

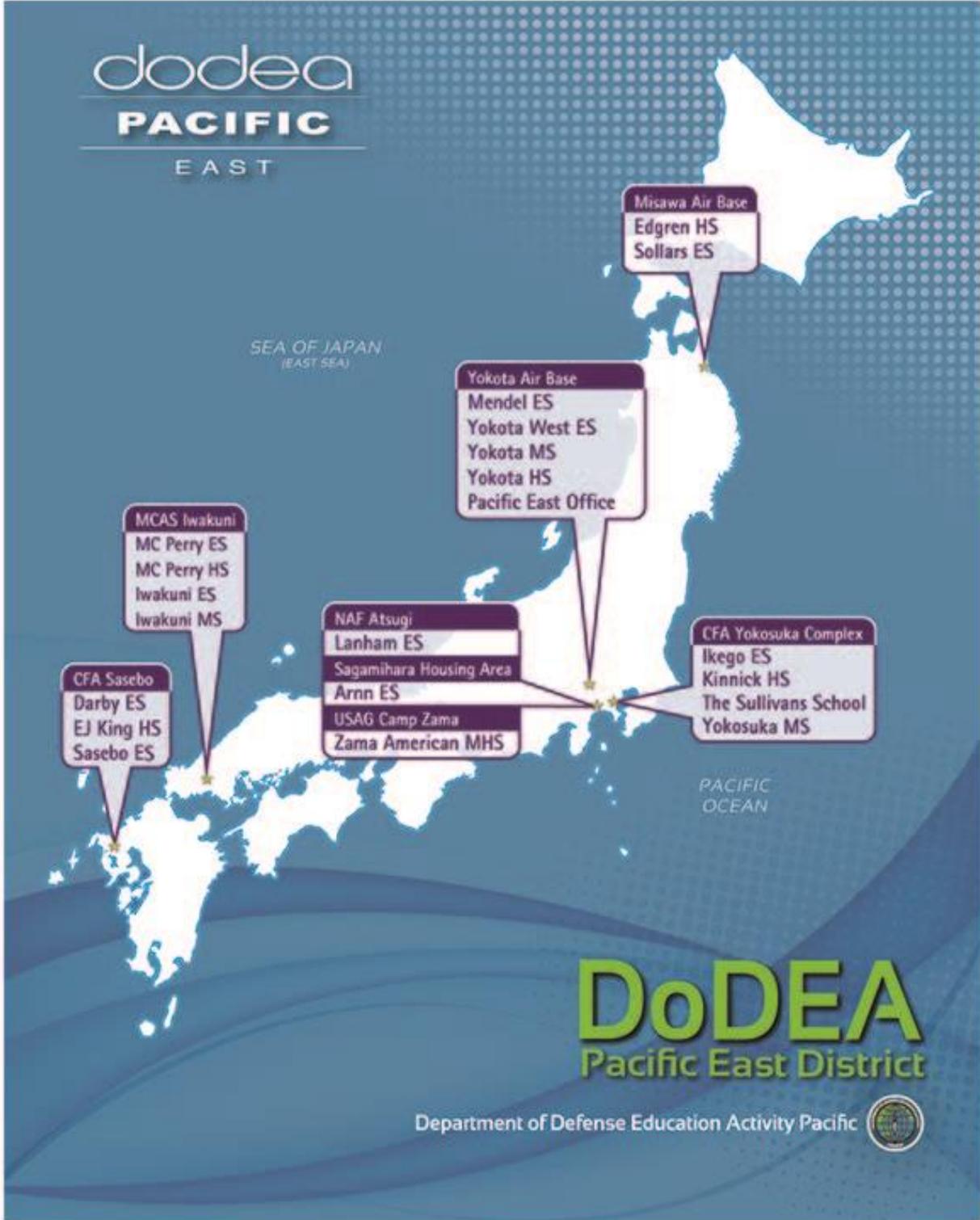
Nile C. Kinnick High School DoDEA Student Handbook

SY 2020-2021



**Excellence in Education for Every Student,
Every Day, Everywhere**

dodea
PACIFIC
EAST



DoDEA
Pacific East District

Department of Defense Education Activity Pacific



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Dear Parents and Students,

Welcome to Nile C. Kinnick High School! I am honored to be serving the Yokosuka community as Principal of Nile C. Kinnick High School. Our goal is that KHS provides a 21st-century learning experience built on collaboration, creativity, effective communication and critical thinking that will allow each student to reach their dreams.

Nile C. Kinnick High School (also known as Yo-Hi), is a school filled with tradition, pride, and a sense of history. Kinnick High School originally opened in 1946 as Yokohama American High School in the Yamate district overlooking Yokohama during the occupation following World War II. It then moved to the Honmoku district of Yokohama. In 1960, Yokohama American High School changed its name to Nile C Kinnick High School; and in the fall of 1971, the school permanently relocated to the Yokosuka Naval Base to a refurbished Marine Corps barracks that had previously been a Japanese Imperial Navy basic training camp. The present school building was constructed on the same site and replaced the “Marine Barracks” in 1991.

Nile Clarke Kinnick, after whom the school was renamed, was an outstanding scholar and athlete, the winner of the Heisman Trophy in 1939, a member of Phi Beta Kappa, a University of Iowa graduate, law student, and destined to become a pre-eminent jurist. However, during WWII, Kinnick was killed when his Navy fighter plane went down on a training mission off the USS Lexington in the Caribbean. He has become a symbol of the promise and potential of youth.

Nile C. Kinnick High consists of approximately sixty (60) professional Faculty members, three (3) Guidance Counselors, seven (7) office and support staff members, and an enrollment of approximately 625 students from diverse backgrounds. We have a professional staff that is dedicated to students and works extremely hard to ensure that all student needs are met. Our Kinnick Advisory Program focuses on building community, academic advising, college and career readiness, and social/emotional support. We are all dedicated to providing the very best for our military-connected students.

The purpose of this handbook is to share information about how KHS operates. All the policies and procedures have been developed to provide the best possible learning experiences and environment for our students. Please review the contents of the handbook to become familiar with KHS and the expectations we have as a school. In addition, please visit our school Internet site: <http://www.dodea.edu/KinnickHS/>. Also, DoDEA information is available at the following website: www.dodea.edu. If you have any questions or concerns please feel free to contact the school. Our mission at KHS is to Educate, Engage and Empower all students to succeed in a dynamic world. We do so by focusing on our four guiding principles: developing Fortitude, instilling Integrity, cultivating Responsibility and kindling an Enterprising spirit. I look forward to working with you to make this a successful, productive, and rewarding school year for all students.



Craig Maxey
Principal
Nile C. Kinnick High School

Nile C. Kinnick High School

DoDEA School Mission

Educate, Engage, and Empower all students to succeed in a dynamic world.

DoDEA Vision

Excellence in Education for Every Student, Every Day, Everywhere

DoDEA Blueprint for Continuous Improvement

The [Blueprint for Continuous Improvement](#) is DoDEA's strategic plan for school years 2018/19 through 2023/24. The title reflects the philosophy that drives DoDEA's strategic direction. A blueprint is an actionable plan that communicates and guides the work of all involved in a project. It is flexible and can be updated as the project develops and needs change. This is also true of our Blueprint, which serves as the foundation for all planning within DoDEA and directs our collective energies and resources as we strive to realize our vision. Further, the Blueprint will be continuously updated to reflect progress and shifts in students' needs and the environment.

This document contains a description of the purpose of the Blueprint, an overview of the planning process, and the details of specific elements of the plan. The elements in this plan create a firm foundation for DoDEA's pathway to greater student success for the next generation.

Strategic Goal 1 - Student Excellence

Challenge and prepare each student to maximize his or her academic growth and well-being for college, career, and life

Strategic Goal 2 - School Excellence

Develop and sustain each school to be high performing within a culture of innovation, collaboration, continuous improvement, and caring relationships

Strategic Goal 3 - Talent Excellence

Recruit, develop, empower, and retain a high performing workforce that reflects the diversity of our students

Strategic Goal 4 - Organizational Excellence

Build an enduring, accountable, and responsive organization that provides appropriate resources, direction, and support to accomplish the mission

Strategic Goal 5 - Outreach Excellence

Partner with internal and external stakeholders and industry leaders to advance student and organizational success

KHS Guiding Principles

Fortitude,

Integrity,

Responsibility, and an

Enterprising Spirit

School Improvement Goals

Goal 1 – Implement the Student Success System, which is a two-tiered advocacy program that includes the Kinnick Advisory Program (KAP) and the Kinnick Intervention Program (KIP) to provide support for all students.

Goal 2 – At least a 20% increase in the number of students scoring "Met" or "Exceeded" expectations as measured by the DoDEA CAS mathematics assessments by the end of SY 2020-2021.

DoDEA School Rules, Regulations, and Procedures

This section of the handbook provides information that applies throughout DoDEA. It notifies parents/students and stakeholders of specific rules, regulations, and procedures governing DoDEA schools. The authorities pertaining to these rules, regulations, and procedures are available on the DoDEA [Web site](#). The most current policies can be found at <https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>.

General Information

Interstate Compact on Educational Opportunity for Military Children

Policy Reference: [DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#)

The Department of Defense (DoD), in collaboration with the National Center for Interstate Compacts and the Council of State Governments, has developed an interstate compact that addresses the educational transition issues of children of military families. Currently, all 50 states and the District of Columbia participate in this interstate compact, which provides a uniform policy platform for resolving the challenges experienced by military children.

It is estimated that the average military family moves three times more often than the average non-military family. These frequent moves can cause children to miss out on extracurricular activities and face challenges in meeting graduation requirements. In accordance with Enclosure 4 of DoD Instruction 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017, the Compact will ensure that the children of military families are afforded the same opportunities for educational success as other children and are not penalized or delayed in achieving their educational goals by inflexible administrative and bureaucratic practices. States participating in the Compact work to coordinate graduation requirements, transfer of records, course placement, and other administrative policies.

Access to School Facilities

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single non-curriculum related student group access to school facilities, the principal

shall ensure that all non-curriculum related student groups (including activities of religious nature) are permitted equal access to meet on school premises and use school facilities during non-instructional time. Access to groups may be denied if the principal determines that a student or student group has or is likely to substantially interfere with good order or discipline or violate any federal, state, or local law, or DOD or DoDEA regulation or policy.

Visitors and Volunteers

For safety reasons, all visitors and volunteers must report to the school front office immediately upon entering the school. A visitor/volunteer is someone who is not a school employee or student and enters the school during operating hours. The school administration has the final determination on visitors/volunteers authorized to be at the school. When visiting, volunteers/visitors may go only to the approved area indicated as their destination when signing in at the front office. All visitors will receive an appropriate visitor's badge, which is to be displayed conspicuously at all times while on school grounds. Any change to the designated location must be approved by the school's front office before visiting a different location within the school. Upon finishing their visit, visitors must check out at the front office, return the visitor's badge, and exit the school. Parents are welcome to visit the school and classrooms to observe the school's programs for brief periods of time that do not interfere with instruction.

School Advisory Committees (DoDEA-Europe & DoDEA-Pacific) and School Boards (DoDEA-Americas)

Policy Reference: [DoD Instruction 1342.15, "Educational Advisory Committees and Councils," December 7, 2012](#)

Policy Reference: [DoD Instruction 1342.25, "School Boards for Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\)," October 30, 1996](#)

DoDEA school administrators, in partnership with sponsors/family members, students, and military leaders, promote communication through the establishment of advisory committees to address issues (school initiatives, procedures, and policies) at the local level. This is one way for parents to get involved in their child's education. Consult your child's school to learn more about school advisory committees (DoDEA-Europe and DoDEA-Pacific) or school boards (DoDEA-Americas).

Enrollment

Student Registration Process

Policy Reference: [DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas," September 20, 2006, as amended](#)

Policy Reference: [DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools \(DDESS\),” March 4, 1997](#)

Proof of Eligibility: The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas,” September 20, 2006, as amended, and DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997.

The following documents are necessary to complete the registration process:

- Proof of age
- Medical records, including information on medical conditions, medications, and all dates and types of immunizations
- Official documents to support eligibility (e.g., letter of employment, contract, PCS orders, etc.)
- Students enrolling in DoD domestic schools will also be asked to show proof of on-base residence

Contact the registrar at your child’s school for more information on enrollment or to update your child’s information.

Student Immunization Requirements

Policy Reference: [DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016](#)

Policy Reference: [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110_IP, CG COMDTINST M6230.4G, “Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases”, 7 October 2013](#)

Students who enroll in DoDEA schools are required to meet specific immunization requirements (DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016). These requirements represent the minimum and do not necessarily reflect the optimal immunization status for a student. Acceptable forms of official proof of immunization status may include, but are not limited to:

- Yellow international immunization records;
- State agency-generated immunization certificates;
- School-generated immunization certificates; and
- Physician, clinic, or hospital-generated immunization records.

It is the responsibility of the sponsor/parent/guardian to provide their child's most current immunization record at the time of enrollment and when immunizations are updated. Parents of incoming students are allowed up to 30 days from the date of enrollment to obtain documentation of any missing required immunization(s). If the missing required immunization is a series, then the first dose of the series must be administered, and documentation must be provided to the school within 30 days. Students who have immunization(s) due during the school year will have 10 calendar days from the due date to receive their vaccine(s) and to submit documentation to the school. The due date of a vaccine is on the date the student reaches the minimum recommended age for vaccine administration.

STUDENTS IN NON-COMPLIANCE AFTER 10 DAYS MAY BE DISENROLLED, UNTIL PROOF OF COMPLIANCE OR APPROVED EXEMPTION IS PROVIDED.

Immunization Exemptions

Policy Reference: [Army Regulation 40-562, BUMEDINST 6230.15B, AFI 48-110 IP, CG COMDTINST M6230.4G, "Immunizations and Chemoprophylaxis for the Prevention of Infectious Diseases", 7 October 2013.](#)

A waiver for immunization exemption may be granted for medical or religious reasons. Philosophical exemptions are not permitted. The DoD Component must provide guidance on the waiver process.

A statement from the child's health care provider is required if an immunization cannot be administered because of a chronic medical condition wherein the vaccine is permanently contraindicated or because of natural immunity. The statement must document the reason why the child is exempt. This request for immunization exemption from specific vaccines due to vaccine contraindications or natural immunity must be completed and submitted to the school at the beginning of the child's enrollment or when a vaccine is due. Request for exemption only needs to be completed one time for the duration of the child's enrollment at the school.

If an immunization is not administered because of a parent's religious beliefs, the parent must submit an exemption request in writing, stating that he or she objects to the vaccination based upon religious beliefs. The request must be completed and submitted to the school at the beginning of every school year. For students arriving after the school year has started, this request/written statement must be submitted at the initial enrollment and the beginning of every school year.

During a documented outbreak of a vaccine-preventable disease (as determined by local DoD medical authorities), the child who is attending a DoDEA school program under an immunization waiver for that vaccine will be excluded from attending. This is for his or her protection and the safety of the other children and staff. The exclusion will remain in place until such time that the DoD Command determines that the outbreak is over and that it is safe for the child to return to school.

DoDEA immunization requirements can be found at:
<https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>

DoDEA health forms can be found at:

<https://www.dodea.edu/StudentServices/Health/healthForms.cfm>

Student Grade-Level Placement

Policy Reference: [DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010](#)

Policy Reference: [DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#)

Grade-level status (grades 9, 10, 11, and 12) will be determined by the number of course credit units earned by the student, in accordance with Section 2 of DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010. Students entering grade 9 must have successfully completed grade 8 and/or been previously enrolled in grade 9 and earned less than 6 credits. Students entering grade 10 must have successfully completed grade 9 and earned a minimum of 6-course credits. Students entering grade 11 must have successfully completed grade 10 and earned a minimum of 12-course credits. Students entering grade 12 must have successfully completed grade 11 and earned a minimum of 19-course credits.

In accordance with DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2019, for students transitioning from a sending state LEA to a DoDEA school, at the time of transition and regardless of the age of the student, the DoDEA school shall enroll the transitioning student in the same grade level as the student’s grade level (i.e. in kindergarten through grade 12) in the sending state’s LEA. For kindergarten, the student must have been enrolled and attended kindergarten class in order to assure continued attendance in kindergarten in DoDEA. Students who have satisfactorily completed the prerequisite grade level in the sending state’s LEA will be eligible for enrollment in the next higher grade level in the DoDEA school, regardless of the student’s age.

All DoDEA students, including students with disabilities, English language learners (ELLs), and students with accommodation plans, should be afforded the opportunity to participate in the standard DoDEA secondary curriculum, as appropriate, based upon their individual circumstances.

Transcripts/Records Policy/Access to Student Records

Student records and transcripts may be requested from several different sources, depending upon the student’s last date of attendance or graduation date. Please visit the DoDEA Student Records Center located at <https://www.dodea.edu/students/transcripts.cfm> for further instruction based on your situation or discuss it with the counseling department at your child’s school.

English for Speakers of Other Languages (ESOL)/Language Services

Policy Reference: [DoDEA Regulation 2440.1, “English as a Second Language Programs,” March 16, 2007](#)

An English Language Learner (ELL) is a student identified as one who is in the process of acquiring English as an additional language. In accordance with the policy stated in the DoDEA Regulation 2440.1, “English as a Second Language Programs,” March 16, 2007, DoDEA’s ESOL Program is an English language acquisition program focused on teaching language and content that is designed to teach ELLs social and academic skills, including cultural aspects, in order for the ELLs to succeed in an academic environment. The ESOL Program involves teaching listening, speaking, reading, writing, study skills, subject area content, and cultural orientation at appropriate developmental and English language proficiency levels, with little or no use of the native language. ESOL instruction is conducted in English and can be provided in a variety of settings and program configurations. The amount of instruction given will be differentiated according to the student’s age, grade level, academic needs, and English language proficiency. ELLs may receive instruction both through the ESOL Program and in the main classroom setting.

Accelerated Withdrawal

Policy Reference: [DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014](#)

The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester in accordance with Enclosure 3, Section 9, of DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014. Accelerated withdrawal will only be considered if the parent/sponsor presents a permanent change of station (PCS) orders. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., PCS orders). All of the conditions of an accelerated study program outlined by the student’s teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive “withdrawal” grades rather than final grades.

High School Graduation Information

Graduation Requirements

Policy Reference: [DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014](#)

A standard diploma is awarded upon completion of the following requirements as stated in Enclosure 3, Sections 2 and 3, of DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 2014:

1. Minimum 2.0 GPA;
2. Completion of 26.0 units of credit; and
3. Completion of specific course requirements.

An honors diploma is awarded upon completion of the following additional requirements:

1. Completion of all requirements for a standard diploma and additional course requirements;
2. Minimum 3.8 GPA at the end of the second semester of the graduating year; and
3. Earning a passing grade and the requisite exams in a minimum of four Advanced Placement (AP) exams and/or International Baccalaureate Diploma (IB) in advanced-level courses.

High School Graduation Course Requirements

Minimum Requirements			
Content Area	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts	<ul style="list-style-type: none"> ● 1.0 credit (ELA 9) ● 1.0 credit (ELA 10) ● 1.0 credit (ELA 11) ● 1.0 credit (ELA 12) 	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> ● 1.0 credit (World History 9 or 10; or Honors ● World History 9 or 10, aka Global Studies) ● 1.0 credit (U. S. History) ● 0.5 credit (U. S. Government) ● 0.5 credit (Social Studies elective) 	3.0 credits	3.0 credits
Mathematics Note: 3 credits must be earned in grades 9-12.	<ul style="list-style-type: none"> ● 1.0 credit (Algebra) ● 1.0 (Geometry) ● 1.0 credit (Algebra II) ● 1.0 credit (Math course code 400 or above) 	4.0 credits	4.0 credits
Science	SY 2019-2020 (Class of 2023) <ul style="list-style-type: none"> ● 1.0 credit (Biology) ● 1.0 credit (Chemistry) ● 1.0 credit (Physics) SY 2015-2016 (Class of 2019) & subsequent school years <ul style="list-style-type: none"> ● 1.0 credit (Biology) ● 1.0 credit (Chemistry or Physics) ● 1.0 credit (Science Elective) 	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> ● 2.0 credits (World Language [WL] course) 	2.0 credits	2.0 credits

	Note: Credits must be in the same WL course.		
Career Technical Education (CTE)	<ul style="list-style-type: none"> 1.5 credits (CTE course offering) 0.5 credit (Computer Technology CTE course) 	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> 0.5 credit (Lifetime Sports) 0.5 credit (Personal Fitness) 0.5 credit (Activity & Nutrition or equivalent PE) <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</p>	1.5 credits	1.5 credits
Fine Arts	<ul style="list-style-type: none"> 1.0 credit (course in visual arts, music, theater, and/or humanities) 	1.0 credit	1.0 credit
Health Education	<ul style="list-style-type: none"> 0.5 credit (Health Education course offering) 	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> 0.5 credit in Economic Literacy in CTE, Social Studies, Science & Mathematics 	–	0.5 credit
Summary			
Minimum Total Credits		26.0 credits	26.0 credits
Required Courses		21.0 credits	21.5 credits
Elective Courses		5.0 credits	4.5 credits
AP and/or IB Courses and Requisite Exams		–	4 courses
Minimum GPA		2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.			

In Bahrain only, an IB diploma is awarded upon completion of the established requirements for the IB diploma. Students unable to successfully meet requirements for receipt of the IB diploma must meet all requirements for the standard or honors diploma to receive a DoDEA diploma.

Transferring Course Credits to a DoDEA School

Policy Reference: [DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014](#)

Policy Reference: [DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2017](#)

Policy Reference: [DoDEA Procedural Guide 15-PGED-002, Graduation Requirements and Policy – Interstate Compact on Educational Opportunities for Military Children,” February 4, 2016](#)

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7–8) and high school (grades 9–12) students who transfer to a DoDEA school from other DoDEA schools or who earn course credits in a non-DoD system (public or private), correspondence, online, and/or home-school program accredited by one of the six U.S. regional accrediting associations, one of the U.S. state education agencies, or by a public- or state-supported system of accreditation for public or private education programs in a foreign nation, in accordance with Enclosure 3, Section 10, of DoDEA Administrative Instruction 2000.1, “High School Graduation Requirements and Policy,” September 5, 2014. Please contact your child’s school for questions regarding course credit transfer process and approval.

Home-school Students

Policy Reference: [DoDEA Administrative Instruction 1375.01, “Home-School Students,” October 15, 2018](#)

DoDEA recognizes that homeschooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependent(s). Home-school students who are eligible to enroll in a DoDEA-Europe, DoDEA-Pacific, and DoDEA-Americas school are eligible to utilize DoDEA auxiliary services without being required to either enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who have not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor participate (walk) in a DoDEA commencement ceremony.

Report Card and Grading Information

Grading and Grading System

Policy Reference: [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

At the beginning of each course or grade level, every DoDEA teacher shall make available information regarding grading policy and course requirements to parents and students. This

information will be provided to parents and students by the end of the first month of the school year or by the end of the first month of the semester in the case of a semester course.

If any student demonstrates unsatisfactory progress or achievement, teachers must notify parents with enough time to correct the deficiency. Notification must occur as soon as unsatisfactory achievement is evident, and not later than the midpoint of the nine-week grading period.

Timely and accurate reporting of student progress shall be accomplished for students in grades 4–12, using the approved DoDEA Electronic Gradebook (EGB) System. All assignments (e.g., quizzes, tests, examinations, homework, speeches, etc.) that are used to assess and report student progress shall be promptly evaluated and/or graded, posted in the EGB, and returned to the student. The normal period of evaluation and posting should be no longer than ten calendar days from the day the assignment is collected, with reasonable exceptions for large projects. At a minimum, one assignment or grade should be recorded per week in the EGB System. To create an account and access the EGB System, please visit the [DoDEA Web site \(https://dodea.gradespeed.net/gs/Default.aspx\)](https://dodea.gradespeed.net/gs/Default.aspx) for instructions.

A traditional letter grading system will be used for grades 4–12 report marks.

Grade	Numerical Range	Description
A	90 – 100	Excellent: Outstanding level of performance
B	80 – 89	Good: High level of performance
C	70 – 79	Average: Acceptable level of performance
D	60 – 69	Poor: Minimal level of performance
F (failing)	0 – 59	Failing (No credit awarded)

For purposes of calculating a student’s high school GPA, the following scales shall be used:

Unweighted Standard Scale	Weighted Advanced Placement (with AP exam)
4.0	5.0
3.0	4.0
2.0	3.0
1.0	2.0
0	0

Honors Awards (No D’s or F’s)	GPA
Principal’s	4.0 +
High Honors	3.8-3.99
Honors	3.5-3.79

Progress Reports/Report Cards

Policy Reference: [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](#)

In accordance with the policies and procedures in DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018, it is DoDEA policy to issue a progress report every 9 weeks for any student present or enrolled for at least 20 instructional days or more in a marking period. Any written comments by teachers on progress reports should be stated objectively. The comments should be based on evidence about the student and should not represent opinions that cannot be supported by evidence.

Achievement codes will be given at the end of the second, third, and fourth marking period for students in grades K-1. Grades will be given at the end of each of the four marking periods for students in grades 2-12. Achievement codes or grades on report cards will be determined by the degree to which students are achieving established program objectives or standards. For students in grades K-12, the unsatisfactory achievement of program objectives or standards will be reported to parents during each marking period as soon as evident, but no later than the midpoint of the nine-week grading period to allow sufficient time for a student to correct the problem.

Parent-Teacher Conferences

All DoDEA schools should encourage parents to meet with their child’s teacher for parent-teacher conferences. Parent-teacher conferences allow parents the opportunity to ask questions about their child’s classes or progress in school. Parent-teacher conferences are also a great way to discuss how parents and teachers can work together to help students perform at their best in school. If you are going to a meeting that was scheduled by the teacher or school, ask beforehand how much time you will have. If you will need more time or want to meet with the teacher again, let the teacher know at the end of the meeting. Please consult your child’s school for details regarding scheduling. DoDEA encourages all communication to take place through official school email accounts.

Attendance

Student Attendance

Policy Reference: [DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended](#)

In accordance with the policy stated in DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended, school attendance is mandatory. All students are required to attend school for 180 instructional days per school year to ensure continuity of instruction and that they successfully meet academic standards and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, student, classroom teacher, school personnel and, in some cases, the Command. Students with excessive school absences (or tardiness) shall be monitored by the Student Support Team to assist in the completion of all required work and successful mastery of course objectives.

Daily student attendance is identified based upon a quarter of the school day formula. Students will be identified as present or absent, based on the following criteria:

1. Absent up to 25% of the school day = absent one-quarter of the school day
2. Absent between 26%–50% of the school day = absent one-half of the school day
3. Absent 51%–75% of the school day = absent three-quarters of the school day
4. Absent 76%–100% of the school day = absent full day

Excused Absence

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school-related activities:

1. Personal illness
2. Medical, dental, or mental health appointment
3. Serious illness in the student’s immediate family
4. A death in the student’s immediate family or of a relative
5. Religious holiday
6. Emergency conditions such as fire, flood, or storm
7. Unique family circumstances warranting absence and coordinated with school administration
8. College visits that cannot be scheduled on non-school days
9. Pandemic event

When a student misses school due to an excused absence, the student will be allowed to make-up the work that was missed. It will be the student’s responsibility to obtain the required assignments. Students will be allowed one class day of make-up time for every day missed (please see example below). The teacher has the right to refuse to grant credit for make-up work if it is not completed within this time frame.

Due Date Example

A Day	B Day	A Day	B Day	A Day
Monday	Tuesday	Wednesday	Thursday	Friday
The student is present in class and receives assignments and homework		Student is absent		Any assignments that should have been turned in on Wednesday are due, and assignments missed from being absent should be picked up.
B Day	A Day	B Day	A Day	B Day
Monday	Tuesday	Wednesday	Thursday	Friday
	Assignments picked up on Friday are due			

Appointments or Illness

Students will **not** be released from school on the basis of a telephone call. Parents **must** sign-out and sign-in their children when taking them to appointments and back to school. When students are sent home because of illness, they are to be accompanied by their parent(s) or authorized guardian/emergency contact.

Release of Students Policy

During the school day, students will be released only to a parent or to the person named as the emergency contact on the registration form. The only exceptions will be a military unit has designated someone to pick up the student when parents and emergency contacts could not be reached. Contact the Principal in cases of emergency.

Procedures for Absence Notification

If a student must miss school, parents or sponsors should do one of the following with a valid reason:

1. Submit official documentation from a reputable source, such as an appointment slip, that confirms the validity of the absence. In the case of excessive absences, parents may be required to provide medical or other valid documentation supporting the student's absence.
2. Submit Email, or written verification, to the Attendance Clerk at AttendanceKinnickHS@dodea.edu. Parents assume responsibility for the security or privacy of their email correspondence, and parents are strongly encouraged to keep an active email address on file with the Registrar.
3. Call the school to inform the Attendance Clerk of the absence. The Main Office phone number is 243-7392 (calling from off-base: 046-816-7392) and is open 0630-1500.

Extended Absence

Students who know in advance that they are going to be absent (this includes extended family trips) should obtain a Request for an Extended Absence form from the Attendance Clerk as soon as possible prior to the absence. All of the student's teachers should also be informed and sign this form prior to the student's extended absence.

If the extended absence becomes a situation that the student must be withdrawn from Kinnick High School, please follow either the Acceleration or the Grade-to-Date procedure to obtain student grades and/or course credits.

The following procedures should be followed for extended absences:

1. At least one week before the scheduled date of absence (or as soon as possible prior to the absence), the student should pick up a Request for an Extended Absence form from the Main Office to be filled out and signed by their parent. The signature indicates that the parent is aware of the "Principal's Statement" at the top of the form.
2. The student should then sign the form, indicating that he/she understands the policy.
3. The form then goes to the administration for their recommendation concerning the student's extended absence.
4. After the decision from the administration, the student should take the form to each teacher. The teachers will sign and add comments if pertinent.
5. The form is to be returned to the attendance clerk where a copy will be given to the student

and parent. The form will be kept on file by the attendance clerk.

Unexcused Absence

Unexcused absences may result in school disciplinary actions. An absence from school or a class without written verification from a parent or sponsor will be unexcused. Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year. Student attendance monitoring is designed to provide a continuum of intervention and services to support families and children in keeping children in school and combating truancy and educational neglect. Parents should notify the school of their child's absence by at least 30 minutes after the start of the school day for which the student is absent. Too many unexcused absences may trigger the Student Support Team to convene.

Truancy

Truancy is not being where you are supposed to be to include the conscious skipping of classes. Nile C. Kinnick High School works closely with our base CFAY Security Force. If they find a KHS student who is not in school when he/she should be, the student is escorted to school where his/her attendance record is verified. The sponsor is then notified and appropriate disciplinary consequences will be issued.

Disciplinary Action for Truancy

School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents and sponsors whenever possible.

Total Truancies	Consequence
1	<ul style="list-style-type: none">• The student is assigned two Saturday Schools• Notification of Sponsor
2	<ul style="list-style-type: none">• One-day in-school suspension• Notification of Sponsor
3	<ul style="list-style-type: none">• Three-day out-of-school suspension• Notification of Sponsor• Notification of CFAY Legal• Referral to SST (Student Support Team)
Continued Truancy	<ul style="list-style-type: none">• Suspension, pending the outcome of a Discipline Hearing for possible expulsion

Student Tardies

Students arriving at school after the instructional day begins are considered tardy. A student who is tardy should report to the office for a late slip before going to his/her classroom. Late arrivals will be considered "tardy unexcused" unless the school receives formal verification from a parent or an authorized school official consistent with the reasons for an excused absence. The tracking of tardies, and subsequent disciplinary actions, will start over each quarter.

Disciplinary Action for Unexcused Tardies

Once a student is late five times (4x) during a quarter, administrative disciplinary consequences

will occur.

Total Tardies	Consequence
1-2	Teacher warns student and records tardy
3	Office notifies student
4-5	The student is assigned a Lunch Detention
6-7	The student is assigned an After-School Detention
8-9	The student is assigned one Saturday School
10	The student is assigned one day of In-School Suspension

Assessments

System-wide Assessment Program

Policy Reference: [DoDEA Regulation 1301.01, “Comprehensive Assessment System,” October 4, 2018](#)

All DoDEA students in grades or programs identified for system-wide assessments shall be included in the DoDEA Comprehensive Assessment System in accordance with DoDEA Regulation 1301.01, “Comprehensive Assessment System,” October 4, 2018. Students who have been identified as having disabilities or are ELLs shall participate using either the standard DoDEA assessments, with or without reasonable and appropriate accommodations, or through the use of the appropriate DoDEA alternate assessment, as per their Individual Education Plan (IEP), 504 Accommodation Plan, or English Learner Plan.

All assessments selected for use within DoDEA shall:

1. Align to clearly defined standards and objectives within the content domain being tested,
2. Valid and reliable and controlled for bias, and
3. Be one of several criteria used for making major decisions about student performance/achievement.

The results of each assessment shall be used as one component of the DoDEA Assessment System for major decisions concerning the student’s future learning activities within the classroom setting.

Special Education

Special Education Services

Policy Reference: [Department of Defense Instruction 1342.12, “Provision of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015](#)

Policy Reference: [Department of Defense Manual 1342.12, “Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents,” June 17, 2015](#)

Special education is specially designed instruction, support, and services provided to students with an identified disability requiring an individually designed instructional program to meet their unique learning needs. The purpose of special education is to enable students to successfully develop to their fullest potential by providing a free appropriate public education in compliance with the Individuals with Disabilities Education Act (IDEA) as implemented by DoD Manual 1342.12, "Implementation of Early Intervention and Special Education Services to Eligible DoD Dependents" (DoDM 1342.12).

In DoDEA, special education and related services are available to eligible students, ages 3 through 21 years of age. To be eligible for special education:

- The child must have an identified disability;
- The disability must adversely (negatively) affect the child's educational performance; and
- The child must require a specially designed instructional program.

If found eligible for special education and related services, DoDEA students are provided a free and appropriate public education (FAPE) in accordance with an individualized educational program (IEP), with services delivered in the least restrictive environment and with procedural safeguards in accordance with the requirements of DoDM 1342.12.

Please contact your child’s school to discuss your concerns if you suspect your child may have a disability and require special education services. The Case Study Committee (CSC) chairperson will provide you with specific details relating to the evaluation process and can explain the eligibility requirements further.

Disability Accommodations and Nondiscrimination

Policy Reference: [DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended](#)

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, Executive Order 13160 Administration: Compliance Requirements and Appeals, February 22, 2019](#)

Apart from special education, a student with a disability, or who has a record of a disability, or is regarded as having a disability, shall not be excluded from participating in or be denied the benefits of, any DoDEA education program or activity or be subjected to discrimination based solely on a disability. In accordance DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended, students with disabilities shall be provided a free and appropriate education and shall participate with students without disabilities to the maximum extent appropriate to ensure equal access to educational opportunities. This means that a student with a disability that does not require specialized instruction may be eligible for accommodations to ensure participation in school programs and activities. Please contact your child’s school for specific details.

Reporting Abuse, Neglect, Suicide Risk and Threats

Child Abuse and Neglect

Policy Reference: [DoDEA Administrative Instruction 1356.01, “Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect,” November 5, 2018](#)

In accordance with the policy in DoDEA Administrative Instruction 1356.01, “Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect,” November 5, 2018, all DoDEA personnel will participate in the identification and reporting of incidents of child abuse and neglect. School personnel shall report all suspected or alleged child abuse to the local FAP office, child welfare service agency (if available), and their immediate supervisor within 24 hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Suicide Risk and Threats Towards Others

In order to prevent violence, suicide, and other harmful acts among children and adults in schools, the need for reliable ways to identify persons who may require assistance is a critical step. All DoDEA employees must notify the DoDEA school administrator when a DoDEA student has made any statement or engaged in actions that may indicate a threat of harm towards self or others.

Suicide Risk

Any indication of student suicidality must be immediately reported to the DoDEA school administrator. The DoDEA student who exhibits suicidal ideation or behavior, or who makes a statement or engages in actions that may indicate self-harm or suicidal thoughts, shall be immediately assessed to obtain specific information to determine the risk level. The results of that assessment are communicated to the DoDEA school administrator and documented. Regardless of the level of risk reported, in all cases, a DoDEA administrator or designated member of the Case Management Team must directly notify parents or legal guardians of the concern. For any additional assistance in this process, please contact the District school psychologist ISS.

If a parent or legal guardian disagrees with school recommendations for evaluation of a student's danger to self or refuses to take parental or legal guardian responsibility for the safety of their child, the DoDEA School Administrator must inform the parent or legal guardian that DoDEA policy requires that school personnel protect the safety and health of the students. Parent or legal guardian refusal to address identified medical needs may necessitate a report to the local Family Advocacy Clinic and local Child Protective Services if neglect is suspected as outlined in DoDEA Administrative Instruction 1356.01, which is available at <https://www.dodea.edu/Offices/PolicyAndLegislation/Administrative-Instructions.cfm>.

Threats Towards Others

When a DoDEA student makes an explicit or implicit threat, or if the student's behavior indicates that a threat is serious and reasonably likely to be acted upon, the DoDEA school administrator shall take action based on the level of the threat. Certain types of serious threats require immediate notification to local law enforcement entities without regard to the level of threat yielded. The DoDEA school administrator shall immediately report the following to the local law enforcement entity:

1. A threat that involves stalking of any person on a school bus, on school property, or at a school-sponsored activity.
2. Threats to bomb, burn, kill, or harm school personnel.
3. Threats of death or bodily injury to a person or members of his or her family or threats to commit serious bodily harm to persons on school property.

The DoDEA school administrator shall also immediately report any act that may constitute a criminal offense to the parents or legal guardians of minor students involved in the act and shall report that the incident has been reported to local law enforcement, as required by Federal, state, or local law. The DoDEA school administrator may report other threats to the local law enforcement entity, as necessary and appropriate. The DoDEA school administrator shall inform the parents or legal guardians that they may contact local law enforcement for further information, as necessary and appropriate.

System Programs and Services

School Counseling Services

Policy Reference: [DoDEA Regulation 2946.1, "School Counseling Services," July 13, 2009](#)

Policy Reference: [DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006](#)

DoDEA school counselors provide comprehensive counseling programs to all students in grades K–12 in accordance with DoDEA Regulation 2946.1, "School Counseling Services," July 13, 2009, and DoDEA Manual 2946.2, "Department of Defense Education Activity School Counseling Services," January 1, 2006. Counseling programs are designed to foster a foundation for lifelong

learning by removing barriers to students' academic success. Early identification and intervention of students' academic and social/emotional needs is essential in removing barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential academically, socially, emotionally and physically for life, college and career readiness.

Elementary school counseling programs are crucial in supporting student's attitudes and personal views toward schools, self, peers, and social groups. In elementary grades, the school counseling programs support and provide education on prevention and intervention services, promoting positive academic skills, career awareness, and social-emotional development — skills students need to be competent and confident learners. Secondary school counseling programs are designed to meet the rapidly changing needs of students in grades 6–12 while preparing them for high school and beyond. College and career exploration and planning are emphasized at the secondary level. As middle school students learn to manage more independence and responsibilities, school counseling programs are designed to connect learning to practical application in life and work, support personal/ social skills, and foster effective learning/study skills. High school counseling programs are designed to foster student preparation and readiness for successful college and career pathways after high school. All secondary students create and manage a four- to six-year plan with their counselor. The four- to six-year plan is managed in Choices360 and is designed to teach students how to create and attain their graduation, college, and career goals while taking into account their interests, aptitudes, and graduation requirements.

Please contact your school counselor for additional information regarding the school counseling program.

School Psychology Services

Policy Reference: [DoDEA Regulation 2946.03, "School Psychological Services," May 21, 2010](#)

Policy Reference: [DoDEA Manual 2946.4, "School Psychological Services," June 2004](#)

DoDEA school psychologists provide a range of services designed to support students' learning, growth and development in accordance with DoDEA Regulation 2946.03, "School Psychological Services," May 21, 2010. They are experts in student mental health, learning and behavior, and partner with various stakeholders throughout the school and community to support students' academic and emotional needs. School psychology programs are designed to foster safe, healthy and supportive learning environments that strengthen connections between the school, home, and community. School psychologists aim to improve academic achievement, support diverse learners, promote positive behaviors and safe school climates, and strengthen school-family partnerships. Core functions of school psychologists include mental health interventions, behavior management, crisis intervention and response, assessment, and consultation and collaboration.

Please contact your school psychologist for additional information regarding the DoDEA School Psychology Program.

School Health Services

Policy Reference: [DoDEA Regulation 2942.01, “School Health Services,” September 2, 2016](#)

DoDEA School Health Services aim to optimize learning by fostering student wellness. The school nurse serves as the health service expert, providing health care to students/staff and implementing interventions that addresses both actual and potential health and safety conditions. The school nurse collaborates with the school administrator to promote the health and academic success of students and serves as the liaison between, the school, community, and health care systems. This collaborative effort creates opportunities to build capacity for self-care, resilience, and learning.

The school nurse’s responsibilities include:

- Providing leadership in promoting personal and environmental health and safety by managing communicable diseases, monitoring immunizations, providing consultation and health-related education to students and staff to promote school health and academic success;
- Providing quality health care and intervening with actual and potential health problems through health screenings, health assessments and nursing interventions, and the development of healthcare and emergency care plans to enable students to safely and fully participate in school;
- Providing case management services to direct care for students with chronic health conditions, to ensure their safety, and to increase their access to the educational program; and
- Collaborating with school and community-based resources to reduce health-related barriers to student learning, improve access to healthcare, and develop school-community partnerships to support academic achievement and student success.

Student Illness

Do not send your child to school if he or she is ill. Staying home to get the proper rest, nutrition, and parental care is for your child’s benefit as well as for the benefit of the other children in the school who may be unnecessarily exposed to a contagious illness. The following are examples of when a student should remain home:

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing

lasting longer than five to seven days.

- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.
- Ringworm lesions must be covered for school attendance.
- Thick discharge from the eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. The student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chickenpox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by a medical care provider.

If your child becomes ill during the school day, the school nurse will contact you to pick up your child. To return to school, your child must be without symptoms for 24 hours and fever-free without fever-reducing medications for at least 24 hours.

Parent Notification

As a general rule, the parent or sponsor will be notified by the school administrator or school nurse if your child has:

- Any illness or injury that causes concern or inability to participate in school activities
- Eye, ear, or teeth injuries
- Head injury
- Second- or third-degree burns
- Severe pain
- Sprains or possible fractures
- Temperature higher than 100°
- Vomiting or diarrhea
- Wounds that may require stitches

Allergies and Chronic-Acute Conditions

Policy Reference: [DoDEA Regulation 2720.1, "First Aid and Emergency Care," September 8, 2003](#)

Policy Reference: [DoDEA Administrative Instruction 2500.14, “Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities,” April 29, 2009, as amended](#)

Please inform the school nurse of any medical condition and health concerns your child may have to better serve and protect your child’s welfare in accordance with DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003.

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Allergic reactions can range from mild symptoms to life-threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for the administration and staff. In an attempt to raise awareness and limit unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

- Notifying the school nurse of ANY allergy to food, drug, insects, etc., that your child may have;
- Providing the school nurse with medication/doctor’s orders/emergency care plan/parent permission form;
- Teaching children at home about their food allergies and the importance of not sharing any food with others in school or elsewhere; and
- Notifying the classroom teacher about your child’s allergens and checking with the classroom teacher prior to bringing in any food for classroom celebrations.

Medication at School

When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of administration, and current date of issue. Contact the school nurse for the required Medication Consent Form. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping. It is acceptable for parents to bring in self-purchased over-the-counter medication to be kept in the health office for their child’s use at school, but they must be accompanied by a physician’s prescription and signed parental consent form.

In some rare situations, students are allowed to keep their rescue or emergency medicine with them while in school or at school-related activities. The student’s prescribing primary care manager must provide a written statement that the student must be in control of his or her medication due to a life-threatening medical condition. The parent must provide written consent for the medication to stay with the student. See the school nurse to obtain the appropriate form for medications to be administered during school hours or for a student to self-carry emergency medication.

Students may not share medications (including non-prescription medications) at school or

school-sponsored events.

First Aid and Emergency Care

Policy Reference: [DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003](#)

School personnel will administer first aid as efficiently as possible to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation 2720.1, “First Aid and Emergency Care,” September 8, 2003. In accordance with Section 6 of DoDEA Regulation 2720.1, should a student sustain a more serious illness or injury, the school nurse will make a judgment call based on nursing assessment to determine if the student needs emergency medical care requiring a response by an emergency medical team (EMT) and possible transportation for treatment at a health care facility. If a student needs emergency medical care requiring an ambulance, the school will make reasonable efforts to contact the sponsor/parent/guardian or emergency contact. In the absence of a parent, a school administrator or designee may accompany the student to the medical treatment facility.

The EMT, health care facility, or attending health care provider(s) may be non-U.S. or non-military facilities or providers, especially if the dependent student is located overseas. Treatment decisions will be made exclusively by the health care provider(s) if the nature of the dependent student’s injury or illness requires immediate health care, in accordance with their standard operating procedures regarding the delivery of emergency care for the dependent student.

It is very important for the school to have a current address, home phone number, mobile phone numbers, duty phone number, and the phone number of another adult to act as an emergency contact in case parents cannot be contacted.

Contact your school nurse for additional information regarding the DoDEA School Health Services Program.

Student Rights and Responsibilities

Discrimination-Free Education Programs and Activities

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019](#)

No DoDEA student shall be excluded from participation in, be denied the benefits of, be subjected to or be permitted to subject others to, discrimination in any DoDEA-conducted education and training programs and activities on the basis of their race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent, commonly known as their protected class, in accordance with DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019.

Although DoDEA cannot guarantee every student a learning and activities environment free from annoyances, petty slights, or minor offenses, DoDEA is committed to creating and maintaining an environment free from unlawful discrimination and will not tolerate incidents of discriminatory unequal treatment, hostile environments (including those created by sexual assault and sexual harassment, discussed in greater detail below under “Student Conduct and Discipline”), or impermissible disparate impact based on a student’s protected class, or retaliation against anyone because they have made a complaint, testified, assisted, or participated in any manner in an investigation related to an allegation of discrimination.

Student Rights and Responsibilities

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

Students are expected to actively participate in the educational process, including school-sponsored activities in and outside of the classroom, as deemed appropriate. Students should bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

Students shall:

- Comply with policies, procedures, and standards for student behavior;
- Refrain from conduct or behavior that is disruptive;
- Respect the rights and human dignity of other students and all school employees.
- Attend school and classes regularly and punctually and make a conscious effort in all classes;
- Participate in and take advantage of educational opportunities provided by DoDEA schools; and
- Assist school employees in operating a safe school by abiding by the laws of The United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures.

Scholastic Integrity

Students are responsible for their own scholastic integrity by neither giving nor receiving assistance (written, oral, or otherwise) on tests, examinations, final evaluations, or class assignments that are to be graded as the work of an individual. Any suspicion or evidence of forging, cheating, or plagiarizing the work of others will be investigated. Any student who is in violation will receive no credit. There will be an appropriate consequence for the particular assignment, and a letter will be sent home to be signed by the parents and returned to the teacher. A copy of the letter will be filed in the student’s discipline folder for the period of the school year.

Freedom of Religious Expression

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

According to Enclosure 3 of DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012, students may observe religious practice in school, such as celebration of religious holidays, engaging in private prayer, saying grace before meals, and wearing yarmulkes and head scarves, so long as the practice does not violate student standards or cause substantial disruption. Students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious practices or discussion.

Interscholastic Athletics

Policy Reference: [DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019](#)

In accordance with DoDEA Administrative Instruction 1443.01, Volume 1, “Executive Order 13160 Administration: Compliance Requirements and Appeals,” February 22, 2019, all high school students, and middle school students in some cases, are provided the opportunity to participate in the Interscholastic Athletic Program without unlawful discrimination based on their race, sex, color, national origin, disability, religion, age, sexual orientation, status as a parent, or other factors unrelated to that participation. There are equitable uniform eligibility policies for participants in all athletic programs. Please refer to your Regional Interscholastic Athletics Program Policy for details relating to your school. For DoDEA-Americas schools, please consult your state of residence athletic policies and the school athletic director for specifics regarding state regulations and requirements.

Student Dress Code

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

Students are expected to dress in a manner that complies with the school’s dress code policy as directed in DoDEA Administrative Instruction 2051.02, “Students Rights and Responsibilities,” April 17, 2012.

Students enrolled at Nile C. Kinnick High School are on Yokosuka Base because they are accompanying either a military or civilian sponsor assigned to this area. Consistent with their status as guests in the host nation, students will refrain from wearing clothing that would offend our host country either by style or message. Additionally, dress in the school environment should contribute to the overall learning environment and should not detract from it.

The KHS Dress Code is in effect at all school functions to include athletic events, dances, and performances. To be fashionably dressed is not necessary, but to be appropriately dressed is. Students, as well as parents, should assume responsibility for acceptable appearance.

Consistent with the aforementioned objectives, the following is the dress code for Kinnick High School regardless of the weather:

- Students will wear neat and clean clothing.
- Both shoulders and armholes should be covered so as not to expose any undergarments or their straps.
- Pants, shorts, or skirts should fit at the waist so as not to expose any undergarments.
- The hems of shorts or skirts should extend below the ends of the fingertips when arms are at sides.

The following items should not be worn to school:

- Halter tops, tube tops, midriff tops, or tank tops that expose undergarments.
- One-shouldered tops or shirts, or those that have an altered neck area that allows for one or both shoulders to be exposed.
- Armholes on all tops should not gap, extend, or open so that body parts or any part of the undergarments are exposed.
- Hip-hugger pants exposing the waist or hips
- Yoga pants, leggings, and tights worn as pants.
- Baggy pants worn excessively below the waist.
- Skirts or shorts worn with tights shorter than the end of the fingertips with arms at sides
- Long skirts with slits above fingertips
- Tears in pants must not be above the end of fingertips or must be patched or worn with a layer underneath
- Clothing, jewelry, or buttons that contain offensive language (such as profanity, sexual content or racial, ethnic, or religious slurs), or display illegal substances (such as tobacco, alcohol, marijuana, etc.).
- Articles that can cause injury to other students, property or self, such as studded bracelets, studded necklaces, chains, etc.
- Dark glasses or sunglasses inside the building (unless medically approved)
- Headgear (males or females) such as bandannas, doo-rags, and sweatbands are not to be worn during the school day.
- Hats and stocking caps may not be worn in any school building during the school day.

Search and Seizure

Policy Reference: [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](#)

General, non-individualized searches of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), may be conducted by the principal on a periodic or random basis. The school affords students and parents adequate prior notice of its general search policy through the issuance referenced above and this Handbook. The search shall

be conducted by the principal in the presence of another school employee who will serve as a witness. General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband. Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

Individualized, reasonable suspicion or targeted searches may be conducted by a principal of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item. Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

A targeted search of a student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non-public area, and by a school official of the same sex as the student. Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances.

Student Conduct and Discipline

Discipline

Policy Reference: [DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended](#)

Policy Reference: [DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012](#)

Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military command and school communities in general, in accordance with Enclosure 2 of DoDEA Administrative Instruction 2051.02, "Student Rights and Responsibilities," April 17, 2012. Student behavioral management consists of teaching and reinforcing positive student attitudes and behaviors. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect. All students will be disciplined in a fair and appropriate manner. School administrators shall operate and maintain a safe school environment that is conducive to learning. Administration will ensure prompt investigation and response to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members.

In accordance with the policy stated in DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012, as amended, discipline shall be progressively and fairly

administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion following a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence, or the possession, use, or sale of drugs). Additional rules and procedures can be reviewed in DoDEA Regulation 2051.1.

School Bus Behavior

Policy Reference: [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

Riding school buses is a privilege that may be suspended or revoked if a student does not behave in a safe and proper manner in accordance with DoDEA behavior expectations, which is in accordance with Enclosure 8 of DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended.

Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct

Policy Reference: [DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019](#)

Policy Reference: [DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended](#)

DoDEA does not allow any form of sexual harassment, sexual assault, problematic sexual behavior in children and youth (PSB-CY) and other related abusive misconduct of, or by, employees, students, or anyone participating in DoDEA-conducted/sponsored education, training programs, and activities, committed both on and off DoDEA premises.

All DoDEA students are responsible for not committing acts of sexual harassment, sexual assault, PSB-CY, and other related abusive misconduct in accordance with DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019 (DoDEA AI 1443.02, and for cooperating with any investigations and resolution of complaints made in accordance with this Issuance. Students who violate this policy are subject to discipline in accordance with DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended.

The right to be free from other related abusive misconduct includes physical and/or emotional misconduct that does not qualify as sexual assault or sexual harassment, but that is still intended to make a student feel pressured, uncomfortable, physically threatened, in pain, embarrassed, or offended. It also includes the right to be free from an adult, or another student, trying to exploit their position of authority or influence over a student to force or manipulate them into an inappropriate personal and/or sexual relationship, even if the student does not think it is harmful.

DoDEA does not recognize sexual or romantic interactions between any student and a DoDEA employee or volunteer to ever be consensual, even if the student is of the lawful age of consent.

Students who are experiencing sexual assault, sexual harassment, PSB-CY, or other related abusive misconduct should report it in accordance with Sections 4 and 5 of DoDEA Administrative Instruction 1443.02, “Prohibited Sexual, Sex-Based, and Other Related Abusive Misconduct Reporting and Response,” February 21, 2019.

It is extremely important that a student not suffer in silence, or be allowed to be exploited or manipulated into an inappropriate relationship. If it is happening to them, personally, or to someone they know, a student should let an adult know about it right away. They may tell someone they feel comfortable with and trust, such as their parent, teacher, nurse, or coach, or go directly to the school principal or program director, at any time. When a DoDEA employee or volunteer becomes aware of a violation of this Issuance, they are required to report it to their school principal or program director, with the possible exception of certain disclosures made during confidential communications not otherwise subject to mandatory reporting requirements in accordance with Issuance.

Students may visit DoDEA’s “Sexual Harassment Awareness and Prevention” webpage to learn more at www.dodea.edu/sexualHarassment.

Technology

Computer Access/Internet Policy/Electronic Devices

Policy Reference: [DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010](#)

Each student, together with the student’s parent or guardian (if applicable), shall acknowledge and sign Form 700, “Use of DoDEA Internet and Use of Information Technology Resources,” before he or she is assigned a user account. In accordance with Enclosure 4 of DoDEA Administrative Instruction 6600.01, “Computer Access and Internet Policy,” February 16, 2010, the following are required of all students:

- Students shall use DoDEA information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.
- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA’s IT resources.
- Students shall be polite in all electronic communication.
- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear; use vulgarities; or use harsh, abusive, sexual, or disrespectful language and/or images.

- Students who misuse DoDEA IT resources are subject to disciplinary measures.

The signed agreement is to be retained in the administrative office at the student's school for the duration of the student's enrollment. A copy will be provided to the student and, if applicable, the student's parent or guardian.

Role of Social Media

Use of personal social media between parents/teachers/students is discouraged. The only acceptable form of social media communication between parents/teachers/students is through official school social media.

Transportation

Student Transportation Services

Policy Reference: [DoDEA Administrative Instruction 4500.02, "Student Transportation Services," August 13, 2018](#)

Student transportation is defined as the transportation of students from their assigned bus stop to school at the beginning of their school day, during the mid-day, and for return to their assigned bus stop at the end of the normal scheduled school day. DoDEA principals are responsible for monitoring student loading/unloading zones when students are coming and going from school sites as well as administering discipline. A school bus or any device operating to provide student transportation will function as an extension of the school. The walking distance for grades 6 and below should not exceed one mile from the student's primary residence to the school or designated bus stop. Students in grades 7–12 may walk up to 1.5 miles from their primary residence to the school or designated bus stop. These distances may be slightly expanded or contracted to conform to natural boundaries such as housing areas or neighborhoods. In locations having middle schools, which include grade 6 (i.e., grades 6–8), the walking distance criteria shall be the same as the criteria for grades 7–12.

Transportation is not authorized to take students to their homes or to eating facilities for their mid-day meal. No other transportation between the assigned bus stop and the school will be charged to commuting transportation unless noted on a special education student's IEP and/or required by Section 504 guidelines. "Curb-to-curb" only applies to students with disabilities who require such service as documented in the student's IEP. DoDEA District Superintendents, in coordination with the District Logistics Chief and the supporting military installation commanders, will establish a commuting area to determine eligibility for transportation of dependent students.

Study Trips

Study trips are an important part of the educational program. Students are expected to participate in these activities in order to extend the DoDEA Curriculum and Standards outside of the classroom, learn about our Host Nation and its people, and appreciate the diversity and difference of cultures.

Participation should be accomplished in a manner which:

- Demonstrates respect for the Host Nation and its people.

- Promotes high-level thinking skills and application of existing knowledge.
- Reflects credit on the American community and the school.
- Ensures the child's own safety

Parental permission is required for a student to participate in study trips. Parents are often requested to assist by volunteering to accompany classes and help with supervision. Parents must have a background check on file with the office to manage small groups. Without a background check, parents must stay within eyesight of a designated DoDEA employee. Volunteer forms are available in the main office. Younger children and/or siblings cannot accompany parent chaperones on the trip for safety reasons.

Authorized study trips are scheduled throughout the school year. Absences due to such activities are excused and the students' teachers will be notified of the study trip ahead of time. Students will be given a Classwork Tracker form by the activity sponsor to notify teachers of their absence and the assignments that will be missed. The student is responsible for gathering and completing any work missed on the study trip day and submitting it upon return to class.

Emergency Procedures

Emergency Evacuations and Procedures

Emergency evacuation procedures are in place for Force Protection Condition (FPCON) and other security emergencies. We work closely with the CFAY security office and the DoDEA Pacific East Safety and Security Officer to develop protocols in response to emergency situations. We hold periodic drills to ensure that our students and staff are prepared in the event of an evacuation.

Emergency Drills

Your child can expect multiple drills per school year. The drills will consist of fire, lockdown, bomb threat, evacuation, earthquake, and shelter in place. Your child will practice these emergency evacuation procedures in preparation for a real event. Any person present at the school during a drill is expected to participate. Fire drills are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and clears the building, by the prescribed route, as quickly as possible. Teachers in each classroom give the students instructions to follow.

School Closures

There are times when weather situations could result in the school being closed. The decision to close the school is made by the CFAY Commander in coordination with the Pacific East Community Superintendent. All closures will be published on the CFAY Facebook page, Kinnick Facebook page, and via KHS Student Bulletin.

Student Meal Program

The Student Meal Program for all Yokosuka Complex Schools is managed by the Navy Exchange on behalf of DoDEA. Please find information about meal prices, menus, free and reduced meals, and pre-pay options at: <https://www.mynavyexchange.com/StudentMealProgram/>.

Miscellaneous Documents

School Contact Information

School Address

Nile C. Kinnick High School
PSC 473 Box 95
FPO, AP 96349-0095

School Website

<http://www.dodea.edu/KinnickHS/>

School Phone Number

International: 011-81-46-816-7392
Off-base: 046-816-7392
DSN: 315-243-7392

International Fax: 011-81-46-816-7278
DSN Fax: 315-243-7278

Office Hours

School office hours are from 7:00 – 15:30 (M-F) except on Federal holidays.

School Colors

Red and White

Fight Song

(Tune: “Our Director”)
We’re the kids from YO-HI
Our team will fight.
We’ve got the best teams,
Here’s to the red and white.
We’ll stand up for our school,
Finest in the land.
We’ve got the best team in all Japan.

Alma Mater

(Tune: “Far above Cayuga’s Waters”)
In the shadows of Mt. Fuji,
Stands our school so dear.
Nile C. Kinnick High forever,
Sing we loud and clear.
Far and wide though we may wander,
As the years go by,
Our love for thee will never falter,
Nile C. Kinnick High.

Chain of Command with Contact Information

For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. If additional assistance is needed, contact the Counselor or Assistant Principal.

The remaining DoDEA chain of command from the lowest to highest is Principal, Community Superintendent, District Superintendent, Director of Student Excellence (Pacific Area Office), and Director of DoDEA. Contact phone numbers and/or addresses for the next in the chain of command are identified below:

Mr. Craig Maxey, Principal

PSC 473 Box 95
FPO, AP 96349
(315) 243-7392

Mr. Donald T. Williams

Community Superintendent, Yokosuka, Pacific East
PSC 473 Box 128
FPO, AP 96349
Phone: (315) 243-5205

Dr. Judy Allen, Superintendent

District Superintendent Office, Pacific East
Unit 5072
APO, AP 96326
Phone: (315) 225-3940

Ms. Lois Rapp, Director of Student Excellence

DoDEA-Pacific
Unit 35007
APO, AP 96376
Phone: (315) 644-5878

Mr. Thomas Brady, Director

DoDEA Headquarters
4800 Mark Center Drive
Alexandria, VA 22350-1400
Phone: (571) 372-0590

Kinnick Bell Schedules SY 2020-21

Regular Daily Schedule A Lunch

A-Day Periods	Times	B-Day Periods
A1	0740 - 0905	B1 (Seminar)
A2	0910 - 1035	B2
Lunch	1035 - 1120	Lunch
A3	1120 - 1250	B3
A4	1255 - 1420	B4

Regular Daily Schedule B Lunch

A-Day Periods	Times	B-Day Periods
A1	0740 - 0905	B1 (Seminar)
A2	0910 - 1035	B2
A3	1040 - 1125	B3
Lunch	1125 - 1210	Lunch
A3	1210 - 1250	B3
A4	1255 - 1420	B4

Regular Daily Schedule C Lunch

A-Day Periods	Times	B-Day Periods
A1	0740 - 0905	B1 (Seminar)
A2	0910 - 1035	B2
A3	1040 - 1210	B3
Lunch	1210 - 1255	Lunch
A4	1255 - 1420	B4

Tuesday Early Release Schedule A Lunch

A-Day Periods	Times	B-Day Periods
A1	0740 - 0850	B1 (Seminar)
A2	0855 - 1005	B2
Lunch	1005 - 1050	Lunch
A3	1050 - 1205	B3
A4	1210 - 1320	B4

Tuesday Early Release Schedule B Lunch

A-Day Periods	Times	B-Day Periods
A1	0740 - 0850	B1 (Seminar)
A2	0855 - 1005	B2
A3	1010 - 1050	B3
Lunch	1050 - 1135	Lunch
A3	1135 - 1205	B3
A4	1210 - 1320	A4

Tuesday Early Release Schedule C Lunch

A-Day Periods	Times	B-Day Periods
A1	0740 - 0850	B1 (Seminar)
A2	0855 - 1005	B2
A3	1010 - 1125	B3
Lunch	1125 - 1210	Lunch
A4	1210 - 1320	B4

8 Period Day Schedule

Period	A Lunch
A1	0740 – 0820
A2	0825 -0905
A3	0910 – 0950
A4	0955 - 1035
Lunch	1035 - 1105
B1	1110 - 1205
B2	1210 - 1250
B3	1255 – 1335
B4	1340 – 1420

Period	B Lunch
A1	0740 – 0820
A2	0825 - 0905
A3	0910 - 0950
A4	0955 - 1035
B1	1040 - 1110
Lunch	1110 - 1140
B1	1145 - 1205
B2	1210 – 1250
B3	1255 – 1335
B4	1340– 1420

Period	C Lunch
A1	0740 – 0820
A2	0825 – 0905
A3	0910 – 0950
A4	0955 - 1035
B1	1040 -1135
Lunch	1135 – 1205
B2	1210 - 1250
B3	1255 – 1335
B4	1340 – 1420

2-Hour Delay Schedule

A-Day Periods	Times	B-Day Periods
A1	0940 – 1040	B1 (Seminar)
A2	1045 – 1140	B2
Lunch	1140 – 1225	Lunch
A3	1225 – 1320	B3
A4	1325 – 1420	B4

2-Hour Delay Seminar Schedule

Times	B-Day Periods
0940 – 0950	Attendance
0950 – 0955	Passing
0955 – 1040	Only one seminar period

B-Day Seminar Schedule

Times	B-Day Periods
0740 - 0750	Attendance
0750 - 0755	Passing
0755 - 0830	First Seminar
0830 - 0835	Passing
0835 - 0905	Second Seminar



2020

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

NOVEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

DECEMBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Kinnick High School 2020-2021
Class Hours: M,W,Th,F 0740-1420, T 0740-1320

- Aug. 17 Reporting Date for Teachers
- Aug. 20 Freshmen Orientation, 1300-1400
- Aug. 21 New Student Orientation, 1300-1400 /Sneak Peak 1400-1500
- Semester 1 (84 Instructional Days)**
- Q1 (40 Instructional Days - 1 8-Period day, 19 A, 19 B)
- Aug. 24 1st Day of School - 8 Period Day
- Sep. 7 Federal Holiday--Labor Day
- Sep. 8 Open House 1600-1800
- Sep. 25 CCRS Q1 Training-No School for Students
- Oct. 2 Prof. Dev. Day for Teachers - No School for Students
- Oct. 12 Federal Holiday--Columbus Day
- Oct. 14 PSAT Testing
- Oct. 22 End of Q1
- Oct. 23 No school for students--Teacher work day
- Oct. 26 Begin 2nd Quarter
- Oct. 30 Parent-Teacher Conferences - No School for Students
- Quarter 2 (44 Instructional Days - 20 A, 20 B)**
- Nov. 11 Federal Holiday--Veterans Day
- Nov. 26-27 Thanksgiving Break, No School
- Dec. 4 Accelerated Withdrawal
- Dec. 4 CCRS Q2 Training-No School for Students
- Dec. 21 Begin Winter Recess, No School
- Dec. 25 Federal Holiday--Christmas
- Jan. 1 Federal Holiday--New Year's Day
- Jan. 4 Instruction resumes
- Jan. 11-14 Semester 1 Exams
- Jan. 14 End of Q2 & 1st Semester
- Jan. 15 No school for students--Teacher work day
- Jan. 18 Federal Holiday--Martin Luther King, Jr. Day
- Jan. 19 Begin Q3 & 2nd Semester
- Semester 2 (90 Instructional Days)**
- Quarter 3 (45 Instructional Days - 22 A, 22 B)**
- Feb. 10 CCRS Q3 Training-No School for Students
- Feb. 15 Federal Holiday--President's Day
- Mar. 12 Prof. Dev. Day for Teachers - No School for Students
- Mar. 16 Diversity Day
- Mar. 24 End of Q3
- Mar. 25 No school for students--Teacher work day
- Mar. 26-April 2 Spring Recess, No School
- Quarter 4 (45 Instructional Days - 21 A, 20 B)**
- Apr. 5 Instruction resumes--Begin Q4
- Apr. 23 CCRS Q4 Training-No School for Students
- May 3 -14 Advanced Placement Testing
- May 12 Accelerated Withdrawal
- May 24 Yo Hi Day
- May 28-31 Federal Holiday--Memorial Day Break
- Jun. 4-9 2nd Semester Exams
- Jun. 4 Graduation
- Jun. 9 End of Q4 and 2nd Sem.
- Jun. 10 No school for students--Teacher work day



2021

JANUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

MARCH						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

MAY						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JUNE						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Color & Symbol Key

	Special Schedule		Holiday
	Semester Exams		A Day
	Teacher Work Day (No School For Students)		B Day
	8 Period Day		Accelerated Withdrawal Dates

Kinnick High School Discipline Matrix

LEVEL 1 BEHAVIORS – DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21					
<ul style="list-style-type: none"> Didn't obey instructions (E3.5.12) Disruptive behavior (E3.4) Dress code violation (E3.4) <i>see school policy</i> Eat-Unauthorized area (E3.4) 	<ul style="list-style-type: none"> Engaged in horseplay (E3.4) Excessive noise (E3.4) Failure to comply with rules (E3.5.11, E3.5.12) Hall pass violation (E3.5.12) 	<ul style="list-style-type: none"> Internet violation (E3.5.21) <i>see school policy</i> Offensive behavior (E3.5.11) Public displays of affection (E3.5.11) Tardies (E3.4) <i>see school policy</i> 			
LEVEL 1 BEHAVIOR CONSEQUENCES					
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th and Subsequent
School	Admin Counsel	Admin Counsel Detention Parent Contact	Detention Parent Contact	Parent/Student Conference Detention	1-3 days suspension
Bus	Warning	1-5 days suspension	1 - 10 days suspension	1 - 20 days suspension	1 - 30 days suspension
LEVEL 2 BEHAVIORS – DODEA REGULATIONS: E3.4, E3.5.11, E3.5.12, E3.5.21					
<ul style="list-style-type: none"> Abusive acts/lang. (E3.5.11) Aggressive behavior (E3.5.11) Alarm violation/offense (E3.5.11) Attendance violation (E3.5.20) Changing grades (E3.5.18) Cheating (E3.5.18) Damage to property (E3.5.11) Detention violation/no show (E3.5.11) Disrespect to adult (E3.5.11) 	<ul style="list-style-type: none"> Disrespect to student (E3.5.11) Forgery of signature (E3.5.18) Harassment all categories (E3.5.11) Insubordination (E3.5.11) Lying (E3.5.11) Off limits violation (E3.5.11) Plagiarism (E3.5.18) Portable electronic device (E3.5.16) Received stolen property (E3.5.11) 	<ul style="list-style-type: none"> Safe rule violation (E3.5.11) Scuffling (E3.5.11) Stealing (E3.5.9, E3.5.11) Tamper with equipment (E3.5.8, E3.5.11) Threats of damage (E3.5.11) Throw/Shoot objects (E3.5.11) Truancy (E3.5.20) Uncooperative with staff (E3.5.11) Unsafe behavior (E3.5.11) Verbal abuse/gesture (E3.5.11) 			
LEVEL 2 BEHAVIORS CONSEQUENCES					
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense
School	Admin Counsel Detention	Detention Parent Contact	Parent/Student Conference Detention	1-5 days suspension	5-10 days suspension *Discipline Committee Hearing
Bus	Warning	1 - 10 days suspension	1 - 20 days suspension	1 - 30 days suspension	30 plus days – loss of bus
LEVEL 3 BEHAVIORS - DODEA REGULATIONS: E3.5.1, E3.5.3, E3.5.4, E3.5.8, E3.5.10, E3.5.11, E3.5.12, E3.5.13, E3.5.14, E3.5.15, E3.5.21					
<ul style="list-style-type: none"> Abusive behavior to peers (E3.5.1, E3.5.11) Bullying (E3.5.11, E3.5.15) Excessive detentions (E3.5.11) Fighting (E3.5.11, E3.5.14) Gambling (E3.5.11, E3.5.13) 	<ul style="list-style-type: none"> Left campus without permission (E3.5.11, E3.5.12) Sexual Harassment (E3.5.10, E3.5.11) Sexual off behavior (E3.5.10, E3.5.11) Smoking Tobacco Products (possession) (E3.5.4, E3.5.11) Threatening behavior (E3.5.1, E3.5.11) 	<ul style="list-style-type: none"> Tobacco/Alcohol (possession) (E3.5.3, E3.5.11) Unauthorized presence (E3.5.11, E3.5.12) Vandalism (minor) (E3.5.8, E3.5.11, E3.5.17) 			
LEVEL 3 CONSEQUENCES					
	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	
School	1-3 days suspension	3-5 days suspension	5 or more days suspension *Discipline Committee Hearing	Expulsion *Discipline Committee Hearing	
Bus	1 - 10 days suspension	1 - 20 days suspension	1 - 30 days suspension	30 plus days – loss of bus	
LEVEL 4 BEHAVIORS - DODEA REGULATIONS: E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6, E3.5.7, E3.5.9, E3.5.11, E3.5.17, E3.5.19					
<ul style="list-style-type: none"> Alcohol related (using) (E3.5.3) Arson (E3.5.17) Bomb Threats (E3.5.17) Burglary (E3.5.7) Damage/Vandalism/Theft – Major (E3.5.7, E3.5.8, E3.5.9, E3.5.17) 	<ul style="list-style-type: none"> Drug Paraphernalia (E3.5.6) Drug Related (E3.5.5) Explosive Device* (E3.5.17, E3.5.19) Fireworks (E3.5.19) Full/Partial Nudity (E3.5.11) Illegal Substances (E3.5.5) 	<ul style="list-style-type: none"> Prohibited Item (E3.5.2, E3.5.3, E3.5.4, E3.5.5, E3.5.6) Robbery/extortion (E3.5.7) Smoking Tobacco Products (using) (E3.5.4) Substance Abuse (E3.5.5) Weapon (E3.5.2) 			
LEVEL 4 CONSEQUENCES					
	1 st Offense	2 nd Offense			
School	5 or more days suspension Expulsion *Discipline Committee Hearing	Mandatory Expulsion Recommendation is required *Discipline Committee Hearing			
Bus	30 plus days – loss of bus privilege	Loss of bus privilege			

*These are guidelines. The school administration reserves the right to determine consequences.