

Yokota Middle School

Mission Statement:

Yokota Middle School is a positive, student-centered learning community dedicated to preparing all students for success in a dynamic global environment.



Yokota Air Base, Japan

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Accredited by AdvancEd

This Planner has been provided by the YMS PTO.
This Planner belongs to

Department of Defense Education Activity
Guiding Principles

- Success for All Students**
- Trust and Respect for Others**
- Uncompromising Advocacy for Students**
- Development of Lifelong Learners**
- Equal Access To A Quality Rigorous Education**
- New and Motivating Challenges to Inspire**
- Teaching with High Expectations**
- Safe and Stable Learning Environment**

Yokota Middle School Mission Statement

Yokota Middle School is a positive, student-centered learning community dedicated to preparing all students for success in a dynamic global environment.

School Colors: Silver and Blue
School Mascot: White Tiger



**Yokota Middle School
School Improvement Goals**

- I. All students will improve reading comprehension across the curriculum.**
- II. All students will improve visual data skills across the curriculum.**



Yokota Middle School 2009-2010 SCHOOL YEAR CALENDAR

FIRST SEMESTER

2009

Friday, August 21	Open House for New Students @1:00
Monday, August 31	Begin 1st Quarter & First Semester
Monday, September 7	Federal Holiday – Labor Day
Thurs/Fri, September 10-11	School Pictures
Wednesday, September 16	YMS Open House @3:30
Friday, September 25	Teacher In-service Early Release @10:55
Monday, October 12	Federal Holiday – Columbus Day
Friday, October 16	Educators' Day-No School
Thursday, November 5	End of 1st Quarter
Friday, November 6	No school for students – Teacher work day
Monday, November 9	Begin 2nd Quarter
Friday, November 20	Parent/Teacher Conferences
Wednesday, November 11	Federal Holiday – Veterans' Day
Wednesday, November 18	Teacher In-service-Early Release @10:55
Thursday, November 26	Federal Holiday – Thanksgiving
Friday, November 27	Recess Day
Wednesday, December 16	Accelerated Withdrawal Date (Fall)
Monday, December 21	Begin Winter Recess
Friday, December 25	Federal Holiday - Christmas

2010

Friday, January 1	Federal Holiday - New Year's Day
Monday, January 4	Instruction Resumes
Monday, January 18	Federal Holiday – M.L. King, Jr. Day
Friday, January 22	Teacher In-service Early Release @ 10:55
Thursday, January 28	End of 2nd Quarter and First Semester
Friday, January 29	No school for students - teacher work day

SECOND SEMESTER

Monday, February 1	Begin 3rd Quarter and Second Semester
Monday, February 15	Presidents' Day - Federal Holiday
Thursday, April 8	End of 3rd Quarter
Friday, April 9	No school for students - teacher work day
Monday, April 12	Begin Spring Recess
Monday, April 19	Instruction Resumes - Begin 4th Quarter
Friday, April 23	Parent/Teacher Conferences
Monday, May 31	Federal Holiday - Memorial Day
Thursday, June 17	No school for students - teacher work day
Friday, June 18	End of 4th Quarter and Second Semester

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SECTION I – GENERAL INFORMATION

OFFICE HOURS are 0700 – 1600,
Monday – Friday.



LEARNING

Yokota Middle School (YMS) is a place to learn. This student planner provides information to help you learn. There is information on the school's daily schedule, health and safety requirements, guidance, testing, and activities. This planner provides essentials for students. Complete information can be found in the Parent Handbook found on the school's website. Every student is expected to know the disciplinary rules, those behaviors that are specifically prohibited at YMS, and the implications for violating those rules.

EMERGENCY CONTACT INFORMATION

Parents are asked to provide the school with information on how to contact them and a non-sponsor emergency point of contact. You should be aware of who your parents list as your emergency contact. If they move, please remind your parent to identify another and inform the school office.

SCHOOL INFORMATION

YMS has several programs to support communications:

- Weekly Newsletter: Following the DoDDS policy of keeping parents informed of school activities, YMS will email a weekly newsletter to parents.
- Daily Announcements: Each day at 7:30 a series of announcements and reminders are broadcast throughout the school.
- YMS web site: <http://www.yokota-ms.pac.dodea.edu/>
- YMS Intranet web site: <http://yms.pac.dodea.edu>
- The base access channel provides a continuous source of information about all of the schools on Yokota Air Base.
- The Yokota Middle School Parent Student Handbook.

TEAMS

Students are assigned to grade level teams. These teams are made up of the core teachers – Language Arts, Science, Math, and Social Studies.

TRANSPORTATION TO SCHOOL

Transportation to YMS by bus is available on base and from a few off-base locations. The Bus Transportation Office coordinates bus contracts, determines routes, and issues student bus passes. The Bus Transportation Office is located in Building 4330 on the East side. Your parents or sponsor will have signed an agreement about the terms for maintaining your privileges to bus transportation before you receive a bus pass. Misconduct on buses may result in suspension or immediate expulsion from school. Misconduct includes the possession of a weapon, alcohol, or controlled substances. A series of minor infractions also may result in serious consequences.

Students, whose sponsors authorize them to travel to school with a bicycle, whether for classes or extra-curricular events, should park and lock their bicycles in Buildings 4151 or 4152, located to the south of the parking lot. Students may not park their bicycles on any other part of the school grounds, nor secure them to any campus property other than the racks in Buildings 4151 and 4152. Please ride bicycle on the parking lot and driveways of the school, not on the sidewalks or lawn.

DAILY SCHEDULE

Classes begin at 0730 and end at 1430, Monday - Friday.
Students are allowed into the building at 0715.

Time	"A" DAY	"B" DAY
0730-0735	Announcements	Announcements
0735 – 0855	Block 1	Block 1
0900 – 0920	Sustained Silent Reading	Sustained Silent Reading
0925 – 1045	Block 2	Block 2
1050 – 1300	Block 3/Lunch	Block 3/Lunch
1305 – 1430	Block 4	Block 4

LUNCH SCHEDULE

	Lunch	Class
6 th	1045 -1130	1135 - 1300
7 th	1110 -1155	1050 - 1110 & 1200 - 1300
8 th	1135 -1220	1050 - 1135 & 1225 - 1300

EARLY RELEASE SCHEDULE

0730-0735	Announcements
0735-0820	Block 1
0825-0910	Block 2
0915-1000	Block 3
1005-1055	Block 4

LATE START SCHEDULE

1130-1135	Announcements
1135-1215	Block 1
1220-1300	Block 2
1305-1345	Block 3
1350-1430	Block 4

LUNCH

YMS is a closed campus and all YMS students are expected to eat lunch at school. You may bring lunch from home or purchase one in the school cafeteria. The Army Air Force Exchange System (AAFES) operates the lunch program at YMS. You may pay cash in the cafeteria at the time you purchase lunch, or you may obtain a PIN number and pay at the cashier's cage of the Yokota Air Base Main Exchange. Parents can monitor purchases made by contacting AAFES food service.

YMS students are expected to use good manners during lunch. The lunchroom will be as clean as you keep it. Be sure to take care of trays and trash properly. Lunch monitors are on duty during the lunch period. You must comply with their instructions.

You may also eat lunch outside on the dining tables surrounding the play area. However, you may not take out cafeteria silverware, trays and condiment packets. Each student is responsible for cleaning their area and keeping our campus clean.

BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

YMS furnishes textbooks to all students, and you may use school equipment as directed. Textbooks and equipment represent a major investment, and you are expected to safeguard them against loss or damage. When you complete a course or transfer from the school, you must return books and equipment. Charges for damaged or lost textbooks or equipment will be assessed at list price.

ELEVATORS

All parts of YMS are completely accessible to those of limited mobility. There are elevators in the two-story parts of the school and a wheelchair lift to the stage. If you do not have specific permission and authorization from the school nurse to use the elevators or the chair lift, you are expected to use the stairs.

PERSONAL PROPERTY

You will be required to bring some personal items to school. Backpacks are allowed at school but not always in classrooms. Teams/teachers will provide specific instructions for what you may bring to their rooms. Remember that you are responsible for your personal effects. While YMS strives to provide a safe, secure environment, we cannot be responsible for lost items. You should not bring large sums of money or valuable items to school. Please write your name on all your personal belongings so that lost articles may be returned to you.

LOCKERS

- You will have your own locker that has an installed lock.
- You are not to share your locker with other students. You and you alone, are responsible for items found there.
- You may personalize the inside of your lockers by taping pictures to inside surfaces that do not show when the locker is closed. You may not have obscene pictures or drawings. You will be asked to remove anything seen in a locker that is not appropriate. Use good judgment on what you place in your locker.
- You may not write, paint, mark, or place stickers on any part of your locker. These markings are difficult to remove.
- Please do not slam locker doors.
- Please keep your locker clean.
- Yokota Middle School administration reserves the right for periodic inspections to ensure the health, safety and security of all students.

LOST AND FOUND

Students are responsible for their own apparel and belongings. If you find lost articles please take them to the cafeteria, where the owner can claim them. High value items are kept in the office. Owners must accurately identify items in order to reclaim them. At the end of each quarter, or as needed, unclaimed items are donated to an off-base orphanage or an on-base service agency such as the Airman's Attic. Parents, please check the lost and found often, as there are many unclaimed items left there each year.

STUDY TRIPS

To enrich the curriculum, YMS will authorize a number of study trips throughout the school year. Study trips are considered curricular activities and all students are expected to participate. You will need to take home, have signed, and return to the trip sponsor(s) a parent permission slip by the date specified. Absences from other classes due to field trips are excused. At times students will participate in study trips on-base. These may include walking or riding on a school bus.

PARENT-TEACHER and/or STUDENT LED CONFERENCES

Conferences are held twice a year in conjunction with the completion of first and third quarters. Both parents and teachers are concerned about the welfare and development of students. For this reason, it is important that your parents and teachers work together. Throughout the school year your parents may schedule conferences with individual teachers or with the team, as they feel necessary.

TELEPHONES

The phone in the front hallway may be used before/after school and during lunch with permission from the office. Telephones are not to be used for social calls. If you must use a telephone during the school day, obtain permission from your teacher to use the telephone located in the classroom.

Because of their potential for disruption, **you may not use cell phones during the school day**, on the school grounds before school, or on school study trips. You may have them in your possession, but they must remain turned off and out of sight. Telephones that are in sight, ring, beep, or vibrate will be confiscated, as will telephones that appear to be in use. Parents must pick up confiscated items from the Main Office.

VISITORS

Visitors, especially parents and sponsors, are welcome at YMS. They will need to sign in at the main office and obtain a Visitor's Pass before visiting the campus. Please advise your sponsors that they should plan their visits to avoid class conflicts, special programs, tests, and so forth. The teachers who are running the programs that your visitors want to see are in the best position to advise them on optimal visiting times. If your visitors want to see the main office staff they should call the school before they come to assure that the person they need to see will be available.

If you wish to bring a visitor, who will spend all or part of a day with you, you need to present a written request at least the day before the visit. The request needs to include who wants to visit, why, and what they will be doing during the day. You must obtain the signatures of all your teachers on your request. The request is then taken to the office for the principal's approval/disapproval. Your visitor must check in at the office and receive a visitor's pass.

SCHOOL DANCES

If you wish to bring a guest to a school dance you must have written permission from both your parents and the prospective guest's parents and prior approval of the administration. You must provide the permission notifications from parents to the principal at least two days before the dance. High school students are not authorized to attend middle school dances.

SECTION II – REGISTRATION and WITHDRAWAL

WITHDRAWAL

If you will be withdrawing from school, it is necessary for you to notify the registrar, the counselor, and your teachers ***at least ten school days*** prior to your last day of school. They will help you and your family through the process with advice about acceleration plans for those PCSing, checklists, and other assistance. You need to see the registrar ***three school days*** prior to your final day to obtain your withdrawal form. It is your responsibility to obtain the signatures on the withdrawal form

You will need to work with your teachers to arrange for the return of all books and equipment. Students who have withdrawn are not to return to the school building or campus.

YMS cannot give examinations early in order to accommodate family trips. Your teacher will report grades to date and YMS will mail report cards to your sponsor after proper checkout is completed.

ACCELERATED WITHDRAWAL-High school credit courses only

To obtain the high school credit in these courses, students must participate for a minimum period of time, complete course requirements, and obtain a satisfactory grade. The courses that can fulfill graduation requirements are Algebra I, Geometry, Japanese I and II, and Spanish I and II. Only 7th and 8th grade students can earn this credit. For other courses, students receive a ***grade to date*** on their last day.

If you will be withdrawing from school due to a PCS move on or after the 20th day before the end of the school year, you may request to “accelerate”. You should submit a written request at least a month prior to your departure date, to ensure you can make up work that will be missed and earn full credit. You should work with your instructors, as soon as you know you will be leaving early, so that you have every opportunity to complete the necessary coursework. You do this by coordinating an acceleration plan with your teachers. Anticipate a minimum of thirty days prior to departure to successfully complete an acceleration plan. Students who do not complete an acceleration plan will receive a ***grade to date*** but not credit for fulfilling the high school graduation requirement.

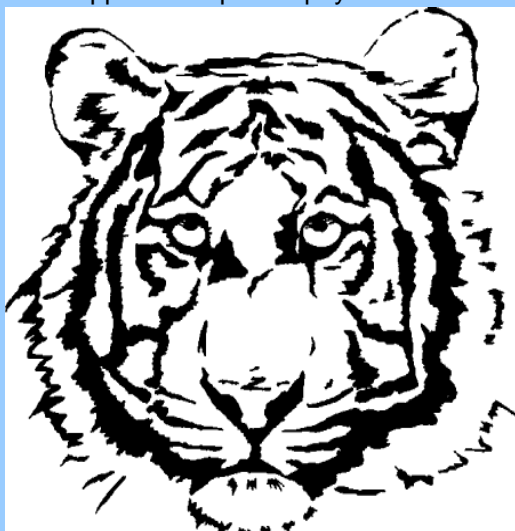
SECTION III - GUIDANCE and ACADEMICS

GUIDANCE SUPPORT SERVICES

YMS has trained personnel who are available to help you with personal, academic, and social problems. The counselor, psychologist or nurse is available to help if you wish to discuss problems with someone other than immediate family or faculty members. Counseling services are strictly confidential, except when there's a danger to yourself or others. Also, if physical and/or sexual abuse is suspected, all school personnel are required by law to report the incident to Family Advocacy.

HOMEWORK/MAKE-UP WORK

YMS supports the philosophy that homework is a necessary component



of school. The assignment of academically appropriate homework is an extension of classroom instruction and supports the teacher's instructional objectives. Assignments reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare you for class discussions and provide curriculum enrichment opportunities. Homework is expected to be completed satisfactorily by all YMS students.

Homework should not exceed the DoDDS recommendation of 10 minutes per grade level, i.e., a 6th grader should have more than 60 minutes of homework a night. There are exceptions to this policy, but that is a general rule of thumb.

When you have an excused absence, it is recommended that you call a classmate to ask about any missed assignments and tests. When a student is or will be absent, sponsors may request up to one week's worth of homework assignments or email the individual teachers. They should call the school office at 225-9671. Expect it to take at least one full day

to gather assignments due to the alternating "A" day/ "B" day class schedule.

INCOMPLETE WORK

It is your responsibility to initiate action to complete course requirements within the specified time frame established by the grade level team.

LATE WORK

Each school team has a late work policy. This information will be sent home at the beginning of the school year.

GRADESPEED

Students and parents can access grades by logging on to GradeSpeed via the Intranet. A mid term progress report will be sent to the parents of any student who is in danger of failing a class.

REPORT CARDS

At the close of each quarter YMS issues report cards. YMS mails home report cards at the end of every quarter which reflect only letter grades. To receive a report card the student must be in attendance at least 20 days of the reporting period.

GRADE POINT AVERAGES

To support recognition and education opportunities for students, YMS calculates a grade point average (GPA). A GPA is derived from letter grades with an "A" counting four points, a "B" three points; a "C" two points, a "D" one point, and an "F" zero points.

HONOR ROLL

The Principals' Honor Roll recognizes students with a grade point of 4.0. The regular Honor Roll recognizes students with a grade point average of 3.5 - 3.9. Students who receive an I, D, or F are not eligible for any Honor Roll.

GRADES

YMS teachers and teams will determine the details as to the weighting of class participation, course work, homework, and examinations in the determination of grades.

Yokota Middle School Percentage to Letter Grade Correlation					
Percentage Range	Letter Grade	Percentage Range	Letter Grade	Percentage Range	Letter Grade
97 - 100	A+	80 - 82	B-	63 - 66	D
93 - 96	A	77 - 79	C+	60 - 62	D-
90 - 92	A-	73 - 76	C	Below 60	F
87 - 89	B+	70 - 72	C-		
83 - 86	B	67 - 69	D+		

DoDDS STANDARDIZED TESTING

During the year YMS will administer several assessments. All students will take the Terra Nova Multiple Assessments. Students in the AVID program and/or in the Gifted classes may take the PSAT.

RETENTION AND PROMOTION

The DoDDS Student Placement Policy governs your grade advancement or retention. The YMS Retention Committee reviews student retention, course failures, or adjusted placements. Classroom teachers, counselors, or other persons concerned with your welfare will recommend to this committee end-of-the-course retention or promotions. The principal is the approving authority.

SECTION IV - EDUCATION SUPPORT PROGRAMS

INFORMATION CENTER

The YMS Information Center is well equipped with a library automation system.

- The Information Center is open from 0715 – 1500. You do not need a pass to use the Information Center before or after school. During class time you need your planner signed if you are in the Information Center on an individual or small group assignment. During seminar periods students will have to have a seminar pass.
- Catalog: The library card catalog is on line and available from any computer in the Center.
- Circulation of Materials: The check out period is three weeks with a three-week renewal period.
- Expected Behavior: The Information Center is a center for research. Please maintain an atmosphere of quiet study. Socializing and visiting are not permitted. You are expected to be busy working, studying, or researching and not "lounging." Food and drinks are not allowed.
- You are expected to abide by DoDDS computer use rules. You may access only authorized sites on any Internet address. Do not add or delete files or programs.

PUPIL PERSONNEL SERVICES

YMS has on staff or available the following specialists:

- Counselor
- School Psychologist
- Nurse
- Teachers of the Learning Impaired
- Specialist for the Hearing Impaired
- English as a Second Language (ESL)
- Speech and Language Therapist

TUTORING PROGRAM

YMS has an after-school-tutoring program manned by a certified teacher and volunteers. Many students use this service to review for exams, obtain help with homework and assignments, and have someone read and edit essays. It is a program to assist any student, not just those that fall behind in grades or class work. The program is held in the Information Center twice a week from 2:30-3:30.

SECTION V – HEALTH and SAFETY

EMERGENCY PROCEDURES,

A range of events can affect your attendance at YMS. These can include severe weather, earthquakes, and other naturally occurring events. You should obtain information about how these will effect your school day by listening to radio on Eagle 810, Armed Forces Network television broadcasts, and other Yokota Air Base information sources. In cases of natural disaster or other emergencies, school phone lines will be needed to coordinate instructions and communicate needs with base authorities. Please remind your parents to avoid calling the school at these times.

FIRE DRILLS/EMERGENCY EVACUATIONS

YMS conducts safety drills and emergency evacuations at regular intervals. As soon as you hear the signal, follow evacuation procedures:

- Quickly leave the building by the prescribed route.
- Go directly to the area designated for the assembly of your current class. In the event that a fire drill or evacuation commences or a fire occurs between classes, report to the assembly point of your seminar teacher.
- Be orderly and quiet. Stay with your teacher and class. Teachers will take roll.
- Reenter the building only after the all-clear signal.

HEALTH SERVICES

If you need to see the Yokota Middle School Nurse, please ask your teacher for permission to go to the nurse's office, Room 147. The nurse will be at the school from 0715 to 1500 hours. If your condition requires that you leave the school, a parent or your authorized emergency contact person must sign you out. Students will not be released to any person other than a parent or a designated emergency contact.

All medications are dispensed from the nurse's office. You are not to carry or consume any medications while on the school campus. This includes aspirin, Tylenol, and other over the counter drugs as well as prescription medications. Exceptions must be approved by a physician and the school nurse, and there must be a letter on file from the physician. Your parent or sponsor must bring medications for you to take during the school day directly to the nurses' office, Room 147. Your parents will also need to sign a Hold Harmless Letter. Copies are in the nurse's office.

Yokota Middle School will conduct health screenings for:

Blood Pressure	Height	Hearing
Vision	Weight	Scoliosis

SECTION VI – ACTIVITIES

EXTRA-CURRICULAR ACTIVITIES

YMS offers a wide variety of school activities. Some organizations are traditional; others are activated only when there is sufficient student interest. You are encouraged to take an active part in at least one extra-curricular activity during the school year. Some of the activities will be held during the school day while others may be offered after school. Some of the activities that have been offered in the past include: drama, yearbook, school newspaper, student council, Math Counts and Brain Bowl.

A variety of sports activities are available to students at YMS to extend their physical development, to promote lifelong interests in sports for leisure time, to develop the cooperative spirit of team activities and good sportsmanship, and to promote school spirit. Many activities will be intramural while some will be offered in conjunction with Yokota High School. Students participating in sports are required to complete a physical examination.

All students participating in extra curricular activities are expected to follow the YMS behavior plan and the rules of the sponsor/coach of the activity.

SECTION VII - ATTENDANCE

ATTENDANCE POLICY

Research has shown that school attendance and student grades are strongly interrelated. To learn effectively, you need to arrive at school and for each class on time. The school day begins at 0730 and ends at 1430.

YMS has a closed campus. You may not leave the grounds during the day unless under the supervision of a parent, sponsor, or authorized adult who has properly signed you out at the school office.

You should try to anticipate and minimize the need to be elsewhere during school hours so that absences are rare. YMS has standards and procedures for excused absences and a series of steps to address unexcused absences. The repercussions for repeated improper absences (including tardies) can include disciplinary measures.

NOTIFICATION OF ABSENCE

On a day when you miss school, your parents should call 225-9671 between 0700 and 0725 to inform the school of your absence and the reason for your absence. When teachers know that a student will not be in class it helps them anticipate student needs. You should make up all work missed during your absences as soon as possible. Failure to do so may result in a lower overall grade.

READMISSION AFTER ABSENCES/TARDY

If you are late in arriving at school, your parent or guardian is responsible for signing you in at the Main Office or you must bring a note from your parents. You are to be present in the classroom at the designated time for class or you will be considered tardy. Students who are detained by school officials and are consequently late to class will be given a hall pass. Tardiness will be recorded during each nine-week period for each class. Excessive tardies will result in disciplinary action.

When you return from an unanticipated absence you should report to the attendance clerk in the main office. Your parent or sponsor must verify the reason for the absence, either in writing, email or by phone. You may not enter class after any type of absence without an admit slip.

CONSEQUENCES FOR UNEXCUSED TARDINESS (BY QUARTER)

Students who are late will experience the following disciplinary consequences:

1 st & 2 nd	Warning
3 rd	Lunch Detention with team
4 th	Lunch Detention with admin
5 th	Student-developed Attendance Plan; Monday Detention; parent contact
6 th	Parent Conference; Saturday Detention
7 th +	Admin, Parent, and Student Conference

EXCUSED ABSENCES

If you know in advance that you must be absent for an extended period of time, you should bring supporting documentation from your parents. Pick up a Notification of Extended Absence Form, have it signed by all your teachers and return it to the Student Affairs Office. This form needs to be completed three school days prior to the absence. If you must be absent for excusable reasons, you will be allowed to make up the class work that occurs during your absence within reason.

For anticipated absences you should know what the homework will be before the missed days and are expected to hand in work when you return to school. Teachers have the right to refuse to grant credit for make-up work if it is not completed within their time limits.

It is your responsibility to obtain the required assignments. For unanticipated absences you generally have one day for each day you are absent to make up work. For example, if you are absent on an "A" day, you have to the next "A" day to get the assignments and must turn in any assignments due on the following "A" day. Because there can be several days of delay with the block schedule, you are encouraged to call another student from each missed class to get assignments or see your teachers immediately upon returning to school. Many teachers place their assignments on our school's intranet or GradeSpeed.

Examples of excused or excusable absences may include:

- Personal illness
- Family emergency, pre-arranged family trips of no more than 2 weeks
- Religious holiday
- Medical, dental or legal appointments
- Promotion and change of command ceremonies for parents

UNEXCUSED ABSENCES

YMS has a closed campus. A student absent from school without the permission of his/her parent/sponsor is unexcused. Unexcused absences will result in disciplinary action to include detention, removal from class, in-school and out-of-school suspensions, and expulsion.

Unexcused reasons for absences include:

- Modeling, movie making, or personal money making ventures
- Oversleeping
- Missing the bus, or a ride, or arriving late due to fault of the sponsor
- Seeing friends or relatives off at the terminal
- Non-school sponsored functions
- Being held up by aircraft departures over the road from the East Side. (If students are riding the school bus, their delays are excused; if they are in a POV, their delay is considered a tardy.)
- Babysitting

The above list is not all-inclusive.

**The Consequence Matrix for Specific Infractions can
be found in the Parent Handbook**

SECTION VIII – DISCIPLINE

GENERAL

You are responsible for following three basic rules:

- **Respect yourself.**
- **Respect the rights of others.**
- **Obey any reasonable request by an adult in the school.**

Guidelines for all disciplinary actions are detailed in the DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, which is available online or at school for review.

All students have a right to a school atmosphere that is conducive to learning and that provides for the common welfare and safety of all in the school community. We expect everyone to act with courtesy and consideration toward others. It is from this perspective that school-wide expectations and rules are developed and violations handled.

Students have a responsibility to be active participants in the learning process. When inappropriate behavior disrupts YMS educational programs, teachers and school administrators will take appropriate action, in consultation with parents. Sleeping or napping in class is not acceptable.

Your teacher will generally manage classroom problems with the student and parents. Repeated misconduct will be referred to the administration for corrective action. Progressive disciplinary methods are employed.

At YMS, teachers/teams follow an assertive discipline plan to enforce their classroom rules. This plan consists of (1) one-to-one counseling with the student, (2) notification of parent by phone, email or letter that a problem exists, (3) arrangements for a parent/student/ teacher/team conference, and (4) referral to administration. Consequences for inappropriate behavior are established in each classroom in addition to the school wide discipline policy.

DISCIPLINARY MEASURES

Most disciplinary measures will be no more than an on the spot correction. Serious infractions will be addressed with formal disciplinary measures such as detention, suspension, or expulsion.

DETENTION

Detention requires a student to report to and remain at the place designated by a teacher, team, or administrator. Students will be under supervision at all times during detention. Teachers, teams, and administrators may assign detention during lunch, before school, after school, or on Saturdays to students who disrupt or misbehave in class and/or fail to do assigned classroom work.

If detention requires a student to stay after school or come on a non-school day, the teacher or administrator will provide the student with a letter at least the day before the detention. The letter will state the date of the detention and the reason. Students must have a parent or sponsor sign the form and then return it to the teacher or administrator the next school day. The detention may be a working detention or an in-class detention where missed homework and assignments are completed, or alternate activities will be administered.

Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, suspension may result. Students who miss a Saturday detention may be assigned a one-day suspension or extra detentions.

If a student is assigned more than one detention on the same day at the same time, one of them must be served the next day. It is the student's responsibility to coordinate this with the teachers/administrators. Students who are tardy to detention or otherwise disruptive may be subject to further disciplinary action.

SUSPENSION

Suspensions may be in-school or out-of-school. Students may not participate in any school-sponsored activity for the duration of either type of

suspension. While serving an out of school suspension, students cannot be on campus for any activities. This includes any weekend activity such as sports events, dances, etc. Students under suspension are not permitted to go to another school where activities with YMS are being conducted.

Your parents will be provided written notification of your suspension and the reason(s). Any student who is suspended is expected to make up class work for credit. A formal Discipline Committee hearing must be held in the event that a student is suspended for more than ten consecutive days in one school year.

EXPULSION

In cases where suspension is not successful in changing unacceptable behavior, YMS may have to expel a student. Because expulsion is a disciplinary measure that terminates the student's connection with the school, it involves a hearing with a formal statement of the offending behavior. Expulsion may also occur for single infractions that are particularly serious, for example bringing prohibited weapons to school, causing serious injury or damage, putting themselves or others in unsafe situations, or behaving in a way that threatens serious injury or damage.

YMS will inform parents in writing of the expulsion hearings. The notification will tell parents the reasons for the proposed expulsion by describing the alleged offense(s), the date and time of the hearing; the right to waive a hearing, the right to present witnesses and documentary evidence, to refute allegations or present evidence to indicate the possibility of mitigating circumstances, the right to be represented by counsel or another representative, and the procedures for appeal.

DISCIPLINE REFERRALS TO ADMINISTRATION

Offense	Possible Disciplinary Measure
1st	Warning, Counseling, Lunch Detention, Parent Notification, or After School Detention
2nd	Parent Notification, After School Detention or Saturday Detention
3rd	Saturday Detention or Suspension
4th	Suspension of one or more days

In all cases the administration reserves the right to determine the severity of consequences.

HALL CONDUCT

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of

class for any reason MUST have their planners signed. Any adult in the building may request to see the planner, your identification, your readmit slip, etc. Make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave their classroom during class time.

CAFETERIA CONDUCT

During lunch you are expected to:

- Take your place at the end of the cafeteria line
- Do not purchase items or hold a position in line for another student
- Deposit all trash in appropriate containers
- Return trays and silverware to appropriate place
- Do not run, chase or engage in physically unsafe activity
- Talk at a conversational level
- Stay seated unless putting away your tray and trash or exiting to the play area

PUBLIC DISPLAYS OF AFFECTION

You are not allowed to kiss, embrace, or hold hands on campus, either during the school day or at after school functions. Such actions will result in disciplinary actions.

BULLYING, TEASING, AND GANG-LIKE BEHAVIOR

Any actions or behavior that results in bullying or teasing will not be tolerated at YMS and will be dealt with at the appropriate level. This includes cyber bullying, threatening, name calling, harassment, and exclusionary practices. Dress related to cliques or gangs or actions related to gang like behavior will likewise be handled at the appropriate level of concern and consequences.

PHYSICALLY DANGEROUS BEHAVIOR

Running, wrestling, and throwing objects in the halls or classrooms are not acceptable behaviors. Play fighting, biting, punching and/or pinching another student as a part of their birthday "celebration" or at anytime is inappropriate. Students are to keep their hands and feet and personal belongings to themselves. Students physically intimidating classmates in this manner will be disciplined in the same manner as a fight.

SEXUAL HARASSMENT

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appreciated. If the behavior continues, the student must report the harassment to an adult at the school.

FOOD, DRINK, AND GUM RULES

You may carry drink containers and wrapped or sealed food in the hallways when you are transporting it to a locker or to the multi-purpose room for lunch. As a general rule, food and drink are not allowed in classrooms unless the teacher makes specific exceptions to permit them. **GUM IS NOT PERMITTED AT YMS.** Please properly dispose of any you are chewing before you get on the bus to come to school or otherwise arrive on campus. Beverages containing caffeine, such as energy drinks, are not permitted at school.

IMPROPER DRESS

We encourage the students to take pride in their appearance at all times. Clothing that distracts or detracts from the learning environment should not be worn to school. Clothes that expose too much skin or are too tight, sag, or display inappropriate pictures or messages should not be worn. Cleanliness, good grooming and appropriate attire contribute to a healthy productive learning atmosphere. Individual teachers/YMS sponsors may set additional, higher standards than those listed below for reasons of safety and presenting a positive image on field trips or off campus activities.

- You may not wear hats, hoods, headgear, bandanas, heavy coats, chains, and/or sunglasses inside the school, any of the classrooms, the offices, or the gymnasium. You may wear hats at athletic events and other designated activities.
- Students will wear footwear at all times. Bedroom slippers or shower shoes are not to be worn at school.
- If you wear long pants, both pant legs will either hang or remain straight so that the legs are even with each other. One pant leg may not be drawn up.
- Halter-tops, pajamas, tank tops with thin straps, and spaghetti straps are not considered appropriate dress for school. Your attire must cover the entire midriff without being revealing while performing normal activities such as bending, stretching and sitting. It is not appropriate to wear tops/blouses that show cleavage in school. Clothing must be worn in an appropriate manner (sweaters, sweatshirts not inside out and/or backwards.)
- Shorts and skirts must be loose fitting and no shorter than mid-thigh, measured when your arms are resting naturally at your sides, palms lying flat against your thigh. At that point the hem must be at least as long as the tip of your middle finger.
- You may not wear garments or jewelry, or carry accessories, with profane or provocative pictures or messages with negative connotations, such as; advertising for tobacco or alcoholic beverages, drug use,

racial discrimination, promoting violence, or depicting sexual innuendo.

- Jewelry for piercing, other than earrings, is not permitted at YMS.
- Hair pulls, hair bands, or hair ties that are used to keep hair in place are acceptable for either sex. Bandanas used as hair bands and “do rags” are not acceptable.

You are responsible for complying with the dress code. If you violate the rules you will be sent to the office and your parents will be contacted. Your parents will then be required to either escort you home to change clothes or to bring appropriate clothing to you. You will not be permitted to leave campus on your own. You may not return to class until appropriately dressed. If you continue to violate the dress code it becomes a discipline matter. **The administration reserves the right to make judgments concerning the appropriateness of items of clothing.**

POSSESSING INAPPROPRIATE ITEMS AT SCHOOL

You should not bring to school any items that interfere with the classroom atmosphere or endanger the health and safety of other students. Examples of inappropriate items are cameras that take videos, video cameras, iPods/MP3 players, radios, water guns, disc/cassette players/mini-disc players/boom boxes, trading cards, game boys, and dice for gambling.

Teachers and administrators determine which items are inappropriate on campus, and they will confiscate them and keep them until a parent comes to pick them up. Such items not claimed by the sponsor by the close of the school year will be donated to charity or destroyed.

Items, which are contraband under law or community policy, will not be returned. If a school-authorized activity requires specific items that are otherwise inappropriate, you will receive instructions from your team or teacher. If you are in doubt about whether an item is appropriate, ask before you bring it. If you are too embarrassed to ask if the item is appropriate at school, it probably is not appropriate. If a teacher has any reason to believe that a container of liquid contains alcohol, that container is a prohibited item and will be confiscated.

WEAPONS

All DoDDS schools are part of the DoDEA Zero Tolerance for Weapons. All weapons, look-a-like weapons, and toys or objects of any kind that somewhat resemble weapons are prohibited. Weapons can be items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety.

The following list provides examples of prohibited weapons although it is not an exhaustive list:

- Guns. Machine-guns, pellet guns, shotguns, pistols, and rifles are all prohibited whether they are registered or not.
- Knives such as locking blade knives or switchblades, straight razor or razor blades
- Laser pointers or any laser beam lights are classified as weapons due to the potential for eye damage
- Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments
- Clubs, or any object that may be used as a club to inflict bodily harm, e.g., pieces of wood, pipe, stones or bricks, blackjacks, brass knuckles
- Authentic appearing replica of a firearm, e.g., a toy or BB guns.
- Items that are not normally considered dangerous but could be misconstrued as a weapon
- Objects that might be readily used to inflict bodily harm, e.g., bicycle chains, cans with sharp points, broken bottles or glasses, small knives with retractable blades

Weapons or items which could be used as weapons will not be tolerated. Yokota Middle School staff will seize these items immediately. Students in possession of such items will be subject to automatic and immediate suspension, pending a discipline committee hearing, and expulsion proceedings.

DRUGS

Do not bring illegal drugs or substances to school. If you must take prescription medicine, follow the procedures in the health section.

TOBACCO PRODUCTS

Cigarettes, cigars, snuff, smokeless tobacco or any other type of tobacco product or similar product, such as clove cigarettes, are not allowed.

IMPROPER COMPUTER USE

You may use Yokota Middle School computers in accordance with your Student Computer Use Contract. The "DoDEA Computer and Internet Access Agreement for Students" signed by you and your sponsor must be on file at YMS before you use a school computer. Students will be held accountable for the terms and conditions of the agreement.

Unauthorized access to a computer; unauthorized electronic copying to or from a computer; entry into non-authorized electronic storage areas;

and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration and disciplinary action will be taken.

All students will be issued a Gaggle email account. This email system is NOT private, and YMS retains the right to review student electronic mail and postings. Violations of legal and respectful conduct will warrant disciplinary evaluation.

Disciplinary evaluation for the above offenses will include suspension from use of the computer, detention(s), or possible suspension from school.

VANDALISM

Any vandalism to the school facility and/or school equipment will result in disciplinary actions and parent notification. In addition to disciplinary action the student(s) will be responsible for replacing or reimbursing the school for repairs.

Have a GREAT White Tiger Year!