



**DEPARTMENT OF DEFENSE
DDESS-PUERTO RICO DISTRICT**



**RAMEY SCHOOL
PARENT - STUDENT HANDBOOK
SCHOOL YEAR 2008-2009**

WELCOME TO RAMEY SCHOOL

Dear Parents and Students,

I am proud and happy to welcome you to Ramey School. Our school has a long history of excellence and successful alumni who have become leaders in all manner of educational and professional pursuits. A high percentage of Ramey School graduates move on to the best universities, professional/technical schools, and military academies every year. This tradition is consistent with the goals of the Department of Defense Education Activity (DODEA), Domestic Dependent Elementary and Secondary Schools (DDESS), and the DDESS-Puerto Rico District. This is a tradition we are determined to continue.

When you enter the world of Ramey School you are in the company of outstanding professional educators, support staff, committed adult volunteers, excellent students and many others committed to the success of our children. We serve the educational and developmental needs of approximately 400 students in grades Pre-K to 12th whose parents serve the United States in active military service and numerous federal agencies here in Puerto Rico. Our curriculum is based on proven content standards in all academic areas and progress is measured annually on a number of national and local assessments. We also hold ourselves to the highest standards of conduct and academic integrity. All of the policies outlined in this handbook support these standards.

At Ramey School we are aggressively educating students for a lifetime of success. We observe and are accountable to the DODEA Community Strategic Plan and fall under all of the regulations of DODEA and the Department of Defense. While these require the highest performance of all of us, they also provide a school environment sensitive to the stresses of deployments and related missions in our post 9/11 world. We are here to provide a world class education for every child within the context of our rapidly changing world. We invite all parents to find a place to be closely involved with the education of your child at school and at home.

Welcome to our school,



K. Erik Swanson
Principal



Dr. Donato Cuadrado
Assistant Principal

TABLE OF CONTENTS

	<u>PAGE</u>
Welcome to Ramey School	3
Guiding Principles	8
Ramey School Focus	9
Ramey School Mission	
Ramey School Vision	
<i>ACADEMICS</i>	
Accreditation	10
Advanced Placement Courses	
▪ Enrollment	
▪ Advanced Placement Exams	
Standardized Testing Program	
Drop Everything and Read (DEAR)	
Grading Period and Scales	11
Graduation Requirements	12
Testing	
Interim Reports	13
Homework	
Semester Examinations	14
Make-up Work	
Incomplete Grades	
Transcript Request	
Summer School	
Agendas	
Language of Instruction Policy for DODEA	
Independent Study	15
Program Changes	
• Drop/Add Procedure and/or Withdrawal	
Physical Education	
Promotion and Retention Policy	
Instructional Support Program (IS)	
Gifted Program (GE)	16
English as a Second Language (ESL)	
Special Education Program	17

POLICIES

Attendance, Absences, Withdrawals	17
• Classification of Absences	
• Return from Absences	
• Early Dismissal	
• Withdrawal from School	18
• School Clearance	
Class or Club Funds	
Discrimination	
Emergency Data	19
Emergency Dismissal	
Entrance Requirements	
Guidance Office	
Student Visitors	20
Technology Use	
Telephone Use	21
Visitors' and Guests' Policy	
Volunteers	

PROCEDURES

Cars/Vehicles	22-31
Discipline	

- Behavior and Discipline
- Detention for Behavioral & Disciplinary Problems
- Disrespect
- Detention
- Detention Hall
- Removal from Class
- Saturday Detention
- In-School Suspension
- Out-Of-School Suspension
- Discipline Committee
- Academic Dishonesty (cheating)
- Students on Individual Education Plans (IEP)
- Fighting
- Harassment
- Sexual Harassment
- Profanity
- Three V's
- Smoking
- Tardiness
- Theft
- Threats
- Truancy
- Off-Limits Areas
- Loitering

Drills (Fire and Bomb Threat)
Code “E” (Emergency)
End of School Year Clearance
Hall Passes
Electronic Devices
Restroom Use
Skateboards and Skates

RULES OF CONDUCT

Affection in Public	31
Arrival at School	
Assemblies	
Buildings and Grounds	
Bus Conduct	
Cafeteria	33
Chewing Gum	
Classroom Rules	
Child Nutrition Services	
School Uniforms	
Locks and Lockers (Grades 6-12)	34
Lost and Found	35
Chain of Concern	

STUDENT SERVICES

Activities and Trips	36-37
Activity Bus	
Athletics	
Other Services	
Awards	38
Books	
Parent-Teacher Conferences	39
Counseling Services	
Extracurricular Activities	
Health Services (Wellness)	
Information Center (Library)	40
Lunch Program	41
National Honor/Junior Society	
Personal Belongings	
Safety Patrols	
Student Government	
Supplies	

<i>SCHOOL MAP</i>	43
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AUTHORITY

The administration has and retains the authority to add/delete and/or modify any of the policies herein at any time. The latter is done for the explicit purpose of maintaining good order, discipline and the welfare and safety of the student body and to meet the needs of the mission of the school without setting any precedence that may be detrimental to future educational processes of Ramey School.



Ramey School

Ramey School, located in the northwest corner of Puerto Rico, is one of the finest schools in the DDESS – Puerto Rico District. DDESS is the acronym for Domestic Dependent Elementary and Secondary Schools which is a division of the Department of Defense Education Activity (DoDEA). As a DoDEA school, Ramey School educates children from Pre-Kindergarten through grade 12th. Our students are dependents of active duty military and federal employees assigned to Puerto Rico for a specific tour of duty. The U.S. Coast Guard, which operates Air Station Borinquen, is the host service for Ramey School.

Oversight of Ramey School and the DDESS – Puerto Rico District is exercised by a School Board elected from parents in each of the schools. The school is further supported by the Parent Teacher Student Organization (PTSO) and several other working groups as we work to achieve our school improvement goals in support of the DoDEA Community Strategic Plan. We actively encourage regular parent participation in the processes of the school as we make education a true partnership with the community.

GUIDING PRINCIPLES

- Tolerance and respect for diversity.
- Every student will succeed.
- Achievement guided by standards.
- Caring and safe environment.
- High expectations for all.

SCHOOL ADDRESS

**Ramey School
201 Arch Road
Ramey, P.R. 00603
Tel: 787-890-4145/4147/5170
Fax: 787-890-2180**

MISSION, VISION AND FOCUS

OUR SCHOOL FOCUS:

Highest achievement for all students.

OUR SCHOOL MISSION:

Ramey School educates and inspires each student to succeed in a diverse global environment.

OUR SCHOOL VISION:

Ramey School envisions all students as
Productive citizens, lifelong learners
Who embrace diversity and are
committed to excellence.

ADMINISTRATION/STAFF

Principal.....	Mr. Erik Swanson
Assistant Principal.....	Dr. Donato Cuadrado
Counselor/High School.....	Mr. Joseph Villanueva
Counselor/Elementary.....	Ms. Yvette Rosado
Special Education Chairperson.....	Ms. Marta Riviere
Media Specialist.....	Ms. Dina Hansen
AVID Coordinator.....	Ms. Lindin Ferrao
School Nurse.....	Mr. Luis Amalbert
Supply Clerk.....	Mr. Victor Alvarez
Secretary.....	Mr. Mario Roldan
Office Automation Clerk	Ms. Leslie Cruz
Registrar.....	Ms. Lillian Sanchez



Web page: <http://www.am.dodea.edu/acss/Ramey/index.htm>

ACADEMICS

A. ACCREDITATION

All schools in DODEA are accredited by AdvancED. To ensure adherence to the standards of AdvancED, the organization conducts periodic on-site inspections and prepares evaluation reports on each accredited school. DODEA secondary students may transfer to any accredited secondary school in the U.S. without loss of credit.

B. ADVANCED PLACEMENT COURSES

Advanced Placement is a program of college-level courses and exams that afford high school students in grades 11 and 12 the opportunity to receive advanced placement and/or credit in college.

1. ENROLLMENT

In order to enroll in an Advanced Placement class, a contract is signed by the student, the student's sponsor, the counselor, the Advanced Placement teacher for the class enrolled, and the principal or assistant principal.

2. ADVANCED PLACEMENT EXAMS

All students enrolled in an advanced placement course will have to take the related ETS exam funded by DODEA. The exam is scheduled three years ahead by ETS; therefore, the time and date for the administration of the exam cannot be changed.

Each post-secondary institution retains the right to establish minimum score requirements for awarding college credit.

Additionally, students seeking college credit for advanced placement coursework taken must apply for such credit and be in full compliance with all admissions or enrollment regulations of the post-secondary institution from which course credit is being sought.

C. BASIC STANDARDIZED TESTING PROGRAM

The DODEA testing program combines aptitude and achievement testing to predict students' needs and evaluate school instructional programs. The primary purpose of testing is not to rate or rank students, but rather to improve the precision and overall effectiveness of our instructional program by individualizing student instruction, based upon each student's strengths and weaknesses.

1. The basic testing program includes those testing programs administered to all DODEA students at the designated grade levels.
2. The College Board Achievement Test, the Scholastic Aptitude Test (SAT), Spanish Language College Board Test, and the American College Test (ACT) are all paid for by students.

D. GRADING PERIODS AND SCALES

1. GRADING PERIODS

The DODEA school year is divided into four quarters. A report card is issued after each quarter, and semester grades are given at the end of the second and fourth quarters in grades 6-12. Report cards for these grade levels also indicate a quarter grade, semester exam (SE) grade, and semester grade for each class.

2. GRADING SCALE

- A progress report for grades Pre.K-3 is sent to parents each quarter period. This report provides a summary of each student's performance on grade-appropriate subject matters and learning skills.
- Student Performance is assessed as follows:
 - E- Exceeds grade-level expectations.
 - M- Meets grade-level expectations.
 - S- Steady progress towards grade-level expectations.
 - L- Limited progress towards grade-level expectations.

- Learning Skills are assessed in a 1-3 scale:
 - 1 Consistently Observed
 - 2 Occasionally Observed
 - 3 Infrequently Observed

Academic progress and achievement in grades 4-12 are graded according to the following criteria and methods:

100% of a student's grade for academic performance in a grading period, unit or course will be based upon the extent to which the student demonstrates measurable progress toward and/or demonstrates mastery of learning objectives identified in advance by the teacher and/or school curriculum.

In grades 4-5, DDESS Puerto Rico utilizes the ELMS scale for conduct grades, work/social skills and designated special areas:

- E- Exceeds grade-level expectations.
- M- Meets grade-level expectations.
- S- Steady progress towards grade-level expectations.
- L- Limited progress towards grade-level expectations.

In grades 4-12 all tests, projects, portfolios, and student work utilized for grading will be converted to grade points before the calculation of the grades. The following percentages, letter grades and grade points will be applied:

<u>Percent</u>	<u>Letter Grade</u>	<u>Grade Points</u>
100-90	A	4
89-80	B	3
79-70	C	2
69-60	D	1
59-0	F	0

The following scale will be applied to determine quarter and semester grades:

A= 4.00-3.50

B= 3.49-2.50

C= 2.49-1.60

D= 1.59- .80

F= .79- .0

Grade Point Average (GPA):

The following point system will be used for the purpose of establishing a student's cumulative grade point average (GPA) and in calculating grades for a student's performance in individual subject areas.

<u>Regular Placement</u>	<u>Advance Placement</u>
A- 4 points	5
B- 3 points	4
C- 2 points	3
D- 1 points	2
F- 0 points	0

A secondary student's accumulative record (grades 9-12) shall include a GPA based on all grades earned in approved subjects and courses. This comprehensive GPA will be used to determine a student's class rank, honor roll and graduation honors.

E. GRADUATION REQUIREMENTS

26 units with a cumulative GPA of 2.0 or higher are required for graduation. The minimum 26 units will be as follows:

English Language Arts 9, 10, 11, 12 **4 Units**

(2 years of ESL may be substituted for 2 years of English Language Arts.)

Social Studies **3 Units**

(1 credit of U.S. History, 1 credit of either World Regions or World History, ½ credit social studies elective, and ½ credit in U.S. Government required)

Mathematics **3 Units**

(Algebra 1 and Geometry are required. The third math credit must have a math code of 400 or above excluding Lab classes)

Science **3 Units**

(Biology is required and either a Chemistry or Physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirement for graduation.)

Foreign Language **2 Units**

(A total of 2 credits in the same Foreign Language are required.)

Professional Technical Studies **2 Units**

(1/2 credit must be in Computer Technology.)

Physical Education **1 ½ Units**

Fine Arts **1 Unit**

(Courses used to meet this credit must relate to: Visual Arts, Music, Theater, Dance, and /or Humanities)

Health Education **½ Unit**

Sub-Total for Required Courses	20 Units
Sub-Total for Elective Courses	6 Units
Total Credits	26 Units

Seniors, who do not fully meet the established requirements by graduation day or are suspended from school, will not be permitted to participate in the graduation ceremony.

1. The student in the graduating class with the highest cumulative GPA shall be declared valedictorian of the class and will be awarded the valedictory medal at Senior Award Program.
2. The graduating student with the second highest cumulative GPA shall be declared salutatorian and will be awarded the salutatory medal at the Senior Award Program.

F. TESTING

Tests other than “pop quizzes (brief tests on material that has been covered during the preceding few days) will only be administered on full block days with prior notification by at least the previous block day.

G. INTERIM REPORTS

Teachers will issue mid-quarter interim reports to parents for students in grades 6-12. These reports are designed to inform parents of a student’s current academic and behavioral progress in designated subject areas.

H. HOMEWORK

School homework which contributes to the growth and development of the child is valuable. The amount and complexity of homework should not exceed the quantity and quality which can be successfully completed at home.

DDESS Puerto Rico educators are responsible for establishing a homework program appropriate to the age, health, ability, interest, and general needs of the child. Within this framework, DDESS Puerto Rico advocates the following:

Homework in the conventional sense is not a component of the Early Childhood Program, PreK-3. Students are encouraged to collect items and/or information for sharing at school as well as taken items and/or information for sharing at home.

In grades 4-12, a regular program of homework will be established to practice concepts and skills previously taught in the classroom, and to provide a realistic amount of time for completion of reading assignments in study halls, but classroom time will not be used to complete homework assignments. Following are homework guidelines by grade levels:

Grades	Approximate minutes/day
3-6	60
7-8	90
9-12	120

These guidelines represent total homework, not the homework required for each course. Students who do not complete their assignments including homework may be assigned to an hour of afterschool weekend study hall.

I. SEMESTER EXAMINATION

1. A final semester examination is required of all students in all classes except in Algebra, Geometry and ELA Lab. This exam counts for up to 20% of the student's semester grade.
2. Administration of semester exams for grades 6-8 should cover the last unit(s) taught.
3. Students who are suspended during the examination period may or may not be allowed to complete exams missed during the time of suspension from school, at the discretion of the principal.

J. MAKE-UP WORK

Assignments missed must be made up after returning to school. The student has an equal number of days for make-up as the total school days missed in excused status.

K. INCOMPLETE GRADES

Students are responsible for full participation in all classes upon their return to school. Students must remove incomplete grades no later than TWO WEEKS after the end of the marking period in which a grade of incomplete is first awarded. If not completed, the course grade will be calculated without the missing work.

L. TRANSCRIPT REQUEST

Transcripts needed for school transfer, military use, scholarship consideration, college application, or prospective employment information may be requested in writing from the Guidance Office. A parental written request is required for all students under the age of 18.

M. SUMMER SCHOOL

Students may enroll in any accredited summer program. Some students may choose to enroll in local public or private school programs or online options through Brigham Young University, University of Nebraska, or others. Upon completion of a summer school course, it is the responsibility of the student to ensure that his/her transcript for the work completed is promptly submitted to the Ramey Guidance Office for review and subsequent posting of credit to his/her Ramey transcript. Before enrolling in any summer program, students must meet with their counselor, and get approval from the Ramey Administration.

N. AGENDAS

Ramey School strongly suggests the use of agendas/planners for student use. When possible the Ramey School Administration will purchase agendas/planners for students. This tool serves to keep students organized and provides an additional communication tool between teachers and parents.

O. LANGUAGE OF INSTRUCTION POLICY FOR DDESS – Puerto Rico District

Instruction in classes will be conducted in English with the following exceptions:

1. Teachers are expected to follow the guidelines established by the DoDEA English as a Second Language Manual 2440.2 with ESL students. This manual states, "Although English is the language of instruction in the classroom, students are encouraged to continue to develop proficiency in their first language as they acquire English." This manual also states teachers may "encourage the use of dual languages in the classroom."
2. In language classes other than English, full use of the language being studied is appropriate.
3. In keeping with each teacher's and student's first amendment rights, non-instructional conversations between teachers and students in classrooms or on campus may be in the language of choice.

District policy for the use of a second language establishes that when a student's home language is used during instruction, the teacher will explain what was said to the whole class, with the exception of one-to-one or small group assistance. Assembly programs, meetings, publications, and customer relations will be conducted in English with translations as appropriate. Cultural events, culture classes, and performances may be exempt from this policy.

P. INDEPENDENT STUDY

Independent study and distance learning courses are available by arrangement with the guidance counselor and principal. These courses are accredited by the AdvancED and students successfully completing a semester or year-long course receive one-half unit respectively or one unit of credit toward graduation after documentation from the issuing institution (transcript or report card).

Parents and students should be aware that these courses are extremely rigorous and should be taken only after reviewing course requirements and materials with the school counselors.

Q. PROGRAM CHANGES (DROP/ADD PROCEDURE AND/OR WITHDRAWAL)

Students will pre-register for courses each Spring. Their request for classes must be approved by their parents, teachers, and school counselors. Student course requests will be used to determine school master schedule and course offerings.

When final course approval has been given, the students' requests are entered into school data base for class scheduling and assignment.

Neither students nor their parents may select specific teachers – only their courses. Once a schedule is arranged, a student may seek permission to change his/her schedule through the guidance office by submitting a written parental request during the first week of each semester. All changes must be processed within the first two (2) weeks of each semester.

High school students may withdraw from a course within two weeks of the beginning of a course. Students will have three weeks to drop a distance learning course. The last day for class changes will be two weeks after the first day of the course. When a student drops a class and re-enrolls in the same course, the current grade will transfer to the new class. Class drops and adds must be approved by parents before they will be considered by the school.

R. PHYSICAL EDUCATION

Students enrolled in physical education classes are required to wear shorts, shirts, and gym shoes (not the school uniform) to class. Lockers are available for student use in the locker rooms. Students are to provide their own locks. At times, it may be necessary to restrict the physical activity of a student enrolled in physical education. When a student has a major physical problem requiring medical attention, the student should secure a "*Physicians Recommendation for Modified Physical Education*" form or a statement attesting to such from a medical doctor. The doctor will suggest the extent of limitations to be placed on the student's activity and/or corrective activities with which the teacher should assist the student.

This statement is to be given to the student's physical education teacher and school nurse when the student returns to class.

S. PROMOTION AND RETENTION POLICY

Ramey School recognizes children grow intellectually and physically at different rates. In general, children require one school year to acquire the fundamental skills and maturity designated for a particular grade. Children with unusual abilities are provided an enriched program within their grade.

Children who lack sufficient maturity and/or academic skills necessary for success in the next grade may be retained in a grade for another year, in order to gain the foundation for future success in school. A committee consisting of the principal or his/her designee, guidance counselor, child's teacher, and the parent(s) shall make this determination.

Children possessing exceptional maturity, as well as advanced academic capabilities, may be recommended for accelerated promotion. A special committee will convene to evaluate any proposals for the accelerated promotion.

If unable to participate in the committee, parents will be notified of a proposal to retain or accelerate a child, and school officials will be available to discuss the proposals with parents before a final decision is made.

T. INSTRUCTIONAL SUPPORT PROGRAM

An Instructional Support Program has been established at Ramey School. The main purpose is to improve students' academic performance. Needs are based on achievement test scores and teacher recommendations. This is a prescriptive program.

U. GIFTED EDUCATION PROGRAM

The Gifted Education (GE) program is based upon the premise that optimum development is reached when the regular curriculum is differentiated to meet the needs of gifted students. The intent of the GE program is to be inclusive, ensuring that each student reaches his/her potential.

V. ENGLISH AS A SECOND LANGUAGE

Since English is not the first language of all Ramey students, mastery of English as a second language (ESL) is an important part of the instructional program. The Ramey ESL program is designed to assist students whose need for English language proficiency precludes satisfactory achievement within the school community.

Limited English proficient students are those who lack minimum English competency. These students will receive instruction in English as a second language. English proficiency will be measured by a standardized test, Idea Proficiency Tests (IPT). ESL students will be referred, screened, and placed in accordance with policies and procedures established in the *DoDEA ESL Handbook*. In Kindergarten – 8th grade, ESL is considered the language arts instruction for these students. For grades 9-12, ESL courses may be used instead of English requirements towards graduation credits up to a maximum of two (2) credits.

W. SPECIAL EDUCATION PROGRAM

According to Public Law 102-110, special education is specially designed instruction, provided at no cost to parents, to meet the unique needs of children with disabilities, including classroom instruction, vocational instruction, instruction in physical education, home instruction, and instruction in hospitals and institutions. Special education is provided for children who have been diagnosed with the following disabilities:

- Deafness or Blindness
- Early Childhood Impairments
- Hearing Handicaps
- Mental Retardation
- Multiple Handicaps
- Orthopedic Impairments
- Other Health Impairments
- Specific Learning Disabilities
- Visual Handicaps
- Serious Emotional Disturbances/Behavior Disorders

Eligibility and placement in the Special Education Program is determined by the school's multidisciplinary committee, called the Case Study Committee (CSC), after screening procedures have been completed.

Certified professionals, such as guidance counselors, physical/occupational therapists, psychologists, special education teachers, speech/language pathologists, and regular classroom teachers, provide services in the least restrictive environment.

POLICIES

A. ATTENDANCE, ABSENCES, WITHDRAWALS

Regular attendance and punctuality are essential for a student to make continuous progress in school. Parents are urged to send children to school regularly unless the child is ill.

3. CLASSIFICATION OF ABSENCES

All absences from class are classified as either *excused* or *unexcused*. To be classified as *excused*, an absence must be due to one of the following circumstances:

- a. Death in the immediate family
- b. Illness, medical, or dental treatment
- c. Unforeseen family emergencies
- d. Religious observances
- e. Approved family trips
- f. Worthwhile activities approved in advance by the principal
- g. Participates in school sponsored activities, including athletics, tournaments, and study trips.

Students who have five unexcused absences within one marking period in a school year will be referred to the administration. In addition, students who are absent (excused/unexcused) more than 20 percent of the 178 annual required contact days (18 contact days for a semester course or 36 contact days for a year course) will be referred to the administration.

Students with excused absences will be required to make up all work and tests within the same number of days missed.

In order to participate in an extracurricular activity, a student must be present at school from the beginning of the day on which the activity takes place, unless the principal grants a written waiver.

2. RETURN FROM ABSENCES

- ❑ On the day of return, the student will present a written explanation of the absence signed by the student's parent to the Attendance Secretary in the Main Office. Students presenting this explanation will be provided an *excused admit slip* and students without an explanation will receive an *unexcused admit*. In any case, teachers will not allow students back to class without an admission slip.
- ❑ Absences for illness of more than three consecutive days must be certified by a physician. *Failure to submit the proper notes for absences will be considered truancy.*
- ❑ Students who are absent due to participation in sports are responsible for keeping current on all missed school work and assignments.

3. EARLY DISMISSAL

Sponsor requests for early dismissal must be presented in writing. No early dismissals will be granted over the telephone.

- ❑ In order to pick up students during school hours, the sponsor must come to the administration office, present photo ID, and sign the log book.
- ❑ Students will only be released to the sponsor, parent/guardian, or the emergency contact person listed on the student's registration file.
- ❑ Once a student is signed out, he/she must leave school grounds.
- ❑ Students may not be signed out of school to attend school activities that were not intended for them. (i.e. field days, performances, battle of the classes.)

4. WITHDRAWAL FROM SCHOOL

Students will be permitted to withdraw from school with full credit for the grading period and school year only on or subsequent to a cut-off date specified on the DDESS-PR District approved calendar. Such early withdrawal is deemed acceptable when a family is required to leave for the sponsor's job assignment; the family is leaving the area permanently; or for other mitigating circumstances. Vacation travel is not recognized as cause for early departure.

Students who withdraw early must satisfactorily complete all required school work, prior to departure, in order to receive full credit.

- ❑ Students must present to the Guidance Office a written notice from their sponsor indicating the intent to withdraw. *This must be done no later than the end of the quarter preceding the withdrawal date.*
- ❑ Steps students will take at *the beginning of the final grading period*:
 1. Work with each teacher to set due dates for key assignments and exams.
 2. Stay current with the accelerated studies schedule.
 3. On the date of withdrawal, the sponsor/parent will come to the school and personally obtain copies of their children's school/health records from the Guidance Office to be taken to the receiving school. Original records must be requested by the receiving school or university.
 4. The student will take the withdrawal form to each of his/her teachers for *clearance* during the day including cafeteria, nurse, information center, locker custodian and coaches. Once the form is signed and completed by all the pertinent personnel, the student will bring the form to the Guidance Office for the records to be released to sponsors.

5. SCHOOL CLEARANCE

When leaving school, each student will be checked-out for the return of U.S. Government nonexpendable items or equipment (e.g. books, uniforms, musical instruments) which were furnished to the student on a loan basis. The check-out form will be maintained in the school for one year. The completion of this form is a requirement for withdrawing from school.

B. CLASS OR CLUB FUNDS

All class and club funds must be deposited in school accounts and are governed by the school. No cash may be spent from funds received from an activity. Certain classes must save a fixed amount of their class treasury for the following year.

All expenditures of class funds must be approved by the class sponsor and NAF committee prior to obligating the funds.

All deposits and expenditures will be made on the standard deposit/withdrawal forms and signed copies will be given to the organization sponsor.

Student funds, which are raised in the name of the school itself or go to the part of the students in the school acting as such, are to be used for the general welfare of the school and student body.

All student fundraising activities must be scheduled in advance and must not interfere with the instructional program or other established programs.

C. DISCRIMINATION

DODEA is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, age, national origin, or disability. DODEA provides handicapped individuals with access to training or employment in its programs and activities in accordance with requirements of applicable laws, including the anti-discrimination provisions of Section 504 of the Rehabilitation Act of 1973, as amended. DODEA complies with Title IX of the Education Amendments of 1972 and does not discriminate on the basis of sex in employment or admission to educational programs and activities.

D. EMERGENCY DATA

All students must have on file in the school office an emergency telephone number and an address where parents/guardians can be reached. Parents need to notify the school of any changes immediately. Emergency contact information must also be kept current.

E. EMERGENCY DISMISSAL

DODEA has an emergency plan which is implemented when it becomes necessary to close the schools due to a tropical storm or hurricane threat. School closings and re-openings will be announced on WOSO radio (1030AM), and the following radio and television stations:

Ramey	FM 91.1 and 90.5
TV	UHF Channel 40

When a storm is imminent, parents/guardians are advised to monitor the appropriate station.

In the event the buses are unable to leave school, the students will be kept at the school until the situation is resolved and normal procedures are put into effect. Every precaution will be taken to ensure the safety of all students at Ramey School.

F. ENTRANCE REQUIREMENTS

Prior to admission of a student into school, the parent or guardian shall be required to provide the following documents:

- Immunization records documentation:*
 - DPT vaccine (Diphtheria, Pertussis, and Tetanus Toxoid): Infant Basic Series (3), DPT Booster at 18 months (1), DPT Booster at 4-6 years (1).
 - Polio Oral Vaccine: Infant Basic Series (3), Booster at 18 months (1), Booster at 4-6 years (1),
 - MMR (Measles, Mumps, & Rubella): Immunization (2) prior entrance to Kindergarten.
- Pre-kindergarten - 1st Grade*
 - Birth certificate demonstrating the student will be 4 years of age for Pre-kindergarten and 5 years of age for Kindergarten on or before October 31.
 - Official immunization records documenting inoculations.
 - Physical examination.
- 2nd - 12th Grades*
 - Official records demonstrating grade placement from previous year.
 - Official immunization record.
- New Families: Parents registering their children in DoDEA for the school year 2008-2009 will find they must meet additional immunization requirements. In coordination with military medical commands, DoDEA has added three required inoculations for students attending school in the 2008-2009. The three are: Meningococcal Conjugate Vaccine (MCV4); Tetanus and Diphtheria Toxoids and Acellular Pertussis Vaccine (TDAP) - adolescent preparation); and Hepatitis A.*

Newly arrived families and their students, please feel free to contact the guidance office or administration office if you have questions, comments, compliments, or concerns. All students attending Ramey School must have a physical examination unless they are transferring from another school within DODEA. All students participating in sports programs are required to have a physical examination **every year**. We strongly encourage each student participating in athletics to have an electrocardiogram (EKG).

G. GUIDANCE OFFICE

The Guidance Office has a comprehensive program that focuses on career planning/exploration, knowledge of self and others, and educational/vocational development. Ramey School has two certified guidance counselors who are trained to serve teachers, students, parents, administrators, and the community in a variety of ways. The number one objective for the school counselors is to enable students to gain the knowledge, skills, values, and attitudes that lead to self-sufficient, responsible citizens. Each counselor acts as a resource person, coordinator of services, consultant, and child advocate. Ramey's counselors are available to provide the following services:

1. Talk with students individually and in groups.
2. Provide support during personal and inter-personal crisis.
3. Serve as a bridge between home, school and community.
4. Use tests to provide information about students' abilities, achievements, interests, and needs.
5. Share information on scholarships and financial aid.
6. Orient new students and their families to Ramey School.
7. Counsel students on successful transitions to adult living.
8. Coordinate classroom guidance.
9. Coordinate the guidance efforts of other school personnel.
10. Records

Under the supervision of the principal or her/his designee, a cumulative record is maintained on each student. This record contains the following:

- Full name of student
- Birth certificate
- Social Security number
- Dates of entrance and withdrawal
- Promotions and failures
- Credits and grades earned
- Standardized test scores
- Summary of attendance by year or semester.
- Awards and honors, including membership in the National Honor Society.

Ramey School maintains, retires, transfers, or destroys cumulative records in accordance with Department of Defense policy.

Student health data, absence reports, correspondence with parents, and progress or anecdotal records of significant nature are retained for five years after a student's graduation, death, or withdrawal. After five years, maintenance of pupil records transfers to the superintendent's office. Student disciplinary records are destroyed at the end of each academic year, unless maintenance of such records is required by court order or other duly constituted authority.

H. STUDENT VISITORS

Student visitors are not allowed on campus at any time during the school day. This includes family members or any other visitors not enrolled as students in Ramey School. Individuals on campus other than enrolled students, faculty or staff, must be registered in the main office, identified with a visitor's badge and present only for a specific purpose and signed out and departed from the campus once their business is concluded.

I. TECHNOLOGY USE

School use of computers, software, networks, and telecommunication resources (to include the Internet) are governed by guidelines published by the Department of Defense and the Domestic Dependent Elementary and Secondary Schools (DDESS). Both students and parents must sign a consent letter agreeing to abide by established DDESS guidelines. Failure to adhere to these rules will result in a student's forfeiture of all computer and on-line privileges in school. Violation of these policies will result in loss of privileges.

The following are most pertinent:

1. All use of technology must be in support of educational and research goals.
2. Use of another's login ID or password is prohibited.
3. Hardware or software shall not be destroyed, modified, or abused in any way.
4. A deliberate attempt to degrade or disrupt system performance is prohibited.
5. Users must abide by all copyright laws.
6. Chat rooms may not be accessed.
7. Personal software cannot be installed on school-owned equipment.
8. Accessing prohibited (adult, drug related, etc.) sites is prohibited.

J. TELEPHONE USE (Including Cellular Phones)

The office telephone is for school business and not for student use, except in case of emergency. Social life is not considered an emergency. All personal business should be taken care of before coming to school. Students are engaged in the business of learning and should be interrupted only for serious reasons. In the event a student is scheduled for an after-school activity which is cancelled by the teacher, the student will be allowed to call home to inform the parent/guardian of the change. Cellular phones are not to be used on campus during class time for any reason. Phones visible in class will be confiscated. Use of cellular phones for calls at lunch, before and after school is acceptable. It is strictly prohibited to use cellular phones for texting and/or audio/video recording on the Ramey Campus or during school related activities.

K. VISITORS AND GUESTS POLICY

Although Ramey has an open-door policy, for security reasons it is required that visitors adhere to the following procedures:

1. ALL VISITORS (any person who is not a school employee) shall:
 - Sign in at the main office stating his/her destination and specify purpose of visit.
 - Obtain a visitor's tag.
 - Wear the tag.
 - Refrain from interrupting a class in session or requesting a conference with a teacher during instructional time.
 - Sign out when leaving.
 - Return the name tag.

Office staff will assist visitors with signing in and out; confirming appointments with teachers; and directing visitors to their destinations.

Alumni guests may visit on a limited basis. They must follow the procedures and rules for regular visitors after obtaining permission for the visit from the assistant principal or principal.

All other staff will ask visitors without name tags to return to the main office so they can obtain a tag. They will also notify the main office of the presence of any person without proper identification. Individuals on campus without legitimate purpose and pass may be removed by security personnel. All personnel are reminded that the Ramey campus is a federal installation and all persons and vehicles are subject to search.

L. VOLUNTEERS

Schools in DDESS-PR District are authorized to accept and use services of persons on a voluntary basis in accordance with the provisions of this section. Persons who offer services on a voluntary basis shall only be used to perform services for which they are qualified, based on **training, experience, and maturity**. Volunteers must be mentally and physically capable of performing duties assigned to them, without unreasonable danger of harm to the volunteer or any other person. All volunteers shall work under the direction of an assigned employee of DODEA, who shall be responsible for monitoring the performance of the voluntary services.

Qualified volunteers may be used to augment existing services or to provide a service which DODEA could not otherwise provide. Voluntary services shall not however, be used in lieu of services normally provided by teachers in the system. School volunteers must use good judgment and dress appropriately when volunteering at Ramey School. Short shorts, bathing suits, sports bras, tank tops, and other revealing items of clothing are not appropriate dress for the school or classroom setting.

POLICIES AND PROCEDURES

A. CARS/VEHICLES

Students who wish to drive to school must register their vehicles with the assistant principal. A valid driver's license is required to do so. Parking is on a space-available basis in front of the school, in the grassy lot by the school buses. There is no student parking in the back parking lot. Students are not allowed in vehicles during the school day, including lunch hours. Failure to follow guidelines will result in the loss of parking privileges on campus. Ramey is a closed campus environment. Students are not permitted to leave campus at any time during the school day unless signed out by their parent. Students must request a parking permit from the administration.

B. DISCIPLINE AND STUDENT BEHAVIOR*

1. **Student Rights and Responsibilities:** Students have the right to expect an educational environment in which they may achieve their intellectual potential. As such, all students are expected to comply with school rules and regulations, and to conduct themselves in a manner that respects the rights of others. Students share the responsibility with administrators, teacher and support personnel to create an environment that is conducive to learning, and to notify school staff of any behavior that may endanger the safety or welfare of themselves or others. The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process IAW that regulation.
2. **Consequences of Conduct Violations and Penalties:** Student discipline should be administered progressively, with less severe punishment for the first infraction and with increases in punishment for each subsequent offense. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.
3. **Discipline for Minor or First Offenses:** A student may be disciplined for relatively minor offenses or first offenses not presenting an immediate threat of danger to self or others, through the use of written or oral reprimands or notice to parents, time out, teacher/student/parent conferences, suspension of school or extracurricular privileges, and by any other teacher intervention deemed by the teacher or school administrator to be appropriate. Minor offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which minor discipline may be appropriate include, but are not limited to: tardiness, chewing gum or eating food in class, running or horseplay in the halls or classrooms, use of offensive language, and disrupting the class by talking, laughing, or wandering about when the teacher determines that such conduct is inappropriate to the classroom activity. More serious disciplinary actions may be imposed when a student engages in repeated or multiple acts of misconduct and the teacher or Principal determined that the nature of the offense, in the context of all circumstances, warrants a more severe consequence. While grading school work performance or non performance is appropriate, grade (score) reduction as a disciplinary action is not an appropriate means of discipline.
4. **Grounds for Removal:** A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require an opportunity for a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include:
 - a. Cause, threaten or attempt to cause physical injury to another person.
 - b. Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm).
 - c. Possess, use or distribute, or attempt such, of alcoholic beverages.
 - d. Possess or used tobacco or tobacco products.
 - e. Possess, use or distribute any illegal/controlled substance, or attempt such offenses.

- f. Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia.
- g. Robbery or extortion, or attempt such offenses.
- h. Damage or vandalism to school, U.S. Government, contractor or private property.
- i. Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual.
- j. Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity.
- k. Disrupted school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.).
- l. Failure to leave the school, school grounds or school bus when directed by school official.
- m. Engage in gambling in any form.
- n. Fighting or otherwise engaging in conduct endangering others.
- o. Bullying, intimidating, taunting, hazing, name calling, or harassment.
- p. Unauthorized use of a portable communications device.
- q. Arson, making a bomb threat, or falsely reporting a fire or bomb threat.
- r. Forgery, cheating or plagiarism.
- s. Possession or use of fireworks or other explosive devices.
- t. Repeated or flagrant violations of attendance regulations or policies (i.e., truancy).
- u. Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials.
- v. Violate any law, rule, regulation, or policy of the military installation or school.
- w. Fail to report or otherwise be complicit in the above-described acts.

*The DoDEA Regulation 2051.1 (April, 2008) Disciplinary Rules and Procedures defines student rights and the expectations for conduct. This document also establishes the procedures and disciplinary actions that are to be taken when infractions occur. Copies are available on the DoDEA web site.

GROUP I: SERIOUS OFFENSES	
1. Occasional Unexcused Tardiness to School and/or Class. 2. Minor Bus Misconduct 3. Public Display of Affection 4. General Disruption of the Orderly Educational Process. 5. Disrespect or Use of Vulgarity or Vulgar Gestures towards other Students.	7. Misrepresentation or Forgery of a Signature and/or Excuse. 8. Wearing Clothes or Accessories that are Inappropriate for the Educational Setting. 9. Unauthorized Selling of any Product for Personal Profit. 10. Gambling 11. Disruptive Use of Portable Communication Devices

6. Possession of Tobacco Products on School Grounds or at School Activities.	(e.g., beepers, cellular phones, walkie-talkies, etc.)
GROUP I: PENALTIES	
1. Verbal Reprimand 2. Administrator/Teacher/Student Conference 3. Detention 4. Parental Sponsor Conference 5. In-School Suspension	6. Restriction of Privileges 7. Probation 8. Suspension of Bus-riding for Bus Infraction 9. Parental Sponsor Monitoring During the School Day.

GROUP II: MAJOR OFFENSES	
a. Defiance of Authority and/or the Use of Vulgarity or Vulgar Gestures toward School Personnel. b. Disruptive Behavior Including on the Bus, on Campus, in the Cafeteria, During School Activities and/or Events. c. Simple Assault and/or Threats. d. Smoking e. Stealing f. Cheating and/or Plagiarism. g. Truancy h. Fighting and/or Mutual Fray i. Hazing, Harassment, and/or the Malicious Use of Slurs Based on Race, Gender, Religion, Ethnicity, Language Background and/or National Origin.	j. Sexual Harassment k. Lying or Participating in a Deception, Which May Lead to an Adverse Action Against Another. l. Extortion. m. Use or Possession of Alcoholic Beverages n. Possession of Paraphernalia Related to the Use of Illegal Drugs. o. Vandalism p. Chronic Unexcused Tardiness to School and/or Class. q. Instigator or Accomplice to GROUP II Violation. r. Habitual Offender of any GROUP I and/or GROUP II Violations.

GROUP II: PENALTIES	
1. Administrator/Teacher/Student Conference 2. Detention 3. Parental Sponsor Conference 4. In-School Suspension 5. Restriction of Privileges.	6. Probation 7. Out-of-School Suspension from 1 – 5 Days. 8. Parental Sponsor Monitoring During the School Day. 9. Suspension of Bus-riding for Bus Infraction.

GROUP III: CRIMINAL OFFENSES	
a. Aggravated Assault and/or Assault and Battery. b. Possession and/or Concealing a Deadly Weapon. c. Robbery or Burglary. d. Possession, Use, and/or Distribution of Illegal Substances or Drugs. e. Sex Violations. f. Aggravated Vandalism g. Willful Detonation of a Fire Alarm Without Just Cause and/or Calling a False Report of Students, Employees, or Visitors to the School (e.g., “Bomb Threat).	h. Possession, Concealing, and/or Detonation of any Device, which may Result in Bodily Harm. i. Arson j. Instigator or Accomplice to any GROUP III Violation. k. Habitual Offender of any GROUP iii Violations.

GROUP III: PENALTIES	
1. Parental Sponsor Conference 2. Out-of-School Suspension from 3 - 9 Days. 3. *Superintendent’s Out-of-School Suspension for 10 or More Days. 4. *Expulsion from the DODEA	5. Restriction of Privileges 6. Probation 7. Suspension of Bus-riding for Bus Infractions 8. Referral to Appropriate Security Agency.

4. DISCIPLINE PROCEDURES FOR STUDENTS ON INDIVIDUAL EDUCATION PLANS:

Recent amendments to special education laws have influenced DDESS disciplinary policy for students with disabilities. Students with disabilities may be suspended and removed from current placement for 10 school days or less in the same school year by the unilateral decision of the school administrator. The school is not required to provide instructional services during these periods of suspension. Assignment of additional discipline during the school year will be handled on an individual basis with the input of the child's special education teacher, and on occasion, by review of the Case Study Committee.

5. SEARCH AND SEIZURE:

Students suspected of having materials prohibited by law are subject to search in the presence of their parents and school officials. School lockers are the property of the school, and as such, are subject to search at the discretion of the school officials. All persons should remember that the school campus is federal property. Criminal activity is investigated and prosecuted by the U.S. Department of Justice, not local civilian authorities.

6. REMOVAL FROM CLASS

If a student's conduct in the classroom seriously disrupts the educational process, the teacher may complete a disciplinary referral form and send the student to the office. This referral will be the final step in a teacher's disciplinary procedure and is reserved for serious disciplinary cases or those of a recurring nature.

7. SATURDAY DETENTION

When a student is assigned Saturday detention he/she is expected to report no later than 8:00 a.m., unless instructed otherwise.

- If a student is to report at a different time, this will be noted in the letter that is sent home to parents.
- Students who fail to report for Saturday detention will be assigned a second Saturday detention, in addition to the first one that must be served.
- Any student assigned to report to a Saturday detention who does not report, will be subject to further disciplinary action.
- A Saturday detention will not be rescheduled except for excused absences from school.

8. IN-SCHOOL SUSPENSION

As an alternative to out-of-school suspension, at the discretion of the principal, a student may be assigned in-school-suspension (ISS) as a recommended disciplinary action. The purpose of this is to improve student behavior through the use of a structured environment, while guaranteeing academic continuity. ***In-school suspension cannot be appealed.***

Process:

- Student must remain in the in-school suspension room.
- Students are expected to stay quiet and complete assigned work.
- Students are allowed a maximum of two restrooms trips (one in the morning and one in the afternoon) per day, which may not be taken during regular changing of classes.
- Students must obtain their lunches prior to the lunch period and eat in the in-school suspension room.
- Students in in-school suspension will be ineligible for participation in or attendance at extra-curricular activities for the day(s) assigned to in-school suspension.
- Excessive in-school suspension assignments may result in out-of-school suspension.
- Excessive in-school suspension may result in the student serving as a silent observer.
- In-School suspension will be used as disciplinary support for Group 1-11 violations.
- Students must remain awake during the in-school suspension.

Removal of Privileges:

Serious disciplinary offenses or habitual minor offenses may result in the removal of the following privileges:

- i. Membership in honor organizations.
- ii. Officer or leadership positions in school organizations.

- iii. Participation in extracurricular or curricular activities.

9. OUT-OF-SCHOOL SUSPENSION

Students who are assigned an out-of-school suspension *must make up their work*. Students must remain off school grounds during the suspension period. This includes extracurricular activities.

10. ACADEMIC DISHONESTY (CHEATING, or PLAGARISM)

Ramey School has identified the following acts of academic dishonesty.

- Judgmental academic dishonesty – peering onto someone else’s paper or obviously permitting it. Verbally telling someone or receiving the answers to questions during a test.
- Unquestionably academic dishonesty – copying homework assignments or giving homework to be copied (only when students are not allowed to work as a group or share information).
- Copying from a paper during a test.
- Stealing an answer key, an exam, assignment, or other materials.
- Plagiarism.
- Obtaining the questions or answers to a test prior to taking the test.
- Forging another’s signature on documents.
- Students caught committing academic dishonesty will be disciplined accordingly. Students found guilty of *judgmental academic dishonesty* will be disciplined by the **classroom teacher**. Students found guilty of unquestionable academic dishonesty may be referred to the administration for action. National Junior Honor Society and National Honor Society sponsors will be informed of violations.

11. FIGHTING

The school atmosphere should always be one conducive to learning. Fighting for any reason is not tolerated.

- Students, who engage in physical confrontations with peers or other individuals while on campus, riding the bus, or attending a school-sponsored activity, will be suspended for the remainder of the school day or longer as determined by the administration.
- The administration will determine the final outcome regarding discipline after an investigation.
- When a fight occurs, all students involved will usually be suspended from school for the first offense. It is rare that a fight is started by one student alone.
- Repeat occurrences will usually result in suspension for periods of longer duration.
- If a child feels threatened to the point that she/he has to defend herself/himself, the first action should be to report the situation to a teacher or other adult. Otherwise, the child takes the risk of being suspended from school.
- Children who are told, “It’s okay to fight,” and decide to engage in fighting will be subject to disciplinary action.

12. HARASSMENT

Harassment is defined as deliberate, repeated, and/or unsolicited physical actions, gestures, or verbal/written comments when such conduct is unwanted and unwelcomed.

Harassment has the purpose or effect of interfering with an individual’s performance academically, or in school-related activities, or creating an intimidating school environment.

When an allegation of harassment has been verified, discipline may include one or more of the following:

- Warning
- Apology to the victim
- Counseling
- Detention
- Suspension
- Expulsion (for criminal offenses such as assault)
- Research or other academic work on the topic of harassment.

13. SEXUAL HARASSMENT

Sexual harassment can be directed towards adults or students, members of the same sex, or members of the opposite sex.

Off-color jokes or teasing, comments about body parts or sex life, suggestive pictures, leering, staring, inappropriate gestures, excessive attention in the form of love letters/telephone calls/gifts, inappropriate touches (brushes, pats, hugs, rubs, etc.), wolf whistles, and assault/rape are all examples of sexual harassment.

Every report of sexual harassment will be investigated by the school administration and followed up by the appropriate action and/or penalty.

Teachers have the responsibility to report to the administration all incidents involving sexual harassment.

Penalties should be appropriate to the age of the offender and the nature of the offense. Penalties should become more severe if the behavior is repeated.

Our discipline code lists sexual harassment as an offense, and the following code lists the actions to correct the offense at each grade level:

- ❑ **Pre-kindergarten – 5th grade:** The consequence for a first offense by a child must be to educate the child on the proper behavior with children of the opposite or same sex. Both parents will be called and informed of the incident and the school's action to resolve the problem. On repeated offenses, the administrator may implement further educational experiences for the offender or impose denial of recess, detention, in-school suspension, and out-of-school suspensions as is warranted by the severity of the offending student's action. Notification to both sets of parents will occur after each offense.
- ❑ **Grades 6–8:** The penalty for the first offense at this level may be to provide education or counseling to resolve the problem or punishment for the action at the discretion of the administrator based on the severity of the offense. Repeated offenses will result in punishment to include detention, in-school or out-of-school suspension, or expulsion as warranted by the severity of the case. Notification to both sets of parents will occur after each offense.
- ❑ **Grades 9–12:** The penalty for the first offense at this level will result in detention, in-school or out-of-school suspension, or expulsion as warranted by the severity of the case.

15. THREE V'S

The three V's – **V**andalism, **V**iolence, and **V**ulgarity – are not allowed at Ramey School. Students involved in any of these behaviors will be subject to immediate **out-of-school suspension**.

16 SMOKING

Ramey is a smoke-free campus. No one may smoke or use other forms of tobacco on the school premises. These regulations are applicable within the confines of school buildings, surrounding grounds, while riding school buses, and/or on school-sponsored trips. Smoking and/or possession of tobacco products is strictly prohibited as defined in the *DDESS Discipline Policy*. This applies to all areas of Ramey School, including, but not limited to, parking lots, athletic fields, and buildings. Any student bringing cigarettes or tobacco products to school is in violation of the rules and will be subject to disciplinary action.

17. TARDINESS

Teachers will record all tardies in SMS attendance. Tardies will be monitored by the attendance clerk and the Assistant Principal. An unexcused tardy report will be extracted from SMS daily. Unexcused tardies will be assigned disciplinary actions as follows:

- 1st Tardy – Teacher discussion with student
- 2nd Tardy – Parent Communication/Warning Letter
- 3rd Tardy – Parent Communication/Assistant Principal assigns 1 hour of school services.
- 4th Tardy – Parent Communication/Assistant Principal assigns 1 hour of school services.
- 5th Tardy – Parent Communication/Assistant Principal assigns 2 hours of school services.
- 6th Tardy and subsequent tardies- Parent Communication/Assistant Principal assigns disciplinary action based on the discipline guidelines for habitual offenders.

Tardies are cumulative based on general occurrences rather than infractions in each class. At the beginning of each quarter students begin with 0 tardies.

Students who are missing from class for more than 10 minutes will be referred to assistant principal for truancy. Those students who abuse the hallway pass system (almost every period in the school pathways with a pass) will be referred to the office for investigation and administrative action if necessary.

18 THEFT

Any student caught stealing will be subject to the *DDESS Discipline Policy*. To protect themselves from being the victim of theft, students should:

- Leave valuables or large amounts of money at home; the school is not responsible for losses.
- Constantly monitor the whereabouts of purse, book bags, etc.
- Keep lockers locked at all times.
- Put books in their own assigned lockers.
- Refrain from sharing locker combinations or locker keys with other students.
- Report any theft immediately to a teacher or administrator.
- Check the “Lost and Found” at the main office for missing items.

19 THREAT

Making threats of any kind towards other students, faculty, or staff will not be tolerated. This is a very serious offense and is grounds for out-of-school suspension or expulsion. Threats such as, “I am going to hurt you”, “I could kill you”, “I am going to blow this place up”, will be viewed as a serious offense. Such threats should not be made either verbally or in writing.

Ramey School’s administration is obligated to take such threats seriously and to apply a consequence upon any student who makes such threats.

Some types of threats require the completion of *Serious Incident Report*, which must be forwarded through the DODEA Superintendent’s office to DoDEA Headquarters.

A student who makes a comment about acts of violence towards others will witness the following:

- Parents will be called for an immediate conference.
- Student will be referred to the school psychologist or other appropriate staff member.
- Student will be referred to an appropriate medical doctor, at parents’ expense, to help determine if student is considered to be at high risk for school attendance.
- Student will be re-admitted only after the principal is satisfied with the results of the foregoing actions.
- Also considering the seriousness of the situation, any student who makes a false and/or exaggerated report about another student will be subject to discipline, as deemed appropriate.

20. TRUANCY

Once a student arrives on campus, he/she must attend all scheduled classes until the official end of school for the day, unless permission has been granted by a school administrator to leave. When a student leaves campus on an unauthorized basis, she/he is considered truant and will be disciplined accordingly.

Parents must provide a written request to the administration when there is a need for a student to leave the school campus during the school day. The building administrator will determine the appropriateness of the request and whether there are extenuating circumstances which merit approval of the request.

Ramey has a closed campus for lunch. This means only students who have been signed out by their parents are allowed to leave campus during a student's lunch period.

21 OFF-LIMITS AREAS

Ramey School is a large campus. Certain areas, listed below, are off-limits during the school day. Students entering these areas will be subject to disciplinary action, up to and including out-of-school suspension.

- Front of school, steps, flagpole.
- Behind A, B, and C buildings.
- Parking lots
- Little Theater during lunch time.
- All fence lines, including the back fence facing Job Corps.
- All playgrounds except for Pre K-5th grade students at supervised recess.
- Area behind gymnasium
- Baseball, softball, soccer fields.

The following areas are also off-limits during events held at Ramey during/after school hours:

- Behind A, B, and C buildings
- All playgrounds
- Area behind gymnasium
- All classrooms not part of event
- All fence lines
- Baseball, softball, soccer fields

Students waiting for parents to pick them up during the school day must wait in the office. They may not wait at the front of the school.

22. LOITERING

Students are not to be on campus before 7:00 a.m. or after 2:45 p.m., Monday through Friday, unless they are under the supervision of a school staff member. Students who are not participating in a bonafide extra-curricular activity must depart the campus by 2:45 p.m.

C. DRILLS (FIRE AND BOMB THREAT)

In compliance with federal safety requirements, the following procedures will be in effect during all drills:

All students, school personnel, and visitors must report to the softball field at the front of the school, via the most direct route. Refer to the evacuation map posted inside each classroom for more information. No person will be closer than 50 feet to any vehicle.

1. If the entrance to the softball field is blocked for any reason, evacuees will go past the flagpole/front circle to the right of the softball dugout next to the road, around the fence and into the field.
2. Cafeteria personnel will exit their work area through the glass doors on the gym side of the cafeteria, exiting through the playground to the road and safety area.
3. Maintenance workers should report to the same area as the cafeteria workers.

D. CODE "E" (EMERGENCY)

Classroom teachers should lock the door(s), turn off the lights, and have everyone sit in an area away from the doors and windows. Everyone in the room/area should be absolutely silent and out of view.

E. END OF SCHOOL YEAR CLEARANCE

Students are required to complete an end of the year clearance form, which is turned in to the guidance office.

F. HALL PASSES

During class time, any student in the hallway must carry a hall pass. Students entering class late must have an admittance pass from the main office. Unless a student has a medical condition certified by a physician, he/she should not request a hall pass two periods consecutively.

Ample time is allowed for passing between classes. Students should ensure that they walk to class without running. There is no time to loiter between classes. Student hallway behavior should be courteous and quiet. As soon as the bell rings, students are to proceed quickly from one class to the next. Students should enter the classroom as soon as they reach their destination.

G. ELECTRONIC DEVICES

Electronic devices that are not approved instructional items are prohibited on campus (iPods, MP3s, pagers, Portable DVD players, Video games and others). These are easily pilfered items and should not be brought to school. Students who disobey this policy will be subject to disciplinary action. **The Ramey Administration will not be responsible if this rule is not followed and the electronic device is stolen.**

H. RESTROOM USE

The boys' and girls' restrooms in the administration building are designated as elementary school restrooms only. Students in grades 6-12 must use other restrooms in the school at all times.

I. SKATEBOARDS AND SKATES

Because of the liability and frequency of injuries associated with them, the use of skateboards and skates at school is strictly forbidden.

RULES OF CONDUCT

A. AFFECTION IN PUBLIC

Public display of affection in excess of normally accepted behavior in a public school or business is to be avoided. Affectionate behavior beyond the holding of hands is considered excessive and is not allowed.

B. ARRIVAL AT SCHOOL

Students should report to their assigned areas upon arrival at school. Once students arrive, they may not leave campus without being signed out by a parent or unless an administrator approves the student's departure from campus.

Assigned areas are as follows:

- Pre-kindergarten and Kindergarten: Early childhood playground (inside fenced area).
- Grades 1, 2, and 3: Playground behind the gym area.
- Grades 4, 5, 6: In the gym
- Grades 7–12: Cafeteria, quad, basketball court.

Students may report first to the cafeteria for breakfast. Once they have eaten, they must report to their assigned areas for the remainder of the time until schools begins. Once the 7:45am bell rings, students are to go to their assigned classroom for attendance.

C. ASSEMBLIES

Ramey has periodic assemblies. Assemblies are planned for student learning and enjoyment. Students are expected to be orderly while entering the Little Theater and Gymnasium. Students who disrupt the assembly will be removed and not permitted to attend that assembly. A second violation may result in the student being banned from future assemblies, including those activities held in the Little Theater after school. The following are some of the assembly rules that will be enforced by the Ramey Faculty:

- Students will enter the assembly area as directed and be seated quickly.
- Students must remain seated during the assembly until dismissed.
- Eating during assemblies is prohibited
- Throwing objects, including paper is prohibited
- Booing or inappropriate outburst is prohibited
- Talking or rude disruptions are prohibited while being addressed by a person at the podium.

D. BUILDING AND GROUNDS

Students littering Ramey's campus will face discipline ranging from a warning to detention for repeat offenders. All food is to remain in the cafeteria during meal service. Students must consume food purchased at school in the cafeteria prior to leaving the facility.

E. BUS CONDUCT

School bus service is provided by DDESS-PR District; however, it is not a right but a privilege to ride the bus. The bus driver and monitor must be obeyed at all times, and in the interest of safety, she/he can assign seats to students. If the student refuses to comply with the bus driver's and /or monitor's directive, it is automatically considered a second offense as prior to the refusal the student had been warned a change of seating was necessary. If a student does not comply with the rules of conduct stated below, the following steps will be taken:

If the first offense is a major offense, the student may be taken off the bus, without following the above sequence. If the student defaces, mutilates, or breaks any part of the bus inside or out, the student will be suspended from the bus for the remainder of the semester. Additionally, the parents will have to pay for the cost of repairing the damages.

If a student is removed from the bus for any period of time, she/he cannot ride the activity bus, or any bus for field trips during the suspension period.

Safety demands that students on buses be strictly disciplined at all times. Continued warnings regarding bus conduct will not be given. The student is responsible for complying with the following rules. The DoDEA Behavior Standards for School Bus Students:

On and Around School Buses Students will:

- Comply with the Behavior Standards for School Bus Students.
- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's or monitor's instructions.
- Treat the bus and other private property with care.

On or Around School Buses Students will not:

- Fight, push, shove, or trip other passengers.
- Use or possess unacceptable items identified in the school Code of Conduct.
- Push while boarding or exiting the bus.
- Get off or on the bus while the bus is moving.
- Make excessive noise or play electronic equipment without earphones.
- Put objects out of bus window or hang out of windows.
- Engage in horseplay.
- Obstruct aisles, steps, or seats.
- Engage in public display of affection.
- Eat, drink, or litter on the bus.
- Use profane or abusive language or make obscene gestures.
- Spit.
- Harass or interfere with other students.
- Disrespect, distract or interfere with the bus driver.
- Damage private property.
- Sit on the bus driver's seat.
- Open or try to open bus door.
- Throw or shoot objects inside or out of bus.
- Tamper with bus controls or emergency equipment.

F. CAFETERIA

Any food purchased in the cafeteria must be consumed in the facility prior to a student departing. Students are expected to clean up after eating, disposing of trash and trays appropriately. Cafeteria employees and school staff may give students directives to follow. Students are expected to comply with these requests, without argument or discussion.

Students who do not bring their lunch card to the cafeteria must wait at the end of the line to be served. This prevents holding up the line for other students.

A la carte items are available ONLY for students in grades 6–12. Elementary students (Pre-kindergarten–5 grade) are not eligible to purchase any a la carte items.

If it has been determined by a doctor that a child has a special medical condition, which prevents her/him from eating the regular school meal, the school will (to the extent possible) make accommodations prescribed by the doctor.

A \$15 fee will be collected for returned checks. Cash payments will be required, if a check is returned. Delinquency in payments will be handled through the sponsor's supervisor when collection of returned checks exceeds \$50, or a child accrues a \$20 debt with no payment by the sponsor.

Parents are encouraged to monitor their child(ren)'s accounts at WWW.EZSchoolPay.com. Parents may also make deposits using a credit card at this web site.

G. CHEWING GUM

Chewing gum is not permitted on campus or on school buses.

H. CLASSROOM RULES

Each teacher has the right to determine classroom rules in each class and the organization and discipline that is most conducive to *her/his* methods of teaching.

I. CHILD NUTRITION SERVICES

Ramey School participates in the National School Lunch and Breakfast Program, sponsored by the U.S. Department of Agriculture. All parents are encouraged to take advantage of this program, which offers healthy food for everyone visiting the cafeteria, as well as free and reduced meal prices to students who meet the criteria. To participate in the program, parents should fill out an application and return it to the school once a student is identified as eligible participant new application form must be completed each year in order to continue participation in the program.

J. SCHOOL UNIFORM

- **SHIRTS**

Pre-Kindergarten – 5th grade:

Khaki colored, collared polo shirts only, with button placket front.

6th – 11th Grade:

Hunter green colored, collared polo shirt only, with button placket front.

12th Grade

Seniors will select their own color polo shirt.

Undershirts must be tucked in, not hanging out below polo shirt. This includes the sleeves, which may not extend beyond the uniform polo sleeves. Shirts must have bottom button fastened. With the exception of the school logo, emblems may be no larger than 2"x2". No exaggerated, oversized polo shirts, or too small/tight polo shirts.

- **JACKETS/SWEATERS**

Students may only use the school jacket with the school's logo. The jacket may be ordered in black or hunter green.

- **SLACKS/SHORTS**

Pre-kindergarten – 5th grades:

Hunter green colored, plain, tailored slacks (tailored means not baggy, oversized, or skin tight). Slacks must be belted at the waistline.

6th – 12th Grades:

Khaki colored, plain tailored slacks (tailored means not baggy, oversized, or skin tight). Slacks must be belted at the waistline.

Shorts: may be no more than 4" above the knee. Shorts must be belted at the waistline.

- **SKIRTS/JUMPERS/DRESSES/OVERALLS**

Length must be no shorter than 4" above the knee.

No skintight skirts/jumpers/dresses/overalls allowed.

Hunter Green (Pre-kindergarten – 5th Grade)

Khaki (6th – 12th Grade)

Overalls and jumpers allowed. *Solid colors only*, and either straps or buttons must be fastened; straps cannot dangle or be disconnected. Vest/skirt, vest/pants, vest/shorts combinations are acceptable. Vests must be the same color as bottoms.

- **SHOES, SOCKS AND ACCESSORIES**

Closed toe shoes must be worn at all times. Socks should match the uniform and should not display shocking patterns or colors. Socks may not be higher than the calf. This applies to all students, Pre-kindergarten – 12th grades. Sun glasses are to be worn outside school buildings only.

- **HATS AND OTHER HEAD COVERINGS**

Hats, scarves, and other head coverings will not be allowed on campus. This applies to both males and females. Once students enter school grounds, hats must be removed and should be stowed in a backpack or locker.

Students who come to school out of uniform will receive a uniform referral to the office. Parents will be contacted to bring the appropriate item(s) of clothing so the student will be in compliance with the uniform policy. If the parents cannot be reached, the student will be offered an appropriate item from the nurse's clothes closet (if available). Should clothing from the clothes closet be unavailable, the student will be retained in the office until in appropriate uniform.

Additional modifications or exceptions to the uniform may be enacted as deemed necessary by the Ramey School administration.

K. LOCKS AND LOCKERS (GRADES 6–12)

Students are not required to have a locker. Students may elect to carry their own books.

1. Lockers are the property of the school. Students must bring their own locks for use on lockers.
2. Lockers are intended for storage of a student's personal clothing, physical education equipment, books, and instructional materials. The storage of illegal items is prohibited.
3. Parents/guardians will have access to lockers upon notifying the principal.
4. Failure on the part of the student to lock her/his locker may result in petty theft and vandalism. Lockers should be kept locked.
5. Parents are financially responsible for any damages to the lockers.
6. It is suggested that students go to their lockers before school, during lunch, and after school.
7. Students will not be allowed to visit lockers once class has started.
8. The administration retains the right to seek proper authority to open a student's locker in cases that involve suspicion of drugs, alcohol, weapons, or stolen articles.

L. LOST AND FOUND

Ramey School maintains lost and found items in the cafeteria.

M. CHAIN OF CONCERN



When a parent has a classroom related concern, the parent should contact the teacher first for an appointment to discuss the issue. If the parent feels that the concern or issue is not resolved to his/her satisfaction, the parent has the right to schedule an appointment with the Assistant Principal to seek resolution. The parent also has the right to schedule an appointment with the Principal if he/she is not satisfied with the actions taken by the teacher and then the Assistant Principal.

STUDENT SERVICES

A. ACTIVITIES AND TRIPS

All school-sponsored activities and trips must be directly related to curricular or extracurricular programs established at the school and must contribute to the achievement of stated objectives of the sponsoring program. Field trips serve the educational program by utilizing those educational resources of the community and region that cannot be brought into the classroom.

All activities and trips must be approved in advance by the school principal, and adequately supervised by adults, including designated school representatives. To participate in an off-campus activity or trip, the student must have a permission or emergency information form signed by the parent/guardian and returned to the activity sponsor. **NO TELEPHONE PERMISSION WILL BE ACCEPTED.** Permission to attend off-campus trips must be given in writing.

B. ACTIVITY BUS

An activity bus runs from the school to Isabella/Coast Guard housing after home games. Also an activity bus runs from the school to Mayaguez. Depending on the number and length of the games, the activity buses may leave school quite late.

- ❑ All students must have a pass to ride the activity bus. A student leaving campus after school may not return to take the activity bus. Once a student leaves school grounds, she/he is no longer under school supervision.
- ❑ Students in grades PK-5 may not ride the activity bus.

C. ATHLETICS

Ramey School is a member of the Puerto Rico High School Athletic Alliance (PRHSAA), which includes DDESS-PR District high schools from Fort Buchanan, as well as 19 other island-wide private high schools. The PRHSAA is a well-organized league that promotes athletic competition and good sportsmanship among member schools.

Ramey School participates in the following interscholastic sports: cross-country, volleyball, soccer, indoor soccer, basketball, softball, baseball, track & field, swimming, indoor soccer and golf. Participation in sports is open to all students in grades 7-12. Eligibility is governed by the same criteria as other extracurricular activities. Students must also meet PRHSAA eligibility requirements for each sport.

1. MEDICAL

A medical exam, parental permission, and emergency card are required for all student athletes, and should be on file in the nurse's office prior to participation in any school practice, scrimmage or game. We strongly encourage student athletes to receive an electrocardiogram (EKG) before participating in any sports activities.

2. INSURANCE

Students participating in the athletic program are NOT covered for injuries incurred during games or in practice. Parents must provide medical insurance for their children.

3. TRAVEL

Travel to away games will require that students are excused from classes, but they are expected to make up any work missed and must adhere to scheduled due dates for assignments.

Students are expected to travel in school vehicles during athletic competition. Transportation will be provided to each event and back to the school. Once students arrive at school, parents are expected to pick up their children in a timely fashion. If parents want their child to be dropped off at a point closer to home, this must be a point along the direct route back to school. The coach must have this request in writing, in advance. Parents must be at the drop off point, or the students will be brought back to school.

4. RULES

Students must follow rules for behavior on school buses or they will not be allowed to ride school buses to athletic events.

5. COMMITMENT

When an athlete qualifies for a team, she/he commits to participate on that team for the entire season. If the student athlete should choose to quit the team, or is removed from the team by a parent, coach, or principal, this will result in the loss of the privilege to participate in any sport for the rest of that season. Students must attend all practices and games unless excused by the coach. Students may only participate in one sport per season, unless authorized by the Principal.

6. RESPONSIBILITY

The student athlete is responsible for all uniforms or equipment issued to her/him. The student will pay for any article lost or stolen. These items will be cleaned and returned to the coaches upon completion of the season. Students who choose to quit a team shall return their uniforms immediately. The parents of a student who does not return items will be billed for the replacement cost of the missing items.

7. SPORTSMANSHIP

Ramey student athletes are expected to demonstrate responsible sportsmanship in all athletic competitions, including showing respect for opposing team members, coaches, sports officials, and fans. Failure to comply with standards of good sportsmanship as a player or fan may result in suspension or expulsion from future athletic competition.

8. AWARDS

The Ramey Athletic Awards Ceremony is held annually at the end of the school year to honor all athletes who participated in the school's programs throughout the year. All students who maintain regular attendance at games and practices will receive a Certificate of Participation. A student must play in at least half the season's games, or participate in all meets held (Cross Country, Track & Field).

Most Improved Award:

- Student-Athlete who demonstrates the most significant improvement in the skills and performance related to their sport.

Sportsmanship Award:

- Student-Athlete who best demonstrates good sportsmanship in athletic competition, including showing respect for game officials, opposing teammates, fans coaches and fellow team members.

Letter Award:

- Student-Athlete must attend all practices and games unless excused by the coach.

Most Valuable Player Award – All Sports:

- Outstanding performance based on game statistics
- Responsibility
- Leadership
- Sportsmanship
- Discipline

Coaches' Awards – All Sports:

- Coach-ability
- Responsibility
- Positive attitude
- Sportsmanship
- Discipline

Ramey School Honor Athlete

- Participation in at least two sports seasons while maintaining a GPA of 3.5 or higher.

National Scholar Athlete Award:

- Junior or Senior
- Academic excellence, 3.0 GPA or higher
- Academic honors
- Athletic excellence in at least two varsity sports
- Athletic honors
- Sportsmanship
- Leadership
- Positive attitude in class and in sports

Athlete of the Year:

- Three varsity sports participation
- Athletic honors
- Sportsmanship

D. OTHER ACTIVITIES

All special activities sponsored by middle and high schools, including dances and parties, must be:

- Sponsored by a class or school club
- Approved by the Student Advisory Council (SAC) via petition form if the event is school-wide.
- Adequately supervised by adults
- Approved by the principal
- Approved by the superintendent if the event is an overnight activity, and
- Posted on the activities calendar.

The school is not responsible for arranging for facilities or providing chaperons for activities that are not school-sanctioned. The principal must approve any advertising of such activities on campus.

The sponsor faculty member must approve all student activity announcements.

When students invite guests to a school event, the host student is responsible for her/his guest's behavior.

School rules are in effect at all times. Regulations at school activities include the following:

- Except for the area of the school activity, the campus is off-limits.
- A sign-in and sign-out sheet will be used to record attendance.
- Dress policy is in effect
- Smoking is not permitted.***
- Use of alcoholic beverages or other mood modifying substances is not permitted.
- Once students and guests leave the activity, they may not re-enter.
- Stay out of off-limits areas.

E. AWARDS

Quarterly awards assemblies are held to celebrate students' achievements.

Kindergarten – 2nd Grades Awards: Awards are determined by individual classroom teachers. Students are recognized in a variety of academic, social, and most improved categories based on their particular strengths.

4th – 5th Grade Awards: Both the individual classroom teachers and school standards determine the grade awards. Students are recognized for perfect attendance, citizenship, improvement, honors (3.0-3.49 GPA). High honors (3.5 – 4.0 GPA) and other categories based on their particular strengths.

6th – 8th Grade Awards: Quarterly honor roll awards are celebrated for students achieving 3.0-3.49; 3.5-3.99 and 4.0. Other awards are given annually to 6th – 8th students who meet specific criteria published for each award. These include the Duane Long Sports Award, Perfect Attendance Award and the Student Advisory Committee Recognition Award. In addition, subject area teachers may recognize students who meet pre-established criteria, such as the highest class average, for academic awards.

9th – 12th Grade Awards: Quarterly honor roll awards are celebrated for students achieving 3.0-3.49; 3.5-3.99 and 4.0. There are specific criteria established to assist 9th-12th grade teachers in determining a student's eligibility for nomination for an award. Nominations are submitted to the Awards Committee and then teachers vote on the recipients. These awards include:

- ❑ 9th-11th Service Award
- ❑ 9th-11th Citizenship Award
- ❑ Jim Brown Freshman English Award
- ❑ Louise Sweetman Spanish Award
- ❑ Senior Service Award
- ❑ Sally Hackett Citizenship Award for Seniors

- ❑ Music
- ❑ Drama Awards.
- ❑ In addition, subject area teachers may recognize students who meet pre-established criteria, such as the highest class average, for academic awards.

F. BOOKS

All textbooks, workbooks, and library books are furnished to students at government expense.

- ❑ Parents are expected to assume financial responsibility for proper care and safekeeping of the books assigned or checked out to students. The parents or students must replace lost or severely damaged books through direct on-line purchase. In most cases books can be ordered with a credit card through web sites such as Amazon.com or E-Campus.com.
- ❑ Parents should encourage students to read library books. There is no charge for library book service unless books are lost or damaged.
- ❑ Families negligent in replacing lost or damaged books will be charged through their respective agency as a debt to the government. All instructional materials are provided free, but are the property of the Department of Defense.

G. PARENT-TEACHER CONFERENCES

Pre-kindergarten through 12th grade teachers will conduct parental conferences as scheduled and needed. During the school year, a guidance counselor will schedule an individual meeting with each eleventh and twelfth grade student and her/his parents(s) to discuss academic, vocational, and career planning. In addition, the school will annually provide students in grades 6 through 10, along with their parent(s), specific opportunities to confer with a guidance counselor on these matters.

Parents will be notified by mail each mid-quarter, if a student is performing poorly or is in danger of failing a subject.

Parents may arrange a conference with a teacher by scheduling an appointment through the guidance office at any time.

H. COUNSELING SERVICES

The counselor's role is that of a facilitator of learning. The counselor strives to provide an optimum educational environment for the learning process. Therefore, the counseling program is involved with all aspects of the positive growth and development of individual students, as well as with the total school program.

The counselor will be available to make appointments with students immediately before and after school, and during school hours when students have permission from their teachers or parents, or as referred by the administration.

I. EXTRACURRICULAR ACTIVITIES

Ramey School conducts a program of extracurricular activities designed to foster teamwork, group communication skills, physical fitness, vocational exploration, school spirit, and community service. The extracurricular program will normally include programs in art, environmental protection, music, drama, school newspaper, student government, and interscholastic athletics. Chapters of the National Honor Society and National Junior Honor Society are maintained.

A student will be ineligible to participate in extracurricular activities involving membership in a club, team, or similar organization if the student fails to earn a 2.0 GPA during the quarter. Calculation of grade point averages will be based on first quarter, first semester, third quarter, and second semester grades for high school students. For middle school students, calculation of the GPA will be based on quarter grades. Ineligible students may attend school-sponsored events as spectators only.

A student who is found ineligible will be suspended from all extracurricular activities for the first two weeks after grades have been posted. After these initial two weeks, the student may request that the Ramey administration place him on academic probation for the remainder of the quarter.

The student will be responsible for having his/her teachers fill out a weekly academic progress sheet. The student will turn in the academic progress sheet to either the Assistant Principal or Principal on each Friday of the subsequent week that the student wants to be declared eligible.

The administrator will determine eligibility and inform the extracurricular sponsor. In order for a student to be eligible, he must have a minimum of 2.00 GPA, not be failing more than one class, and not have any discipline referrals. Eligibility will be determined each week that a student wants to participate. If a student turns in an incomplete progress sheet he/she will be declared ineligible for the week requested.

J. HEALTH SERVICES (WELLNESS)

The Ramey Wellness Program has been established to assist in maintaining a healthy and productive student body, staff, and faculty. It is part of the school's overall educational program. The program's objectives include:

- Maintain a healthy, productive, and informed student body, staff, and faculty.
- Prevent and control outbreaks of communicable and contagious diseases, including the common cold.
- Maintain surveillance of health and safety hazards.
- Provide health orientation and guidance for students, school personnel, and community.

School Health Guidelines:

- Any special health problems or physical restrictions should be discussed with teachers and school nurse at the beginning of the school year, or as they arise.
- Student should start each day with a nourishing breakfast for alert performance.
- Children who are sick should remain at home. This is to protect the child, fellow classmates, and school personnel. If a child's temperature is 100°F or above, she/he should not attend school. The common cold is most contagious during the first 48 hours, with the onset of watery eyes, sneezing, sore throat, etc.
- A doctor should check all red and draining eyes or any abnormal skin condition before exposing others to these conditions. Students with a contagious bacterial infection should be treated with antibiotics for at least 48 hours before returning to school.
- Treat pinworms, head lice, and nits before students return to school.

All excused absences, including absences for health reasons, must be certified by a note from a parent or guardian before or upon the student's return; certification by a physician may be required when a student is absent for more than three days.

Medication Policy

- Students shall not take medication of any kind at school, except under the supervision of the school nurse. Medications must be in a pharmacy-labeled container, marked with the student's name, name of the drug, amount to be taken, and time to be taken.
- Written permission for a student to take the medication, as well as written orders from a physician that the student requires such medication must be provided by parent/guardian. Medications brought to school by students MUST be given to the school nurse for administration.
- The school cannot administer any over-the-counter drugs. Therefore, students should not bring Tylenol, Midol, Pepto-Bismol, etc., without being prescribed by a physician. Only in extremely rare medical situations will students be permitted to retain possession of their medication while in school or participating in school-related activities. The student's prescribing physician must provide a written statement that the student must retain possession of the medication at all times. In addition, the student's sponsor must consent to the student's possession of such medication.

A student is not to call a parent because of illness without consulting with the school nurse, who will determine if the parent should be called and the student sent home. Only parents, guardians, or a designated emergency contact may sign-out the student.

For a student to be excused from physical education classes more than two days following an illness, there should be a written medical excuse signed by a physician.

Parents should ensure that correct emergency telephone numbers are on file in the guidance office and in the school nurse's office (work/home/cell) at all times. The school does not have facilities to treat the severely sick or injured.

Emergency first aid will be administered if needed, but a parent or guardian must be in attendance to give permission for any other treatment. The school nurse or other responsible school personnel will remain with the student until a parent or guardian arrives.

The school system provides no medical treatment for students. The school nurse is limited to administering first aid and conducting screening tests for vision, hearing, and scoliosis. The nurse does not diagnose, prescribe treatment or give injections, but may write referrals for consultations, evaluations, and treatment.

K. INFORMATION CENTER

The Ramey School Information Center (Library) maintains a collection of books, videocassettes, microfiche, and computer CDs suitable for students in Pre-kindergarten through 12th grade. An integrated computer system and Internet access is available for student use.

Books may be checked out for two weeks. Reference books may be checked out for overnight use, but must be returned before school the following morning. Students are responsible for the materials they check out. Parents are charged for the replacement cost of materials that are lost or damaged.

Guidelines for use of the Information Center:

- Loud talking, running or other distracting behaviors are prohibited.
- Eating, drinking and gum chewing are prohibited.
- When visiting the Information Center, please respect the rules.
- When leaving the Information Center, please leave the work area used neat and orderly.
- Log on and off computers correctly.
- Chat rooms are prohibited.
- Leave computer settings as they were found.
- Report any problems with computers to the Information Specialist.
- Personal software programs may not be loaded on any school computers. Save any personal work on your student account 'H: Drive'
- Students have individual computer access accounts with unique login and password information. These are to be used on any school computer and may not be shared. Once your DODEA Computer Agreement is signed by both student and parent, the account will be activated..

L. LUNCH PROGRAM

A bar coded meal card with a unique account number is issued to each student for the purchase of breakfast and/or lunch items. The card eliminates the need for cash transactions during meal service. It is valid as long as the student is enrolled in Ramey School. A cash clerk will be available at the cafeteria to receive deposits, make transactions and accommodate balance inquiries. All deposits to the account should be made in the morning, prior to the start of lunchtime meal service. When an account balance is \$3.00 or less, a note is sent to parents. There is a \$2.00 fee to replace a lost meal card.

M. NATIONAL HONOR SOCIETY

Ramey School has chapters of the National Honor Society (Grades 10/11/12) and the National Junior Honor Society (Grades 7,8 & 9). Eligibility is open to students who have been enrolled in the school for a minimum of one semester.

The criteria for selection to these societies are scholarship, service, leadership, and character. Ramey School requires that candidates possess at least a cumulative B (3.0) average. A faculty committee comprised of at least four teachers appointed by the principal selects honor society members.

N. PERSONAL BELONGINGS

Students are responsible for all personal belongings brought to school. The school is not responsible for stolen personal property. Students are not allowed to bring guns, knives, pocket knives, or any items that may be considered weapons onto campus or to any school-affiliated events. The holder of such weapons will be disciplined according to the *DDESS- Discipline Policy*.

O. STUDENT GOVERNMENT

DDESS-PR District provides opportunities for student leadership and group decision-making through the establishment of student government at its elementary, middle, and high schools. The student government at the school, with the advice and consent of the faculty sponsor and approval by the principal, will develop the following:

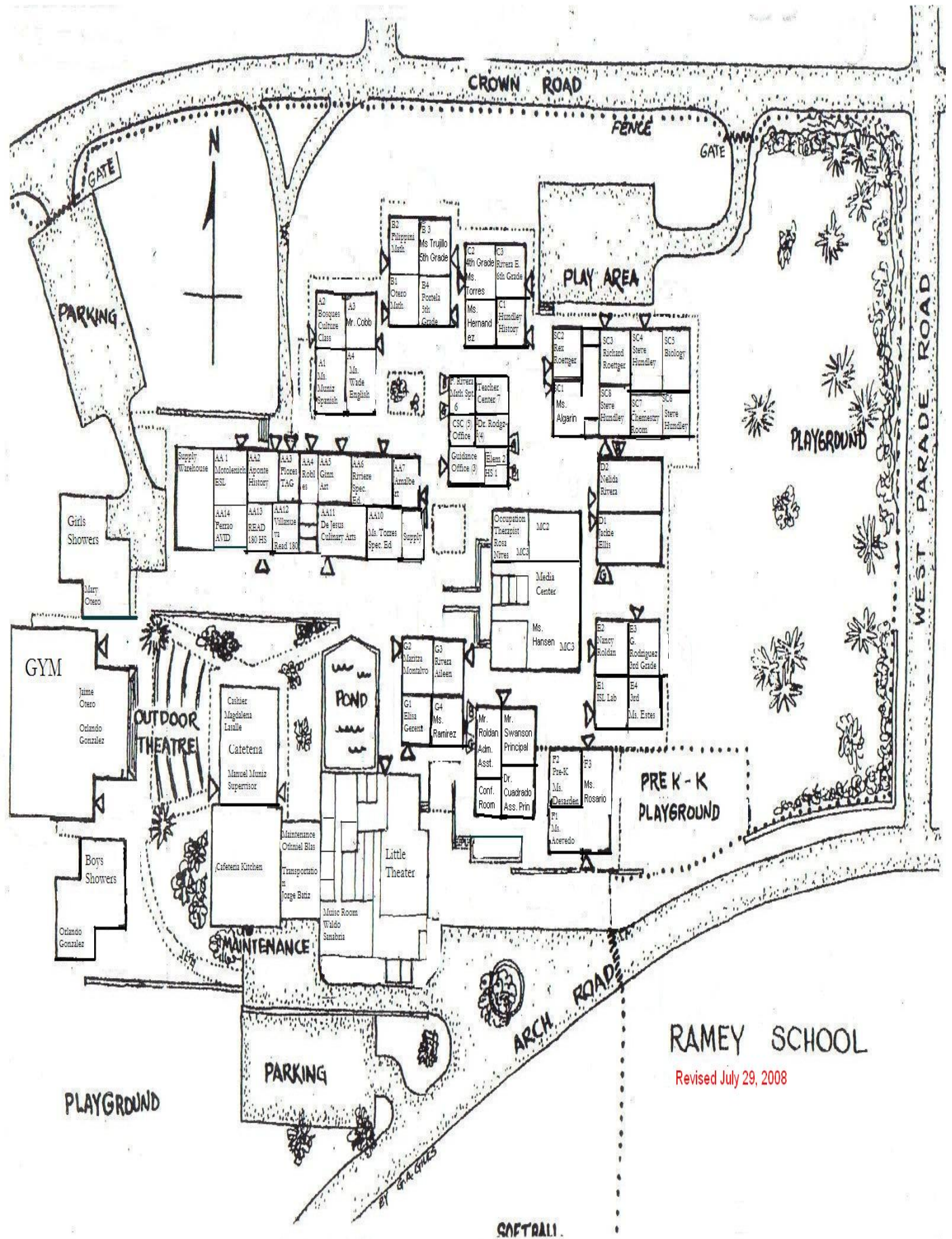
- ❑ A constitution and by-laws delineating the purpose and duties of the student government.
- ❑ The method by which student government members and leaders will be selected.
- ❑ How the business of the student body will be conducted.
- ❑ How funds raised or donated will be accounted for.
- ❑ How records will be kept and receipts issued.
- ❑ What procedures will be followed for the disbursements of funds from the student body accounts.

P. SUPPLIES

Ramey School provides, on a loan basis and without charge to students, basic textbooks, certain supplementary texts, and general reference materials necessary to implement the school curriculum. Supplementary materials such as periodicals for use in the classroom, special materials for art, family and consumer sciences, and industrial arts projects made to take home (and other similar materials) will not necessarily be provided by Ramey School.

Uniforms and other basic supplies for extracurricular programs may be provided by Ramey School within budgetary limitations. The textbook, materials, and equipment needs, mandated by the curriculum, take priority over extracurricular supply needs.

Upon completion of the pertinent program, students are responsible for the immediate return of texts, instruments, athletic supplies, or other similar items provided by the school. Students will be assessed the cost of items not returned, or those returned in unusable condition.



RAMEY SCHOOL

Revised July 29, 2008