension	

Potentially Dangerous Weapons						
Grade	First Offense		Second Offense		Third Offense	Fourth Offense
6 <sup>th</sup>	3 Day Suspension		6 Day Suspension		6 Week Suspension	18 Week Expulsion
7 <sup>th</sup> /8 <sup>th</sup>	5 Day Suspension		10 Day Suspension		9 Week Suspension	18 Week Expulsion

**Inherently Dangerous Items: Deadly Weapons**

- Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at school or at a school activity. It is not necessary to determine if the student was going to use the weapon.

**Dangerous Items: Replicas and Other Items (Not Inherently Dangerous) Used in Such a Way as to Injure Others or Instill Fear**

- Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

**Potentially Dangerous Items: Replicas or Other Items Inappropriate (Not Inherently Dangerous) on School Grounds that are Not Used to Injure others or Instill Fear**

- Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without intent to use them as weapons.

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