

# Seoul American Middle School

Work Smart - Get Smart

Home of the Tenacious Bulldogs



Parent/Student Handbook

2008 - 2009

# Table of Contents

Mission Statement.....	3
School Improvement Goals .....	4
Chain of Command .....	5
Administrative Information.....	5
School Year Calendar .....	6
A/B Block Calendar.....	7, 8
Teachers/Administrators Email List.....	9 - 11
School Bell Schedule .....	12
Early Release and 2 hour delay schedule.....	12
Curricular Program 6 <sup>th</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> Grade.....	13 - 15
Physical Education Participation .....	16
Homework .....	16
Grading System .....	17
Counselors.....	17
Course Selection.....	17
School Nurse.....	18
Attendance .....	18
Sign in/out .....	18
Contacting your Child at School.....	19
Unexcused Absence or Tardiness .....	19
Make-up Work .....	20
Advance Notification and Request for Excused Absence .....	20
Honor Roll .....	21
National Junior Honor Society .....	21
President's Award for Educational Excellence .....	21
Student Activities .....	21, 22
AAFES Lunch Program.....	22
Cafeteria Conduct .....	22
Nutrition Break .....	22
Lunch Break Options .....	23
Rainy Day.....	23
SAMS Referral Procedure.....	23, 24
Behavior Rubric .....	24 - 26
Suspension.....	26
Dress Code.....	26, 27
Non-Educational Items.....	27, 28
Closed Campus.....	28
Lost and Found.....	28, 29
Lockers .....	29
System-Wide Testing Program.....	29
Visitors .....	29 - 30
Books and other School Property.....	30
Bicycles.....	30
Bus Transportation and Discipline.....	30
Emergency and Evacuation Procedures .....	31
Student Planner .....	31
Zero Tolerance Weapons Policy .....	32
Index.....	33, 34



# 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

Dr. Kathleen Stander, Assistant Principal

## *Mission Statement*



SAMS serves as a caring part of our military community, devoted to the academic and social advancement of all students, inspiring them to become lifelong learners and responsible global citizens.

## *Guiding Principles*

- High student achievement.
- Standards based education.
- AVID centered teaching methods.
- Respect for the rights of others.
- Unlimited opportunities for achieving high expectations.
- Dedication to lifelong learning.
- Motivation through challenging curriculum.
- Student teams for better cohesion in learning.
- Student success...a stepping stone to the future.

## *School Improvement Goals*

Goal 1: All students will increase their ability to gain information from text in all curricular areas.

### **Essence(s):**

- Interpret and extend the use of information from text in all strategies.
- Demonstrate critical understanding by making predictions and generalize ideas to other situations.
- Demonstrate comprehension by drawing conclusions and inferring relationships

Goal 2: All students will improve writing skills across the curriculum.

### **Essence(s):**

- Write a response to literature that demonstrates understanding of the literal meaning of the text.
- Demonstrate use of the writing process and prewriting techniques.
- Write for different audiences and purposes.
- Make connections between text, self, and the world as a written response.

# Chain of Command

## **Mr. Darrell Mood**

Principal, Seoul American Middle School

Telephone: 736-7365/7364

[Darrell.Mood@pac.dodea.edu](mailto:Darrell.Mood@pac.dodea.edu)

## **Mr. Samuel Menniti**

Superintendent, Korea District

Telephone: 738-5922

[Sam.Menniti@pac.dodea.edu](mailto:Sam.Menniti@pac.dodea.edu)

## **Dr. Nancy Bresell**

DoDDS Pacific/DDESS Guam, Area Director, Okinawa

## **Dr. Shirley Miles**

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>

**Bulldog Calendar**  
**School Year 2008-2009**

**First Semester**

2008

August 25	Begin First Quarter and First Semester
September 1	Labor Day - Federal Holiday
September 15	Chusok- Teacher Workday- No School Students
October 13	Columbus Day- Federal Holiday
October 17	Educator's Day- No School Students
October 30	End of First Quarter
October 31	Teacher Work Day- No School Students
November 3	Begin second quarter
November 11	Veteran's Day-Federal Holiday
November 27	Thanksgiving- Federal Holiday
November 28	Recess Day - No School
December 22	Begin Winter Recess
December 25	Christmas- Federal Holiday

2009

January 1	New Year's Day- Federal Holiday
January 5	Instruction Resumes
January 19	Martin Luther King, Jr. Day-Federal Holiday
January 22	End of Second Quarter and First Semester
January 23	Teacher Work Day-No School Students
January 26	Lunar New Year- Teacher Workday- No School

**Second Semester**

January 27	Begin Third Quarter and Second Semester
February 16	Presidents' Day - Federal Holiday
April 2	End of Third Quarter
April 3	Teacher Work Day - No School Students
April 6	Begin Spring Recess
April 13	Instruction Resumes, Begin Fourth Quarter
May 25	Memorial Day - Federal Holiday
June 11	End Fourth Quarter and Second Semester
June 12	Teacher Work Day-No School Students

## A/B Block Calendar 2008-2009

### AUGUST

W	Th	F	M	T	W	Th	F
20	21	22	25	26	27	28	29
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	M	T
1	2	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30
H	B	A	B	A	B	A	B	A	B	I	A	B	A	B	A	B	A	B	A.5I	B	A

### OCTOBER

W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
1	2	3	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30	31
B	A	B	A	B	A	B	A	H	B	A	B	I	A	B	A	B	A	B	A	B	A	W

### NOVEMBER

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
B	A	B	A	C	B	H	A	B	A	B	A	B	A	B	A	B	A	H	H

### DECEMBER

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	3	4	5	8	9	10	11	12	15	16	17	18	19	22	23	24	25	26	29	30	31
B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	H	H	H	H	H	H	H	H

### JANUARY

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
H	H	A	B	A	B	A	B	A	B	A	B	H	A	B	A	W	I	B	A	B	A

**FEBRUARY**

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27
B	A	B	A	B	A	B	A	B	A	H	B	A	B	A	B	A	B	A	B

**MARCH**

M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T	W	Th	F	M	T
2	3	4	5	6	9	10	11	12	13	16	17	18	19	20	23	24	25	26	27	30	31
A	B	A	B	A	B	A	B	A	B	A	B	A	B	A.5I	B	A	B	A	B	A	B

**APRIL**

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	6	7	8	9	10	13	14	15	16	17	20	21	22	23	24	27	28	29	30
A	B	W	H	H	H	H	H	A	B	A	B	C	A	B	A	B	A	B	A	B	A

**MAY**

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
B	A	B	A	B	A	B	A	B	A	B	A	B	A	B	A	H	B	A	B	A

**JUNE**

M	T	W	Th	F	M	T	W	Th	F
1	2	3	4	5	8	9	10	11	12
B	A	B	A	B	A	B	A	W	W

**A - A DAY**

**W - WORKDAY**

**B - B DAY**

**H - HOLIDAY**

**I - INSERVICE**

**C - CONFERENCES**

**Staff Room Assignment and E-Mail****Blue 6**

Gleaves, T	H903	allen.gleaves@pac.dodea.edu
DeLozier, S.	H902	susan.delozier@pac.dodea.edu
Lewis, K.	H901	kathee.lewis@pac.dodea.edu
VanRite, Y.	814	yolanda.vanrite@pac.dodea.edu

**White 6**

Honeycutt, S.	H906	james.honeycutt@pac.dodea.edu
Reed, P.	H905	phyllis.reed@pac.dodea.edu
Chisman-Haynes, P.	H904	pamela.chisman-haynes@pac.dodea.edu
Ross, A.	813	andrew.ross@pac.dodea.edu

**Blue 7**

Davis, T.	H602	thomas.davis@pac.dodea.edu
Stapleton, D	H601	dorothy.stapleton@pac.dodea.edu
Knudsvig, A	H603	ann.knudsvig@pac.dodea.edu
Brown, H.	M110	heather.brown@pac.dodea.edu

**White 7**

Bugg, T	H702	thomas.bugg@pac.dodea.edu
Davis, C.	H701	cynthia.davis@pac.dodea.edu
Yoon, S.	H703	sallie.yoon@pac.dodea.edu
Williams, D.	M111	denitra.williams@pac.dodea.edu

**Blue 8**

Byrne, P.	NB101	patricia.byrne@pac.dodea.edu
Leibensperger, A.	NB102	amy.liebensperger@pac.dodea.edu
Lee, T.	NB103	tom.lee@pac.dodea.edu
Daugherty, T.	M113	thomas.daugherty@pac.dodea.edu

**White 8**

Kennedy, S.	NB201	steve.kennedy@pac.dodea.edu
Germeil, C.	NB202	cynthia.germeil@pac.dodea.edu
Park, C.	NB203	claire.park@pac.dodea.edu
Menzel, C.	M115	craig.menzel@pac.dodea.edu

**LEARNING RESOURCE**

Snyder, J.	4104c	jesse.snyder@pac.dodea.edu
Mitchell, K	4104b	kristen.mitchell@pac.dodea.edu
Butler, W.	4104d	willie.butler@pac.dodea.edu

<b>PHYSICAL EDUCATION/HEALTH</b>		
Koprowski, P.	A4101a	philip.koprowski@pac.dodea.edu
Woo, A.	A4101a	amie.woo@pac.dodea.edu
Hyde, A.	A4101a	anneliese.hyde@pac.dodea.edu
McDonald, J.	A4101a	joel.mcdonald@pac.dodea.edu
<b>GIFTED ED/MUSIC/DRAMA/ART</b>		
Brown, D.	M208	debra.brown@pac.dodea.edu
Penn, E.	A309	elise.penn@pac.dodea.edu
Fleming, M.	A332	melinda.fleming@pac.dodea.edu
Heckerl, R.	A309	robert.heckerl@pac.dodea.edu
Geesa, R.	A324	Rachel.geesa@pac.dodea.edu
<b>ESL</b>		
Capiral, M.	4104a	maria.capiral@pac.dodea.edu
<b>ACADEMIC SUPPORT/READING/MATH/SCIENCE</b>		
Kugler, K.	H503	kari.kugler@pac.dodea.edu
Flock, M.	810	maureen.flock@pac.dodea.edu
<b>FOREIGN LANGUAGES</b>		
Yoon, S.	811	susan.yoon@pac.dodea.edu
Ratta, K.	812	karen.ratta@pac.dodea.edu
Leister, V.	4101b	victor.leister@pac.dodea.edu
Peralta, R.	810	rosa.peralta@pac.dodea.edu
<b>MEDIA CENTER</b>		
Wiley, N.	H501	neata.wiley@pac.dodea.edu
<b>NURSE</b>		
Lee, T.	A317	theresia.lee@pac.dodea.edu
<b>COMPUTER TECHNOLOGY</b>		
Cappellano-Sarver, L.	H803	linda.cappelanosarver@pac.dodea.edu
Kim, S.	M207	suk.kim@pac.dodea.edu
Chandler, A.	M210	ann.chandler@pac.dodea.edu
Barnett, D.	815	diana.barnett@pac.dodea.edu
<b>GUIDANCE COUNSELING</b>		
Speer, G.	A306	george.speer@pac.dodea.edu
Wilde, S.	A308	susan.wilde@pac.dodea.edu

<b>ADMINISTRATIVE STAFF</b>		
Mood, D.	A300	darrell.mood@pac.dodea.edu
Stander, K.	A302	kathleen.stander@pac.dodea.edu
Wang, K.	A301	kyong.wang@pac.dodea.edu
Hall, M.	A301	matthewl.hall@pac.dodea.edu
Heath, M.	A307	mike.heath@pac.dodea.edu
Rozzi, D.	M102	darlene.rozzi@pac.dodea.edu
Kacmarski, R.	A305	roger.kacmarski@pac.dodea.edu

## **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
Nutrition Break		0925-0945
A-2	B-2	0945 - 1100
A-3 (6 <sup>th</sup> )	B-3 (6 <sup>th</sup> )	1115-1210 & 1245-1310
A-3 (7 <sup>th</sup> & 8 <sup>th</sup> )	B-3 (7 <sup>th</sup> & 8 <sup>th</sup> )	1115 - 1240
6 <sup>th</sup> Grade Lunch		1210-1245
7 <sup>th</sup> & 8 <sup>th</sup> Grade Lunch		1240-1315
A-4	Seminar	1315-1435
Buses Depart		1450

### **A-3/B-3 Class and Lunch Schedule Exceptions**

6<sup>th</sup> grade students in Physical Education have a 7<sup>th</sup> & 8<sup>th</sup> lunch.

## Early Release Schedules

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

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

## 2 Hour Delay Schedule

<b>"A and B" Days</b>	<i>All Grades</i>
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

### Sixth Grade

Sixth Grade		
<b>Core Classes</b> <b>Year-long</b> (For All Students)	<b>Encore Courses</b> <b>Exploratory Wheel 1</b> <b>Quarter-length</b> (Students will be enrolled in each of the Exploratory Wheels)	<b>Encore Courses</b> <b>Exploratory Wheel 2</b> <b>Quarter-length</b> (Students will be enrolled in each of the Exploratory Wheels)
Language Arts 6	Art	Reading Enrichment
World Culture	Passport Mandarin Chinese	Korean Cultural Education
Mathematics 6	Keyboarding	Study Skills
Integrated Science I	Graphic Arts	Computer Applications
Physical Education (3/quarters) Health (1 quarter)		
Seminar	<b>Semester Electives:</b> 6 <sup>th</sup> Beginning Band 6 <sup>th</sup> AVID	<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	String Ensemble^^	Mandarin Chinese 1
Seminar	Environmental Science	Beginning Band 7 <sup>th</sup> /8 <sup>th</sup>	Spanish 1
Computer Applications (1 semester)	Graphic Arts	Intermediate Band 7 <sup>th</sup> /8 <sup>th</sup>	Korean II**
PE or Combative Sports (1 semester)	Video Productions	Advanced Band 7 <sup>th</sup> /8 <sup>th</sup>	*High School credit & requires a review for placement ** Requires a review for placement *** If year long PE is desired ^ Remedial Course and requires a review for placement ^^ Requires audition and personal instrument
	Math Support**		
	Physical Education***		

## 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 I
Mathematics 8 or (Algebra or Geometry HS Credit)*	Chorus	AVID**	German I
Pathways to Careers (1 semester)	Journalism	Reading Lab <sup>^</sup>	Korean I
Seminar	Drama	String Ensemble <sup>^^</sup>	Mandarin Chinese I
US History	Environmental Science	Beginning Band 7 <sup>th</sup> /8 <sup>th</sup>	Spanish I
Integrated Science III	Math Support**	Intermediate Band 7 <sup>th</sup> /8 <sup>th</sup>	French II
PE (3 quarters) Health (1 quarter) Or Combative Sports (1 semester)	Graphic Arts	Advanced Band 7 <sup>th</sup> /8 <sup>th</sup>	German II
*High School credit & requires a review for placement	Video Productions	Physical Education (If year long PE is desired)	Korean II or Korean III**
** Requires a review for placement	<sup>^</sup> Remedial Course and requires a review for placement	<sup>^^</sup> Requires audition and personal instrument	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 teacher 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.

## Homework 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 (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 teacher 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. 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		

The teachers of Seoul American Middle School use an on-line grade book called "GradeSpeed." One of the nice features is parents can have continuous access to their student's grades through an associated on-line service called "Parent Connection." More information and to get started go to: [dodea.gradespeed.net](http://dodea.gradespeed.net) or call the school.

### **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 student individual needs. Students should be aware that once they are enrolled in a course, that course may only be dropped for valid reasons determined by and with the recommendation of a staff member, the placement committee,

a parent, or 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 student learning and consequently, grades. Students and sponsors are responsible for ensuring 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 the absence and the reason. When teachers know 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 a signed note stating the

time the student will be picked 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 campus for any reason without permission to leave school and with the proper school permission form. To leave campus without permission is considered truancy.

### **Unexcused Absence or Tardiness**

#### **Tardy**

Students are to be present in the classroom at the designated time for class, or when the teacher determines the passing time to be over, or students will be counted as tardy. Students who are detained by school officials and are consequently late to class will be given a pass. **Only students who arrive at 08:15 or later to school must report to the main office to obtain an admission slip to their first class. Students arriving before 08:15 should report to their scheduled class; the teacher will report the tardy.** Tardiness will be recorded during each nine-week period for each 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.

#### **Unexcused Absence**

A more serious problem for students is when they fail to come to school or leave school for inexcusable reasons.

The reasons include:

- Modeling, movie making, or personal money making ventures
- Oversleeping
- Missing the bus, ride, or arriving late due to fault of the sponsor
- Walking the dog
- Non-school sponsored functions
- Going home for forgotten homework or materials
- Family trips that are not pre-arranged
- Babysitting

The above list is not all-inclusive. Please contact the administrative office at 736-7337 if you have questions.

Students whose absences or tardies are unexcused will be allowed to make up work. However,

appropriate disciplinary action may occur.

### **Accelerated Withdrawal**

Parents who have students enrolled in high school credit classes who must leave (PCS) before completion of a semester or year end, may accelerate the student so credit can be awarded. Acceleration dates for the 08-09 SY are Wednesday, December 10, 2008 for semester one and Wednesday, May 13, 2009 for semester two.

### **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 class make-up procedures. 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.

Examples of excused or excusable absences may include:

- Personal illness
- Family emergency
- Religious holiday
- Medical, dental or legal appointments
- School- approved events
- Family trips that are pre-arranged with the administration
- Special opportunities at community leadership conferences
- Promotion and change of command ceremonies for a member of the immediate family

## 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.

## 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

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

### **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, re-entry is NOT permitted. The student must immediately leave campus. Parents are responsible for transportation home immediately after school dances. Guests are permitted only with prior approval from administration.

### **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 an 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 0925 to 0945. Students are 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 inclement weather days, the cafeteria will be opened at 0730 to accommodate students. During inclement weather day's lunch break, students must remain in the cafeteria during their normally scheduled break period. On these days crowded conditions require students remain seated their lunch is finished the table cleared. This will remain in force throughout all lunch periods unless rescinded by administration, weather permitting.

### **SAMS Referral Procedure**

We accept at SAMS that behavior infractions 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 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 to administration, previous disciplinary steps have been taken and the referral is due to the fact there has been no improvement in the 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 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> 2 days suspension
<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>	

**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>▪ Lewd acts or behavior</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>
<i>Parent/Teacher/Admin conference—detention</i>	<i>1 day suspension</i>	<i>2 days suspension</i>	<i>3 days suspension</i>	<i>4 days suspension—expulsion hearing</i>

**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> 3 days suspension	<u>2<sup>nd</sup> referral</u> 5 days suspension	<u>3<sup>rd</sup> referral</u> 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> 5-10 days suspension; expulsion hearing	<u>2<sup>nd</sup> referral</u> 10 days suspension; expulsion hearing
---	---

**\*Suspension** - There are six kinds of Suspension

1. Overnight suspension - When parents cannot be contacted, or when the situation makes it necessary, a student may be placed on overnight suspension. This will require the parent(s) to accompany the child to school for a conference with an administrator prior to the start of the next school day. Upon completion of the conference, the student may be returned to class
2. In-House suspension - A student will attend school but will remain in an isolated area under administrative supervision.
3. Parent Accompanied In-House Suspension - A student will attend school with the sponsor accompanying the student to all classes for the duration of the suspension.
4. Out-of-school suspension - This is the traditional form of suspension where the student is sent home in the care of parents.
5. Special suspension - When suspension occurs the week prior to any vacation period or prior to the last week of school, suspension may be assigned in-school during the holiday period.

6. Community suspension - A student will spend the time working under the control and direction of the command.

Any time a student is suspended, the command and district superintendent are notified.

**DoDDS policy requires that, when a student reaches a total of 10 days of suspension within a school year, a Disciplinary Committee meeting is held to consider expulsion.**

### **Dress Code Expectations**

Student dress and personal grooming are expected to be appropriate. Clothing that distracts other students and/or interrupts the learning process is inappropriate. The following are **examples** of inappropriate school attire: 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.

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 school buildings. 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 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 or mid-thigh.

**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 and 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 not leave personal items unattended. It is their responsibility to take all possible precautions to safeguard their property. 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 student's parent or guardian must be presented to the principal at least two days before intended visit.
2. The letter is then signed by all of your student's classroom teachers.
3. On the day of the visit, bring the student and the visitor to the main office and obtain a visitor's pass.

**Remember, the student and sponsor are both 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, parents should reimburse the school. It is suggested that parents obtain the book's ISBN number and order the book from one of the internet book sellers such as Amazon.com. If that is not possible, parents can write a check to SAMS PTO for the price of the book. Charges for damaged or lost textbooks or equipment will be assessed at list price. If the book is found, parents must bring the book and paid receipt to the school office for reimbursement.

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 before school, during the school day, or at dismissal. Students are to get off at the curb by the street and walk their gear to the designated parking area. Items 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. Students are NOT permitted to use cell phones or other electronic devices, as ordered by the command, during an emergency.**

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 is issued to each student at SAMS. All students are required to write daily homework assignments in **all** classes and share this information with 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, an additional copy may be purchased at the counseling center. In the event 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		
All Grades	All Cases	36 Week Expulsion

Dangerous Weapons			
All Grades	First Offense Suspension Pending Expulsion Committee Meeting	All Cases	18 to 36 Week Expulsion

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

## Index

AAFES Lunch Program.....	22
A/B Block Calendar.....	7, 8
Administrative Information .....	5
Advance Notification and Request for Excused Absence .....	20
Attendance.....	18
Behavior Rubric .....	24 - 26
Bicycles .....	30
Books and Other School Property .....	30
Bus Transportation and Discipline .....	30
Cafeteria Conduct .....	22
Chain of Command .....	5
Closed Campus .....	28
Contacting your Child at School.....	19
Counselors .....	17
Course Selection.....	17
Curricular Program .....	13 - 15
Dress Code.....	26, 27
Early Release and 2 hour delay schedule .....	12
Emergency and Evacuation Procedure .....	31
Grading System.....	17
Homework .....	16

Honor Roll .....	21
Lockers .....	29
Lost and Found .....	28, 29
Lunch Break Options .....	23
Make-up Work.....	20
Mission Statement.....	3
National Junior Honor Society (NJHS).....	21
Non Educational Items .....	27, 28
Nutrition Break .....	22
Physical Education Participation .....	16
President's Award for Educational Excellence ....	21
Rainy Day .....	23
SAMS Referral Procedure .....	23, 24
School Improvement Goals .....	4
School Nurse.....	18
School Bell Schedule .....	11
School Year Calendar .....	6
Sign In/Out Procedures .....	18
Student Activities .....	21, 22
Student Planner.....	31
Suspension.....	26
System-Wide Testing Program .....	29
Teachers/Administrators Email List.....	9 - 11
Unexcused Absence or Tardiness.....	19
Visitors.....	29, 30
Zero Tolerance Weapons Policy .....	32