TABLE OF CONTENTS

Absences Long-Term and Make-up Work (STUDENTS) 7
Access to Student Records 7
Accreditation 7
Advisory Councils 7
Animals and Pets 8
Assessment and Student Evaluation 8
Attendance and Tardiness 9
Incomplete Grades 9
Use of the Withdrawn “WP” and “WF” Mark 9
Grade Point Average (Secondary) 9
Assessments (System-wide) 9
Attendance 9
Highlights of the Attendance Policy 10
Bicycles 11
Bullying 11
Bus Transportation 12
Change of Address, Telephone Numbers or Status 12
Child Abuse/Neglect 13
Classroom Visitations and/or Lunch Visitation 13
Closing Due to Inclement Weather 13
Computers and Technology 14
Conferences 14
Curriculum 14
Deployment 14
Dress Code 14
Dropping/Adding Courses 14
Drug and Alcohol Abuse Protocol 15
Dual Enrollment 15
Early Release of Students 15
Eligibility 15
Age Requirements 15
Eligibility Rules for Interscholastic Athletic Competitions 16
Emergency Drills 16
Emergency Evacuations and Emergency Procedures 16
Exception to Attendance at Assigned School 16
Graduation Requirements 16
Homeschooling 17
Homework 17
Lockers 17
Lunch Program 17
Parking and Driving Privilege 18
Prohibited Items 18
Property and Supply Accountability 18
Parent Teacher Organization (PTO) 18
Public Displays of Affection 18
Random and Periodic Searches 18

Revised August 10, 2016
From the Office of the Superintendent

Welcome to the Japan School District, renamed Pacific East as a part of the Department of Defense Education Activity (DoDEA) restructuring initiative. We are proud of the educational opportunities offered in our system. Our focus is on improving academic achievement for all students while supporting the mission of our military families. The military command, school advisory committee (SAC) and parents provide wonderful community support to us and we feel fortunate to serve the families of our military sponsors.

We have a total of 19 schools (10 elementary, 3 middle, 3 middle/high and 3 high schools) which serve the families living on the Sasebo, Iwakuni, Yokota, Yokosuka, Zama/Atsugi, and Misawa military installations.

The Department of Defense Education Activity (DoDEA) is a Department of Defense field activity operating under the direction, authority, and control of the Deputy Assistant Secretary of Defense for personnel Support, Families, and Education. DoDEA provides education to eligible Department of Defense military and civilian dependents from preschool through grade 12 at sites both in the United States and overseas. Courses of study in DoDEA schools parallel those found in public schools in the United States.

Special Education services are available to all students including preschoolers. If you have concerns regarding your child's academic, physical, social, or language development, you may contact your child's teacher or the principal. Preschool children ages three and four years with developmental delays, physical disabilities, or speech-language problems may be eligible for services. You may contact the Special Education Office at DSN 225-3940 if you are concerned about your preschooler. For infants and toddlers, ages 0-2, you may contact Educational and Developmental Intervention Services at your local installation.

Our schools are committed to excellence. If I can be of service, please feel free to contact my office.

Dr. Steven Bloom
Superintendent
Pacific East District
District/Pacific 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, District Superintendent, Director of Student Excellence (Pacific Area Office), and Director of DoDEA. Contact phone numbers and/or addresses for the next in chain of command are identified below:

**Dr. Jacqueline Ferguson**
PSC 473 Box 95  
FPO, AP 96349  
(315) 243-7392

**Dr. Steven Bloom, 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
Absences – Long-term and Make-up Work
Students may make up assignments when they are absent. Teachers should provide the makeup work when the student returns to school. Arrangements for make-up work are to be made between teacher and student on the day of the student’s return. Students that will be absent for three or more days can request work from their teachers in advance. In general, a student has the same number of days he/she was absent to complete the make-up work. This time frame may be extended if circumstances warrant an extension.

Access to Student Records
DOD Directive 5400.11 states that "It is the policy of the Department of Defense to safeguard personal information contained in any system of records maintained by DOD Components and to make that information available to the individual to whom it pertains to the maximum extent practicable."

The following items of information will be maintained in student records:
- Registration Form (DoDEA Form 600 and 700)
- Permanent Records Folder
- Duplicate Report Card/Transcripts
- All records received from previous schools attended by the student.
- Student Transfer Evaluation
- Test Information
- Health Record
- Serious Disciplinary Action Reports

Parents, sponsors or legal guardians may request a review of their child’s official school records by calling the counselor’s office or contacting the administrator. An appointment will be made for a review and explanation of the records at the earliest opportunity, but not later than ten working days. Parents who wish to challenge the content of their child’s school records may do so by requesting an appointment with the school principal.

The school principal is responsible for student records. Only authorized school personnel with a “need to know” will be permitted access to student records without parental consent. No agency outside the DoD system will be permitted to inspect student records without written parental consent unless it is directed by judicial order. A Transfer of Permanent Record form will be provided when you notify the school of a rotation/withdrawal date.

Accreditation
The Japan District is fully accredited by AdvancED, the world’s largest education community. The AdvancED Accreditation process is a protocol which is a clear and comprehensive program of evaluation and external review, supported by research-based standards, and dedicated to helping schools, district and education providers continuously improve. Additional information can be found on the DoDEA website at the following link: http://www.dodea.edu/Accreditation/index.cfm

Advisory Councils
School excellence is a shared responsibility. It takes parents, teachers, students, administrators, support staff, military commanders and community volunteers to ensure enduring student success. Representatives of these key stakeholder groups share the responsibility to support the schools through advisory councils and boards. Participation in advisory councils and boards enhances and improves educational programs and services, as well as the overall quality of life for the U.S. Department of Defense (DoD) overseas communities we serve. The Advisory Councils within DoDEA are as follows:
• School Advisory Council (SAC)
• Installation Advisory Council (IAC)
• District Advisory Council (DAC)
• Area Advisory Council (AAC)
• Pacific Theater Education Council (PTEC)
• Advisory Council on Dependents Education (ACDE)
• Dependents Education Council (DEC)

Additional Information regarding these Councils can be found on the DoDEA website.

Animals and Pets
Per DoDEA Regulation 4800.1, before an animal or pet can be brought into the school for any reason (to include bringing in pets when there are no classes in session), the pet owner must first have written approval from the principal. Animals that could cause injury or harm to any person WILL NOT be brought to school. The pet owner will provide a copy of the veterinarian certificate for the principal and school nurse prior to bringing the animal or pet into the school. A copy of this certificate must be kept in the classroom at all times and a copy retained by the school nurse in an animal/pet veterinary clearance file. In addition, a copy will also be kept on file in the school office. Animals are visitors at our school, not residents. If your child has any animal allergies, please notify the teacher and school nurse.

Assessment and Student Evaluation
• General grading information is as follows:
• Student report cards are issued every 9 weeks.
• A student who is starting school for the first time that school year must have been enrolled 20 school days to receive grades for that quarter.
• Grades for a student transferring to a Japan school from another school district will be averaged with the current grade to determine the report card grade.

Students in grades 4-12 will also have access to the online grade book called GradeSpeed. Each parent is strongly encouraged to establish their own account to monitor their students’ academic success at school. Contact the school for login information.

The DoDEA grading scale is as follows:

1. In kindergarten through third grade, the marking code is not connected to numerical grades. Progress is reported as follows:
   CD- Consistently Displayed
   P- Progressing
   N- Not yet Evident
   X- Not Addressed

2. In grades four to twelve, the marking code is connected to a numerical scale as follows:
   90-100 = A
   80-89 = B
   70-79 = C
   60-69 = D
   59 and below is Failing= (F)

3. Mid-quarter progress reports are distributed as a means of communicating progress for those students at risk of receiving a D or F at the end of the quarterly marking period. Parents should not hesitate to contact their student’s teacher if they have questions or concerns about their student’s progress. Do not wait until report cards are issued if you have a concern.
regarding your student’s progress.

- Timely and accurate reporting of student progress shall be accomplished using the approved DoDEA Gradebook (EGB) System.
- Gradespeed is the DoDEA adopted program for teachers’ of grades four through twelve to submit and post grades into the Student Information System.
- Pre-Kindergarten classes report progress using the Gold Development and Learning Report.

Incomplete Grades
The grade of incomplete "I" may be given to a student in a subject to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school.

Use of the Withdrawn "WP" and "WF" Mark
If a student withdraws from a course on or before the 10th school day (or its equivalent), no notation is made on the transcript. The following notations on the transcript will be made for withdrawals made between the 11th-19th school day of the semester: Grade of "WP" (Withdrawn Passing) or "WF" (Withdrawn Failing), respective to the grade earned at the time of withdrawal. Courses may not be dropped after 20 days into the school quarter. Grades of "WP" or "WF" are not used in GPA calculation, and credit is not awarded.

Grade Point Average (Secondary)
The GPA for all students is calculated on an equitable basis using the same DoDEA quality point value system within the student information system as the basis of calculation. All high school courses taken in grades 9-12, except where noted in the Administrative Instruction 2000.1, are used in computing GPAs. High school course credits received for courses taken in grades 7 and 8 will not be used to calculate the student's high school GPA. The GPA is calculated as the following:

Total Quality Points Awarded / Total Credits Attempted = GPA

Further specific information may be found in DoDEA Administrative Instruction 2000.1 page 20.

Assessments (System-wide)
DoDEA students participate in a variety of system wide standardized assessments. Your school will share information with you about the specific assessments and the schedule for the assessments your students will participate in.

Attendance
School attendance is important and in order to receive the best education, students need to be here! DoDEA has implemented a system-wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States. School attendance has been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA’s attendance policy (Regulation 2095.01) provides specific guidance on attendance and identifies support services for students at-risk for not fulfilling the grade or course requirements.

Regular school attendance correlates directly with success in; academic work, improved social interaction with adults and peers, and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life.
Highlights of the Attendance Policy

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- If the principal pre-approves extended absences, then a student educational monitoring plan shall be implemented to lessen the impact of a student missing school.

Excused absences can include:

- Personal illness
- Medical, dental, or mental health appointment
- Serious illness in the student’s immediate family
- A death in the student’s immediate family or of a relative
- Religious holiday
- Emergency conditions such as fire, flood, or storm
- Unique family circumstances warranting absence and coordinated with school administration
- College visits that cannot be scheduled on non-school days
- Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education. We have and will continue to be as flexible as possible in accommodating the precious time families have together, but flexibilities and accommodations have limitations, especially when they have an impact on student performance and attendance at school.

Procedures for monitoring daily student attendance and communicating with families are established in this policy. Students at-risk will be monitored by the Student Support Team and school administration to include the identification of supports and interventions.

How parents can help

- Schedule medical and dental appointments outside of school hours.
- Schedule vacations during school breaks.
- Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
- When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).
- Make it a habit to contact their child’s teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

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.

Procedures for Absence Notification

Parents are asked to call the front office when they know their child will be absent. The sponsor must provide the front office with a written explanation of each absence when the child returns to school. The sponsor’s note, by itself, does not constitute an excused absence.

Release of Students Policy

Revised August 10, 2016
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.

**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. Parents should come in to the office to sign in their child. Students who are tardy due to government transportation are excused. The classroom teacher will report students who are frequently tardy to the administration. Parents may be contacted if it is noted that a student has numerous unexcused tardies.

**Bicycles**

Bicycle racks are provided on the school grounds; however, the school cannot accept responsibility for loss or damage of bicycles brought to school.

**Bullying**

Information regarding DoDEA’s Bullying Awareness and Prevention Program may be found at the following website:

http://www.dodea.edu/StudentServices/BullyingPrevention/index.cfm

What is bullying? Bullying is defined as: aggressive behavior that is intentionally cruel physically, verbally, or emotionally that differs from typical peer disagreements; and involves an imbalance of power or strength. It is considered to be an extremely serious matter and is not acceptable in any form.

Typically, bullying behaviors are repeated or have the potential to be repeated over time. A child who is being bullied has a hard time defending themselves. Bullying can take many forms depending on the age level but may include behaviors such as: hitting or punching (physical bullying); teasing or name calling (verbal bullying); intimidation using gestures or social exclusion (nonverbal bullying or emotional bullying); and sending insulting messages by e-mail (cyberbullying). DoDEA uses various resources to teach all students and adults at the school about bullying. One of our primary resources is www.stopbullying.gov.

**Verbal bullying:** Name calling, Mocking, Taunting, Harassment, Swearing, Lying about others, etc.

**Physical bullying:** Spitting, Hitting, Kicking, Slapping, Grabbing, Unwanted physical contact, etc.

**Intimidation:** Taking/Damaging/Destroying property, Threatening violence, Retaliation for reporting incidents to parents or school authorities, etc.

**Note:** Cyber bullying of students on social media sites (whether or not it was posted from a school computer) will also be considered for possible disciplinary action.

**Bus Transportation**

Student Transportation is a privilege provided to qualifying DoDEA Pacific Students. Specific information regarding which students are eligible for transportation services may be found at each servicing Student Transportation Office. Below are common rules, expectations, and procedures for students to follow.

**ON AND AROUND SCHOOL BUSES STUDENTS WILL:**

1. Comply with all school rules with the “Behavior Standards for School Bus Students.”
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.

Revised August 10, 2016
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver’s or monitor’s instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:
1. Fight, push, shove, or trip other passengers
2. Use or possess unacceptable items identified in the school “Code of Conduct.”
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver’s seat, or touch bus operating devises or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

Please contact the Yokosuka Complex Transportation Office with any questions.

Yokosuka Complex Student Transportation Office
CFA Yokosuka
Phone (DSN): 243-9566
Office Hours: M-F 800-1500
Email: DodeaTrans_Yokosuka@pac.dodea.edu

Change of Address, Telephone Numbers, Emergency Contacts
If your address, your phone numbers (work, home, or cell), or your emergency contact information changes, please inform the school immediately. Updates should be provided in person, please stop by during normal business hours. With the high deployment rate and the heightened operations tempo, it is very important that the school has your correct and current contact information. In the event of an emergency involving your child (one in which your child might be taken to the hospital), the school nurse or administrator will contact you immediately. A parent must be present to authorize certain types of medical treatment. Without the ability to contact parents or the emergency contact, the military unit will be contacted.

Revised August 10, 2016
Please notify the school office of any changes with your military and/or home address. In the event you are to be away for an extended period or you have no home phone, please notify the registrar in writing of an alternate phone number and contact name. Should there be a change in your employment status after registration or during the school year, please notify the registrar’s office in order to correct your child’s records. Your child must know exactly what he/she is to do in case of school closure or emergency. Preplanning for these situations is critical. Please arrange with your child where he/she should go if you are not at home, in order to ensure adequate and responsible supervision for the remainder of the day.

**Child Abuse/Neglect**
School personnel are mandated reporters and are legally obligated to report suspected child abuse or neglect. This is immediately reported to Family Advocacy by school officials for further investigation. Judgments are made by Family Advocacy and not the school. The school merely brings to the attention of Family Advocacy a potential or possible problem. Individuals failing to report suspected child abuse or neglect of any kind will be held fully accountable.

The Department of Defense Educational Activity (DoDEA) which provides administrative services and support to the Department of Defense Dependent Schools (DoDDS) has mandated that any and all school personnel report suspected child abuse and neglect as defined by the following:

- Physical injury, sexual maltreatment, emotional maltreatment,
- deprivation of necessities, or combinations for a child by an individual responsible for the child's welfare under circumstances indicating that the child’s welfare is harmed or threatened (DoDEA Regulation 2050.9).

For further clarification outside of the DoDEA regulation, "negligent treatment" means the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, or medical care so as to seriously endanger the physical health of the child (42 USC Sec. 13031 ). Neglect also includes unattended or inadequate supervision of minors and chronic deprivation of educational opportunities.

**Classroom Visitations and/or Lunch Visitation**
Parents are welcome to visit student classes with prior arrangements (at least 24 hours in advance before extended classroom visits). Parents wishing to visit a class should call the teacher or send a note stating the date and time they wish to visit. Visits during instructional time are not appropriate for conferences. Disruption of the class routines should be avoided. If parents desire a conference with the teacher, please schedule one as appropriate.

Similarly, parents/sponsors are welcome to join their child/children for lunch. Please inform your child’s teacher, especially if you plan to purchase lunch so that the lunch count can be adjusted accordingly.

Upon arrival at school, parents must sign the school office log and present a valid government issued I.D. card in order to obtain a visitor’s badge; identifying them as an authorized school visitor. At the conclusion of the visit, please return to the office to sign out and to turn in the visitor’s badge.

**Closure Due to Inclement Weather**
Schools will follow procedures specific to their base command. The decision to close the school is made by the community commander in coordination with school officials.
Computers and Technology
Computers are located in all classrooms and instructional areas. We have learning labs that also have computers available for small and large group instruction. We expect that our students will use computers and technology on a daily basis in a planned manner to support learning goals. Our Educational Technologist (ET), Administrative Technologist (AT) and Information Specialist are all here to provide support to our staff and students. All students/parents are expected to sign an Internet Agreement before being allowed on a computer. Students/parents are expected to follow the DoDEA Internet Usage Policy. Failure to adhere to this policy may result in loss of computer use privileges.

Conferences
Scheduled Parent/Teacher/Student conferences are held throughout the year. During the first quarter conference, report cards of elementary students are given to parents and school performance is discussed. Conferences may be initiated by either the parent or the teacher at any time as needed.

Curriculum
Information regarding DoDEA’s curricular programs and a complete list of DoDEA courses can be found on the DoDEA website at the following link: http://www.dodea.edu/Curriculum/index.cfm

Deployment
If you are deployed or leaving the area for several days, please inform the main office of the name, address and phone numbers of the person who will be responsible for your children and ensure that your contact person has a medical power of attorney. Deployments may greatly impact the social, emotional, and/or cognitive growth of your child. Please help us assist your child in achieving their greatest potential by informing the school. Please contact the school's office if you have questions.

Dress Code
Student dress and personal grooming are the responsibility of the student and the parents. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste or affects the health and well-being of the individual or classmates.

Students may be sent home for more appropriate dress.

Students are expected to be neatly groomed and dressed in clothing that is appropriate for the activities which they will participate in during the school day. Certain clothing and apparel items are inappropriate.

Clothing and/or apparel that:
A. is unsafe and unsanitary.
B. is vulgar, offensive, and that represent rude and disrespectful attitudes or actions.
C. contain slogans and/or pictures related to drugs, alcohol, tobacco, violence, weapons, death, cults, profanity, vulgarity, or lewd and sexual references.
D. includes negative depictions of race, ethnicity, religion, national origin, and gender.
E. is symbolic of gangs or other questionable groups.
F. is perceived as questionable by school or base authorities.

Students are expected to comply with school specific dress codes.

Dropping/Adding Courses
Effective SY15/16, there is new DoDEA policy regarding secondary course withdrawals. DoDEA AI 2000.1 (Sec 7.D.1) provides direction for when withdrawals may occur and what notations are required for student withdrawal. If a student withdraws from a course on or before the 10th school day of the semester, there
will be no notation of the transcript. If a student withdraws between the 11th and 19th school days of the semester, then a grade of WP (Withdrew Passing) or WF (Withdrew Failing) are notated to the grade earned at the time of withdrawal. Courses may not be dropped after 20 days into the school quarter.

Dropping or Adding a course is possible but must be done as soon in the semester as possible to allow for enrollment in a new class. To avoid the notations of “WP” or “WF” these changes must be made prior to the 10th day of the semester.

**Drug and Alcohol Abuse Protocol**
The use or possession of drugs to include Over the Counter drugs, or alcohol at school or school-sponsored activities subjects the student to disciplinary action in accordance with DoDEA 2051.1

**Dual Enrollment**
This program is an opportunity for high school Juniors and Seniors to earn both high school and post-secondary credit. The DoDEA dual enrollment procedural guide can be found at the following website: [http://www.dodea.edu/StudentServices/Graduation/index.cfm](http://www.dodea.edu/StudentServices/Graduation/index.cfm) Contact the school counselor for further information.

**Early Release of Students**
Parents who wish to remove their child from school before the end of the day (for appointments, etc.) should send a note to the teacher and the office as soon as this need is known. If there is a change in a student’s regular transportation routine for a particular day, parents are asked to send a note to the classroom teacher or notify the office prior to 12:00.

For safety purposes, no child will be released for any kind of appointment without the parent or other authorized adult coming to the school in person to check the student out at the main office by completing an early dismissal slip. Students cannot be released to nonfamily members without written verification from the sponsor and please note that a Government issued photo ID is required. The student will be called down to the office; parents or authorized adults are welcome to wait in the office lobby.

**Eligibility**
The Department of Defense Dependents Schools (DoDDS) was established to provide high quality education for authorized dependents of DoD personnel assigned overseas, and to provide enrollment on a space-available, tuition-paying basis for others identified and prioritized by the Secretary of Defense.

Qualified dependents are authorized to enroll in one of the following enrollment categories based on the request of the sponsor. Dependents in enrollment Category 1 receive first priority while all others (Category 2-4) are enrolled on a space-available basis in priority of category of enrollment.

**Age Requirements**
DoDEA requires sponsors of school-age children to present irrefutable proof of eligibility to attend DoDEA schools. Upon registration, a sponsor must present a completed DoDEA registration form and proof of employment status with appropriate documentation.

A child is eligible for enrollment when a copy of his/her birth certificate is submitted to verify the following age requirement:

- **Sure Start:** four (4) yrs. of age by 1 September of the current school year
- **Kindergarten:** five (5) yrs. of age by 1 September of the current school year
First Grade: six (6) yrs. of age by 1 September of the current school year

Transfer statements and/or progress report card from the previous school attended are collected, when available, at registration and are accessible to the teacher for review.

Eligibility Rules for Interscholastic Athletic Competitions
School administrators, athletic directors, and coaches shall ensure that the eligibility rules are observed in all DoDDS interscholastic athletic competitions in accordance with in DoDEA Manual 2740.1 and the Pacific Area Interscholastic Athletic Program (PAIAP) Manual.

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.

Emergency Evacuations and Emergency Procedures
Emergency evacuation procedures are in place for Force Protection Condition (FPCON) and other security emergencies. We will hold periodic drills to insure that our students and staff are prepared in the event of an evacuation. In case of severe weather please become familiar with your communities procedures for notifications. These decisions are made by the base leadership in coordination with school officials.

Exception to Attendance at Assigned Schools
Parents requesting a waiver to attend a school other than the school their child(ren) are zoned to attend must submit a request for consideration. Exceptions to students attending the school zoned for where they live will be made only for bona- fide need, exceptional, and/or extraordinary circumstances. The gaining principal must have available space in order to approve. Appeals to principal’s decisions are made directly to the Japan District Superintendent. The required form is available from each school. All exceptions are valid for a specific period of time, usually one year. They must be resubmitted when expired, at least annually.

Graduation Requirements
For current graduation requirements please contact the school counselors or go to the DoDEA webpage: http://www.dodea.edu/StudentServices/Graduation/index.cfm

Early Graduation
Early graduation is a privilege that may be granted. However, the conditions must be very unique in order for the privilege to be granted. Any student considering graduation before the end of a 4-year high school program must apply for the early graduation program before the beginning of the school year in which they hope to graduate. Students requesting early graduation are required to write a letter to the principal that must include the following information:

- Letter from the counselor indicating academic eligibility
- Reason for request
- Post graduation plans
- Written approval of parent

Participation in Graduation Ceremony
Revised August 10, 2016
Only students who have met all graduation requirements will be permitted to participate in graduation ceremonies. A student missing even one course, which they plan to complete at a later date, will not be able to participate in the graduation ceremony. Only certified graduates will participate.

*Please note that Baccalaureate is not a school activity*

**Graduation with Honors**

Students graduating from a DoDEA school will earn an Honors Diploma by meeting the following criteria:

- Complete all graduation requirements.
- Earn a passing course grade and take the requisite examination in a minimum of four (4) Advanced Placement (AP) courses.
- Earn a Grade Point Average (GPA) of 3.8 or higher, based on grades received though the end of the second semester of the graduating year.

**Homeschooling**

DoDEA recognizes homeschooling as a sponsor’s right and that it can be a legitimate alternative form of education for the sponsor’s dependents. DoDEA policy neither encourages nor discourages DoD sponsors from homeschooling their minor dependents. Sponsors are responsible for complying with the applicable requirements of their host nation, state, commonwealth or territory. Space-Required Tuition-Free DoD Dependents who are homeschooled are eligible to take part in classes. In addition, they can access special education services provided by DoDEA schools if they meet special education eligibility criteria. Space-Required Tuition-Free DoD Dependents who are homeschooled are also eligible to use or receive auxiliary services from a DoDEA school. Auxiliary services include: academic resources (scheduled standardized tests, etc.), access to media center, participation in elementary special classes for art, music, host nation and physical education, after hours use of school facilities and participation in high school music, sports and other extracurricular and interscholastic activities.

**Homework**

According to the DoDEA Homework Policy Letter (2000.9), the development of study skills must be an integral part of DoDSS regional, district, and school educational policies. DoDSS strongly supports the philosophy that homework is a necessary adjunct to school life, which serves different purposes according to the student's grade level.

**Lockers**

Lockers are provided for student use and convenience. They are considered school property and are subject to search at any time. Students are cautioned against bringing high value items to school or storing those items in their locker as the school is not responsible for loss, damage, or theft of personal belongings.

**Lunch Program and Prices**

The DoDEA lunch program is operated by the Military Exchange at each installation. Questions about free and reduced lunch eligibility should be addressed to the School Liaison Officer at each installation.

**Parking and Driving Privilege**

Driving a car and parking at school is a privilege. Look carefully at the requirements in your community to ensure all rules are being followed. It is important that every driver follow all rules and be alert when driving in a school zone.
**Prohibited Items**
We discourage students from bringing large sums of money or high value items to school. In addition, any item that could cause harm must be left at home. Parents are requested to assist the school staff in keeping all students safe. Although not exhaustive, examples of items which should NOT be brought to school include:

- Knives or blades (real or replica or toy)
- Caps and cap guns, fireworks, matches, or lighters
- Darts
- Animals (unless the principal has approved)
- Guns (real or replica)
- Laser pens
- Personally owned athletic equipment (i.e., balls, bats, mitts, rackets, jump ropes)
- Slingshots
- Personal electronics
- Medications
- Hoverboards

**Property and Supply Accountability**
Each student is accountable for DoDEA textbooks, library books and/or other instructional materials issued for his/her use. Materials should be handled with care to keep them intact and clean for the next student who will use them. In the event of loss, destruction or misuse of materials or U.S. property, sponsors will be held responsible for reimbursement for the item.

**PTO**
DoDEA schools encourage interaction between parents and teacher to enhance student learning. Some type of Parent Teacher Organization is offered at each school. Contact your school for specific information and ways to become involved.

**Public Displays of Affection**
An inappropriate display of public affection between students is a behavior that is offensive to other students, parents, teachers and visitors. As such, the following guidelines are in effect regarding such actions during school hours and on school grounds or at school events at any time. Students are expected to demonstrate mature, respectful, and socially acceptable behavior at all times. Consequences for failure to demonstrate acceptable behavior can range from warning for a first offense to suspension for continued inappropriate displays of affection between students.

**Random and Periodic Searches**
School administrators may conduct a general search of school property (desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis. This notification serves as adequate prior notice of this general search policy. These searches may be conducted in cooperation with military police to include the use of military working dogs trained to detect contraband. Additionally, when reasonable suspicion exists a targeted search of a student (person and personal belongings) may be conducted. Specific details are contained in AI 2051.02.
Registration/Re-Registration

New Student
Sponsor must fill out the following documents:

- DoDEA Form 600
- DoDEA Form 700
  *The sponsor must sign Block 27 of the form 600; if the sponsor is not available the spouse can sign the form.*
- School Health Record (DoDEA Form 2942.0-M-F1 (SHSG: H-1), November 16, 2011)
- Include any special health concerns necessary for your child's safety and well-being.

Sponsor must present:

- Copy of military sponsor's orders or Letter of Employment, SF50, and a copy of ID card for all local hire DOD civilian.
- Area clearance message or dependent entry approval message listing school age dependents by name. (Navy or Marines)
- Student's immunization record. (DoDEA Form 2942.0-M-F3 (SHSG: H-2), November 16, 2011)
- If a student enrolls during the school day the office staff will notify the teacher. The child may begin the following day.
- If a student enrolls after school is dismissed, he/she must wait an additional day. (Teachers must be notified the day before a student enters class so that a desk, textbooks and other materials are prepared.)
- Parents should bring all previous school records, report cards, school health records, etc. that are available at the time of initial enrollment to assist in proper planning and placement.

Returning Student
All returning students are required to be re-registered each year to determine continued eligibility. The process is facilitated by the school registrar each spring. It is vital that this process is completed in an expedited and timely manner in order to ensure we have the proper staffing in place. For specific requirements please call the school registrar.

Sponsor or spouse must fill out the following documents:

- Sponsor/Pupil Registration (DS Form 600)
- Update for School Health Record (DoDEA Form 2942.0-M-F3 (SHSG: H-2), November 16, 2011)
- Present an updated copy of sponsor's orders if needed

School Advisory Committee
This is one way for parents to get involved in their child’s education. Check with your school to find the schedule for School Advisory Committee meetings.

School Discipline
Students have rights and responsibilities associated with their education. These are discussed completely in the DoDEA Discipline Regulation 2051.1. These rights are as follows:

- Students have a right to hear and be heard. Students have a responsibility to be attentive, by not interrupting or disrupting the class and respect the rights of others to learn.
- Students have a right to be treated with courtesy and respect. Students have a responsibility to respect others by not teasing or annoying other people, by showing respect and courtesy toward others.
- Students have a right to be safe. Students have a responsibility not to threaten or harm anyone.
else in school.
• Students have a right to privacy, personal property, and personal space.
• Students and parents must be responsible for class attendance.
• Students are responsible for maintaining property, properly caring for textbooks and other equipment issued by the school, obeying school rules, and for accepting just and appropriate consequences of responsibilities not fulfilled.
• Students have a responsibility to respect the privacy of others, their personal property, and personal space.
• Students have a right to be proud of their ancestry, cultural background, religious beliefs and gender. Students have a responsibility to be understanding and respectful of the ancestry, cultural background, religious beliefs, and gender of others. All students have the right to fair and equal opportunities in all activities.

Freedom of Expression
• Students have the right to free inquiry and free expression of ideas. Free expression is not to be restricted, unless its exercise interferes with the orderly conduct of classes.
• Students have the right to recite the Pledge of Allegiance and salute the American flag, but may decline to do so long as they respect the rights of others who wish to do so.
• Students have a responsibility for showing proper respect for those who wish to participate in the Pledge of Allegiance, in flag salutes, or in patriotic ceremonies, and to respect the customs and flags of all nations.
• Students have a responsibility for the content of their expression and for assuring that such expression does not interfere with the freedom of others to express themselves. They have a responsibility to avoid libel, slander, obscenity, profanity, known falsehood, and disregard for truth.

This regulation may be found at:
http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051_1a.pdf

The primary objective of school discipline is to maintain a safe and orderly environment that positively affects academic achievement. Every attempt to handle discipline should be exhausted prior to sending a student to the office. Discipline provides an opportunity for students to understand that inappropriate behavior results in appropriate consequences. These consequences are designed to keep the students academically involved. Exclusion from learning opportunities is a final disciplinary option. We believe it is imperative to provide students with feedback for their disruptive behavior and allow for planning to avoid future incidents of behavior.

The disciplinary rules and procedures applicable for students are specifically set out in DoDEA Regulation 2051.1. Students who are accused of a violation of school rules will be provided due process. The school philosophy remains that the teacher is responsible for discipline in the classroom. Discipline is progressive, and consequences are to be aligned to the misconduct. However, school personnel, consistent with the powers and authority delegated to them, have the authority to take more serious administrative action if such action is warranted by the nature of the misconduct.

Grounds for Removal:
A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include, but are not limited to:
• Cause, threaten or attempt to cause physical injury to another person
• Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm)
• Possess, use or distribute, or attempt such, of alcoholic beverages
• Possess or use tobacco or tobacco products
• Possess, use or distribute any illegal/controlled substance, or attempt such offenses
• Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia
• Robbery or extortion, or attempt such offenses
• Damage or vandalism to school, U.S. Government, contractor or private property
• Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual
• Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity
• Disrupt school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.)
• Failure to leave the school, school grounds or school bus when directed by school official
• Engage in gambling in any form
• Fighting or otherwise engaging in conduct endangering others
• Bullying, intimidating, taunting, hazing, name-calling, or harassment
• Unauthorized use of a portable communications device
• Arson, making a bomb threat, or falsely reporting a fire or bomb threat
• Forgery, cheating or plagiarism
• Possession or use of fireworks or other explosive devices
• Repeated or flagrant violations of attendance regulations or policies (i.e., truancy)
• Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials
• Violate any law, rule, regulation, or policy of the military installation or school
• Fail to report or otherwise be complicit in the above-described acts

The DoDEA school system has a “zero tolerance” for weapons. Many items that would not normally be considered weapons are prohibited when “carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety.” As per DoDEA Regulation 2051.1, weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or that are capable of causing death or serious bodily injury (section 903(g)(2) of 18 U.S.C. (reference (j))).

Weapons can be items carried, presented, or used in the presence of other persons in a manner likely to make reasonable persons fear for their safety. The following list provides additional examples of prohibited weapons, although it is not an all-inclusive list:

• Guns, machine-guns, shotguns, pistols, rifles, air-soft guns
• Any device that acts to destroy property or injure
• Knives, club-type weapons, e.g. blackjacks, brass/metal knuckles, nun chucks, throwing stars, nunchucks
• Gas pistols and shooting pens
• Straight razors, razor blades, box cutters or weapons made from razor blades
• Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows, slingshots
• Clubs, or any object that may be used as a club, e.g. pieces of wood, pipe, stones or bricks
• Authentic appearing replica of a firearm, e.g. a toy or BB gun
• Blank cartridge pistols or other ammunition
• Objects that might be readily used to inflict bodily harm, e.g. bicycle chains, cans with sharp points, broken bottles or glasses, knives with retractable blades
• Locking blade knives regardless of length
• Items that are not normally considered dangerous but could be misconstrued to be a weapon.
• a fighting chain, heavy studded or chain belt, or objects designed to project a missile; explosives, mace, pepper spray, or any other similar propellant; or any other object or instrument that is made to, or used in a manner to, either inflict or threaten to inflict serious bodily injury or instill fear (e.g., replica/look-alike gun, baseball bat, laser pointer, letter opener, etc.).

Teachers, administrators, or appropriate base support staff seizes these items immediately.

Incidents involving weapons on school grounds during the school day will involve a report to the military police for subsequent investigation and action, in addition to any consequence of suspension or expulsion applied by the school.

For weapons’ incidents, as well as in cases of serious infractions for which a suspension is proposed in excess of a total of ten school days, or for which an expulsion would be the appropriate consequence, a disciplinary hearing will be held to formulate a recommendation to the principal on the consequence for the student. Parents are invited to attend such hearings and full attention is given to according due process rights to the student.

**School Sponsored Activities**

Participation in school sponsored activities is limited to those students that are currently enrolled at the school. Students are to maintain school dress code. Student conduct is expected to conform to the established school rules and code of conduct. Loitering in the parking lot or other areas of the school is not allowed. Parents are responsible for a student’s transportation to and from school activities. School sponsors and chaperones enforce the following rules:

- Students must be in attendance for all classes the day of the activity. If a student is too ill to attend classes, s/he should refrain from attending school activities later in the day.
- Each activity has specific guidelines stipulating who may attend. These guidelines apply to all attendees.
- Signed administration approval is required for all visitors prior to attending a school activity.
- Each student attending the activity must be ready to produce an ID card if it is requested.

**School Grounds**

Students who are suspended or expelled from school are not eligible to be on school grounds or at school-related activities. These activities are intended for students, family, and community members who promote a positive and appropriate environment. For accountability and safety reasons, all visitors must sign-in at the Main Office before entering classrooms or attending school activities.

**School Liaison Officer (SLO)**

The School Liaison Office is the military’s point of contact for facilitating the delivery of quality school transition and education support services and to help parents ease the impact of the mobile military lifestyle on the academic success of military children.
Semester Examination Policy
Exams are required for all subject areas in grades 9-12. An exam schedule will be developed and published annually for each district.

Sexual Harassment
Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act. Sexual harassment may include, but is not limited to, verbal harassment – including derogatory remarks or slurs, physical harassment, physical interference with movement or participation in school and school activities, visual harassment such as derogatory drawings, pictures, etc. Sexual harassment is prohibited when it occurs against members of the same sex as well as toward members of the opposite sex.

If a student feels uncomfortable with the actions of another student, he or she should first tell the other that the actions are not appropriate. Students are not to tolerate sexual harassment and should notify a teacher, counselor, or administration if sexual harassment occurs.

Special Education
It is the policy of DoDEA that students shall be provided a free, appropriate education in schools where placement and service decisions are based on individual needs of the student, in the least restrictive environment and in accordance with the system’s guiding principles. Imbedded in this mission and policy is the practice of inclusive education, which is defined as the participation of all students, including those with disabilities, limited English proficiency, identified gifts and talents and other special needs in the general education program, as appropriate. Supplementary aids and services are provided to these students where necessary in order for them to attain success.

Child Find is the ongoing process used by DoDEA and the military departments to seek and identify individuals (inclusive from birth to age 21) who are eligible to receive special education and related services. Specialists will coordinate details with the child development centers and advertise this support option.

The CSC is composed of school personnel who oversee the special education program. It usually consists of the special education providers assigned to the school, an administrator, one or more general educators and other specialists within the school (e.g., counselor, nurse, etc.) The CSC is responsible for a variety of activities that contribute to the effective functioning of the special education programs. The student specific CSC is responsible for those activities directly related to a specific student from the time of referral through Individual Education Program (IEP) development. Parents whose children are being referred for special education services or are currently receiving special education support are part of the student specific Case Study Committee.

Standardized Testing Program
DoDEA students participate in various standardized assessments. The results of these assessments help to monitor student achievement and guide classroom instruction.

Student Support Services (School Nursing)
CONFIDENTIALITY
Your child’s medical problems and concerns will be shared with each teacher and/or specialist involved in working with your child throughout the school year. All school personnel consider all information confidential.

Revised August 10, 2016
MEDICATION:
Parents are encouraged to administer necessary medications to their children at home whenever possible. In cases of chronic conditions requiring daily medications, i.e. asthma, ADD or ADHD, epilepsy, etc., per DoDEA policy the school nurse CAN administer the medication at school if all of the following are done:

- **HOLD HARMLESS LETTER** – Written permission from physician and parents (available from nurse’s office).
- Medication in a pharmacy labeled bottled, marked with student’s name, time to be given, amount to be taken, the name of the drug and “for school use” on the label. Children should at no time carry their medication to school. All medications must be delivered and picked up by parents in the nurse’s office.
- The school health nurse has the responsibility of caring for school-related accidents and/or illnesses. Home-related accidents and/or illnesses are the responsibility of the parents and cannot be treated by the nurse at school.
- The school health nurse may not issue excuses for recess, physical education, or any other activity. This excuse must come from a physician.

ILLNESS – If a child becomes ill or injured at school, the parents will be notified to pick up their child within a reasonable amount of time. A sick child can expose his classmates, teachers, and other staff members to illnesses. Please ensure that your contact information is current and you have a designated local emergency contact.

If a child is out of school, please call the school office and give the reason for the absence. Sick students should not be sent to school. When in doubt, keep them home. Students who are recuperating from an illness should be kept at home.

INJURIES: Although precautions are taken, accidents/injuries occasionally occur at school. When minor incidents occur, the school nurse administers first aid. If an injury requires the attention of a doctor, the family will be contacted and advised to consult with the proper clinic. Some emergencies must be immediately referred to the clinic and an ambulance dispatched. You will be notified whether to meet your child at the hospital or at the school. For proper parental contact, it is important that the school be kept informed of changing phone numbers or addresses at all times. Current home and duty phone numbers be kept on file in the Health Services room along with an emergency contact name and phone number for each student. This is the parents’ responsibility so that the staff may be able to contact you in case of illness/emergency.

IMMUNIZATIONS: Students who enroll in DoDEA schools are required to meet specific immunization requirements. Official proof of immunization must be provided to school officials at the time of initial registration and upon request of school officials to verify immunization compliance i.e., copy of child’s immunization/shot record.

As of July 2010, DoDEA aligned with the immunization guidance prescribed by the Interstate Compact on Educational Opportunity for Military Children. As a result, provision has been made for students transferring to a new location allowing up to 30 calendar-days after enrollment to obtain any immunization(s) required by the receiving state. For a series of immunizations, initial vaccination must be obtained within 30 days of initial enrollment.

SCHOOL HEALTH RECORDS: A permanent health record is maintained for each child. The results of the periodic health appraisals are recorded, as well as any important illness, accident, or other event. The
nurse maintains records of children who have visited the health room. The record contains the name, date and time of visit, reason for visit, treatment, and disposition (i.e., was the child sent home, returned to class, etc.). This record is utilized to answer any questions that might arise concerning the visit, to look for repetition in visits, etc. These records are maintained on the health module of the school districts computerized student information system.

It is extremely important that you provide the nurse with as much information regarding your child’s present health conditions as possible. This information will be placed on your child’s school health card and will be updated as necessary. This information is vital in case of an emergency and will be used by emergency response personnel.

**Student Travel Eligibility**

DoDEA Manual 2740.1 and the Pacific Area Interscholastic Athletics Program Manual provide a uniform interscholastic athletic program and guidance on student travel eligibility. This policy extends to both academic and athletic events.

**Athletic Contests:** Students must participate in ten days of practice prior to competing in any athletic contest. Athletes participating in consecutive athletic seasons are exempt from the 10-practice rule as long as 10 days have not passed between active participation in the preceding sports season. Students transferring from another school may begin participating in contests immediately if the 10-day practice requirement has been met.

**Far East Tournaments:** Students may participate in the Far East Tournament if they have been a member of the team/activity for at least one-half of the season. Before departure for any Far East event another parent/player meeting will occur to review the Code-of-Conduct and to discuss expectations while attending the event. Players whose parents do not attend this meeting will not travel to the Far East event and/or participate in any games at the event.

**Attendance Prior to Events:** Students who do not attend school will not be permitted to participate in or attend any school-sponsored event that same school day, which includes a practice or game. Principals are authorized to make exceptions to this policy. (DoDEA Administrators’ Manual – 1005.1).

**School Suspension:** A student suspended from school may not participate in or attend any school activity until suspension is completed, but will be allowed to make up work.

**One-day Field Trips:** Students who do not meet the grade standards for multiple-day trips may be involved in a school-sponsored academic study/field trip when the trip is no more than one day in length.

**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 as well as to learn about our Host Nation and its people and to appreciate the diversity and difference of cultures. Participation should be accomplished in a manner which:

1. Demonstrates respect for the Host Nation and its people.
2. Promotes high-level thinking skills and application of existing knowledge.
3. Reflects credit on the American community and the school.
4. 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, you must stay in
eyesight of DoDEA employee. Background Check Forms are available in the main office. Younger children and/or siblings cannot accompany parent chaperones on the trip for safety reasons.

**Teacher Training Programs**
During the year, there is time set aside for teacher in-service training. The topics for these meetings are designed to address increased student achievement, improve skills/ proficiency, and to stay current on new trends in education. The Pacific East District Schools all have weekly one-hour student release time to address staff development.

**Tobacco Products**
Schools are United States government buildings and, as such, are smoke free areas. There is a No Smoking policy in effect for students and staff. There is no designated smoking area for students or staff on the school campus. Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.

**Transcripts**
Student records and transcripts are available upon request from the school office. Please allow 7 business days for processing. Transcript requests must be signed by the sponsor or guardian for students under the age of 18.

**Transfer/Withdrawal of Students**
Please notify the school in writing as to your child’s last day of school attendance prior to a transfer or withdrawal from school. A minimum of 10 working days advance notice is necessary to process school records and conduct withdrawal activities for the student. Given advance notice, your child's records will be prepared and ready for you to pick up on the afternoon of his/her last day of attendance. Copies of permanent records may be hand carried by parents.

DoDEA Regulation 2095.01 permits principals to authorize the accelerated withdrawal of students from school 20 or less instructional days prior to the end of a semester. This policy recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and that children should not be penalized for this. Please contact your school office for specific dates and details if your PCS requires early departure.

**Tuition Payments**
Space available, tuition paying, federally-connected sponsors must present a letter from their sponsoring agency authorizing DoDEA to bill the agency, or firm, for tuition. Organizations will be billed in advance of each semester. The billing document, DD 1131, will be attached to a cover letter stating that the billing is in accordance with their letter of request. The school will provide each tuition-paying sponsor (organizational or self-pay) with a letter, at the time of registration, explaining DoDEA tuition payment policy for first and second semesters. Tuition payments can be in the form or check or money order or via online payment. For details contact the registrar. Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid.

**Vandalism/Damaged School Property**
Sponsors are responsible for individuals intentionally destroying, damaging, or defacing government property or committing acts that required a labor force to correct. They will be held liable for the cost of repair by military authorities. All acts of vandalism must be reported to the military law enforcement. Consequences for this behavior will be imposed based on the actions.

Revised August 10, 2016
Virtual High School (DVHS)
As part of DoDEA’s mission to provide exemplary educational programs that inspire and prepare students for success in a global environment, the fully accredited DoDEA Virtual High School (DVHS) offers a variety of online courses to meet the academic and career-oriented goals of DoDEA eligible students. Course offerings, including Advanced Placement courses, are designed to address all DoDEA graduation requirements. Virtual High School enrollment decisions are made by the principal. Please contact the school counselor for more information.

Visitors
We look forward to seeing you at school. We require that you sign in at the front office and obtain either a visitor or volunteer badge to wear while you are in the building. Badges should be worn conspicuously at the upper left shoulder. Visitors should go to the classroom only after first checking in with the office.

Parents are always welcome to visit our classrooms in action or to talk to our teachers about their children. However, all visitations of this nature should be cleared with the classroom teacher 24 hours in advance. Unscheduled arrivals by parents may needlessly interrupt a lesson or an examination. Parent-Teacher conferences will be scheduled after the school day has ended. Parents should not interrupt the class to peak with teachers. So that the classroom teacher can give you their complete attention, we recommend making an appointment in advance. Parents are, of course, always welcome to attend assemblies, exhibits, and evening programs which are announced in parent communications.

Parents may feel free to meet with the principal at any time without an appointment. However, making an appointment ahead of time ensures that the principal will be available to meet with you.

Volunteers
In order to ensure the safety of all students, DoDEA policy requires that all volunteers complete an application and background check. Applications are available upon request in the school’s office.
DoDEA/School Mission
Educate, Engage, and Empower each student to succeed in a dynamic world.

DoDEA/School Vision
To be among the World's leaders in education, enriching the lives of military-connected students and the communities in which they live.

DoDEA Community Strategic Plan (CSP)
As the mechanism for articulating DoDEA’s strategic plan, the CSP presents the key elements of the plan in a manner that first establishes a foundational understanding of DoDEA’s strategic vision, mission, core values, goals and planning themes.

Strategic Goal 1 - Student Excellence
Challenge each student to maximize his or her potential and to excel academically, socially, emotionally and physically for life, college and career readiness.

Strategic Goal 2 - School Excellence
Develop and sustain each school to be high-performing within an environment of innovation, collaboration, continuous renewal and caring relationships.

Strategic Goal 3 - Talent Excellence
Recruit, develop and empower a diverse, high-performing team to maximize achievement for each student.

Strategic Goal 4 - Organizational Excellence
Build a great, enduring and responsive organization that provides the appropriate resources, direction and services in pursuit of highest student achievement.

Strategic Goal 5 - Outreach Excellence
Foster family, school and community partnerships to expand educational opportunities for students.

School Improvement Goals
Goal 1 – The Staff of Kinnick High School will collaborate to implement a Student Success System that will provide support for all students, in particular, those who may have academic challenges.

Goal 2 – The Staff of Kinnick High School will collaborate to provide a comprehensive professional development plan that targets research-based instructional strategies and addresses individual teacher needs.
Dear Parents and Students,

Welcome to School Year 2016-2017! 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 (also known as Yo-Hi), is a school filled with tradition, pride, and a sense of history. The name Yo-Hi has been around for a long time and currently describes the areas from which most family members come - Yokosuka/Yokohama. However, Yokohama American High School (Yo-Hi) began on the bluff of the Yamate district overlooking Yokohama in 1946 during the occupation following World War II. Then it moved to the Honmoku district of Yokohama, close to where a former Navy Exchange used to be. 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 re-named, 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 fifty six (56) professional Faculty members (to include SPED paraprofessionals, an Educational Technology Specialist, and our Administrative Technology Specialist), three (3) Guidance Counselors, seven (7) office and support staff members, and an enrollment of approximately 600 students from as far as the Philippines, USA, Guam, and Korea. We have a professional staff that is dedicated to students and works extremely hard to ensure that "students always come first". Our Kinnick Advisory Program focuses on building community, academic advising, and successful study habits. We are all dedicated to providing the very best for our 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 the 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 vision is that KHS Educates, Engages and Empowers all students to succeed in a dynamic world. This year, our theme of Coach for Success will have KHS focusing on a high quality education strategies that will allow students to reach high academic standards in a safe and nurturing environment. We look forward to working with you to make this a successful, productive, and rewarding school year for all students.

Jacqueline Ferguson
Principal
Nile C. Kinnick High School
Principal.*KinnickHS@pac.dodea.edu

Revised August 10, 2016
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/
Open to everyone, this website provides links to general information about Kinnick High School, and a link to the Intranet (SharePoint) website.

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 – 15:00 (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.
# Kinnick Bell Schedules

**SY 2016-17**

**Regular Daily Schedule**

<table>
<thead>
<tr>
<th>A-Day Periods</th>
<th>Times</th>
<th>B-Day Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>0740 - 0910</td>
<td>B1 (Seminar)</td>
</tr>
<tr>
<td>A2</td>
<td>0915 - 1040</td>
<td>B2</td>
</tr>
<tr>
<td>Lunch</td>
<td>1040 - 1125</td>
<td>Lunch</td>
</tr>
<tr>
<td>A3</td>
<td>1125 - 1250</td>
<td>B3</td>
</tr>
<tr>
<td>A4</td>
<td>1255 - 1420</td>
<td>B4</td>
</tr>
</tbody>
</table>

**Wednesday Early Release Rotating Schedule**

<table>
<thead>
<tr>
<th>A-Day Periods</th>
<th>Times</th>
<th>B-Day Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>0740 - 0855</td>
<td>B1 (Advisory)</td>
</tr>
<tr>
<td>A2</td>
<td>0900 - 1010</td>
<td>B2</td>
</tr>
<tr>
<td>A3</td>
<td>1015 - 1125</td>
<td>B3</td>
</tr>
<tr>
<td>Lunch</td>
<td>1125 - 1210</td>
<td>Lunch</td>
</tr>
<tr>
<td>A4</td>
<td>1210 - 1320</td>
<td>B4</td>
</tr>
</tbody>
</table>

**B-Day Seminar Schedule**

<table>
<thead>
<tr>
<th>Times</th>
<th>B-Day Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>0740 - 0750</td>
<td>Attendance</td>
</tr>
<tr>
<td>0750 - 0755</td>
<td>Passing</td>
</tr>
<tr>
<td>0755 - 0830</td>
<td>First Seminar</td>
</tr>
<tr>
<td>0830 - 0835</td>
<td>Passing</td>
</tr>
<tr>
<td>0835 - 0910</td>
<td>Second Seminar</td>
</tr>
</tbody>
</table>
### 8 Period Day Schedule

<table>
<thead>
<tr>
<th>Period</th>
<th>B-Day Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>0740 – 0820</td>
</tr>
<tr>
<td>A2</td>
<td>0825 – 0905</td>
</tr>
<tr>
<td>A3</td>
<td>0910 – 0950</td>
</tr>
<tr>
<td>A4</td>
<td>0955 – 1035</td>
</tr>
<tr>
<td>Lunch</td>
<td>1035 – 1120</td>
</tr>
<tr>
<td>B1 (Seminar)</td>
<td>1120 – 1205</td>
</tr>
<tr>
<td>B2</td>
<td>1210 – 1250</td>
</tr>
<tr>
<td>B3</td>
<td>1255 – 1335</td>
</tr>
<tr>
<td>B4</td>
<td>1340 – 1420</td>
</tr>
</tbody>
</table>

### 8 Period Day Seminar Schedule

<table>
<thead>
<tr>
<th>Times</th>
<th>B-Day Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>1120 – 1130</td>
<td>Attendance</td>
</tr>
<tr>
<td>1130 – 1135</td>
<td>Passing</td>
</tr>
<tr>
<td>1135 – 1205</td>
<td>Only one seminar period</td>
</tr>
</tbody>
</table>

### 2 - Hour Delay Schedule

<table>
<thead>
<tr>
<th>A-Day Periods</th>
<th>Times</th>
<th>B-Day Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1</td>
<td>0940 – 1040</td>
<td>B1 (Seminar)</td>
</tr>
<tr>
<td>A2</td>
<td>1045 – 1140</td>
<td>B2</td>
</tr>
<tr>
<td>Lunch</td>
<td>1140 – 1225</td>
<td>Lunch</td>
</tr>
<tr>
<td>A3</td>
<td>1225 – 1320</td>
<td>B3</td>
</tr>
<tr>
<td>A4</td>
<td>1325 – 1420</td>
<td>B4</td>
</tr>
</tbody>
</table>

### 2 - Hour Delay Seminar Schedule

<table>
<thead>
<tr>
<th>Times</th>
<th>B-Day Periods</th>
</tr>
</thead>
<tbody>
<tr>
<td>0940 – 0955</td>
<td>Attendance</td>
</tr>
<tr>
<td>0955 – 1000</td>
<td>Passing</td>
</tr>
<tr>
<td>1000 – 1040</td>
<td>Only one seminar period</td>
</tr>
</tbody>
</table>
# Nile C. Kinnick High School

**Class Hours:** M, T, Th, F 0745-1420, W 0745-1320

*Check Schoology for the latest updates*

## First Semester (86 Instructional Days)

**Quarter 1 (46 Instructional Days)**

- Aug. 29: 1st Day of School
- Sep. 5: Federal Holiday—Labor Day
- Sep. 13: Open House, 1700-1800
- Oct. 10: Federal Holiday—Columbus Day
- Oct. 19: PSAT Testing
- Nov. 3: End of Quarter 1
- Nov. 4: Teacher Work Day-No School for Students
- Nov. 7: CCRSM/CCRLS 1st Q Training-No School for Students

## Second Semester (96 Instructional Days)

**Quarter 2 (40 Instructional Days)**

- Nov. 8: Begin 2nd Quarter
- Nov. 11: Federal Holiday—Veterans’ Day
- Nov. 14: Parent Teacher Conferences-No School for Students
- Nov. 24-25: Thanksgiving Break, No School
- Dec. 7: Accelerated Withdrawal Date
- Dec. 19: Begin Winter Recess, No School
- Dec. 25: Federal Holiday—Christmas
- Jan. 2: Federal Holiday—New Year’s Day
- Jan. 3: Instruction resumes
- Jan. 16: Federal Holiday—Martin Luther King, Jr. Day
- Jan. 19: End of Quarter 2 & First Semester
- Jan. 20: Teacher Work Day-No School for Students

**Quarter 3 (48 Instructional Days)**

- Jan. 23: Begin 3rd Quarter & Second Semester
- Feb. 10: Pro. Dev. Day for Teachers-No School for Students
- Feb. 20: Federal Holiday—President’s Day
- Mar. 3: Parent Teacher Conferences-No School for Students
- Mar. 15: Diversity Day
- Mar. 30: End of Quarter 3
- Mar. 31: Teacher Work Day-No School for Students
- Apr. 3: Begin Spring Recess, No School

**Quarter 4 (48 Instructional Days)**

- Apr. 10: Instruction resumes—Begin Quarter 4
- Apr. 28: CCRSM/CCRLS 4th Q Training-No School for Students
- May 1-12: Advanced Placement Testing
- May 18: Accelerated Withdrawal Date
- May 29: Federal Holiday—Memorial Day
- Jun. 15: End of Quarter 4 and Second Semester
- Jun. 16: Teacher Work Day-No School for Students

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**Color & Symbol Key**

- Event for KHS only
- Check your other Yokosuka School Calendars for different schedule
- No School for Students
- Parents Invited to School

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**Holidays**

- Testing Dates
- Beginning & End of Quarters

**Accelerated Withdrawal Dates:** 12/7, 5/18

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**Note:**

Revised August 10, 2016
### Nile C. Kinnick High School

#### A Day - B Day Calendar

<table>
<thead>
<tr>
<th>JULY</th>
<th>JANUARY</th>
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<tbody>
<tr>
<td><strong>2016</strong></td>
<td><strong>2017</strong></td>
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<td>Aug. 29</td>
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<td>Sep. 5</td>
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<td>Sep. 13</td>
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<td>Oct. 10</td>
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<td>Oct. 19</td>
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<td>Oct. 21</td>
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<td>Nov. 3</td>
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<td>Jan. 23</td>
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<td>Jan. 26-27</td>
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<td>Feb. 10</td>
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<td>Feb. 20</td>
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<td>Mar. 31</td>
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<td>Apr. 3</td>
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<td>Apr. 10</td>
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<td>Apr. 28</td>
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<td>May 1-12</td>
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<td>18-May</td>
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<td>May 29</td>
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<td>Jun. 15</td>
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<td>Jun. 16</td>
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</tbody>
</table>

**Legend:**
- A - Day
- B - Day

**Dates:**
- 12/7: Accelerated withdrawal for students
- 5/18: Accelerated withdrawal for students
School Supply List

This is the official list of supplies for students of DoDEA Pacific schools.
Not all items on the list are required by each teacher. Please check with your child’s teacher to determine what items are needed for your child’s class. The basic guidelines regarding provision of school supplies are listed below. (Updated March 13, 2015)

Parents are expected to provide the following for their children as needed:

All Schools
- Pens and pencils
- Rubber eraser
- Colored pencils
- Glue (sticks, bottled)
- Pocket folders
- High lighters
- Book bag or backpack
- Spiral notebooks
- Plastic supply box or pouch
- Notebook dividers
- Bound composition book
- Gym shoes
- Tri-fold Boards
- 3-ring binder
- Personal Headphones
- Paints (watercolor)
- Washable colored markers
- Loose-leaf paper
- Planners*

High Schools Only:
- Clipboards
- Scissors
- Protractor
- Compass
- Rulers

*Student Planners may be purchased using appropriated funds with the Superintendent's authorization. Authorization may be granted only when their use is essentially equivalent to a consumable textbook and are used as an instructional resource in a regularly scheduled course or program conducted and monitored under the guidance of a member of the school faculty.

Parents may voluntarily purchase specific items for their child's personal use. For example, a specific kind of tissue.
School Attendance Policy

COMFLEACT YOKOSUKA INSTRUCTION 1755.8c, SCHOOL ATTENDANCE POLICY FOR COMMAND SPONSORED SCHOOL-AGE DEPARTMENT OF DEFENSE (DOD) DEPENDENTS, states, in part, that “Sponsors are required to provide an approved educational opportunity for their dependent children by enrolling them in the appropriate DoDDS system or in a private or parochial school that has been certified by the Educational Ministry of GOJ, or enrolling them in an independent study program by correspondence or ensuring they participate in a formalized Home School Program. Additionally, sponsors are strongly encouraged to submit home schooled children for the annual standardized testing program beginning with the 3rd grade.”

DoDEA REGULATION 2095.01, School Attendance, is the first comprehensive DoDEA policy on student attendance. This policy is based upon the foundational principle that regular student attendance promotes higher levels of student achievement, school-connectedness, and readiness for colleges and careers. Our slogan, “Be Here!” emphasizes our core belief that attendance is the gateway to a successful educational experience.

Key Components of the DoDEA School Attendance Policy include procedures for:

- Daily record-keeping, review, and analysis of student attendance.
- Increased communication with parents concerning student absence.
- Referral of students with excessive absences to the Student Support Team or local Command for appropriate intervention and support.

Attendance is taken each class period. Students are expected to attend all classes, and parents are encouraged to contact the school if there is a concern about attendance. Chronic absences affect a student’s school progress; therefore, it is the school’s policy that students come to school and remain in school until the school day is over. Students leaving campus (except during the open campus lunch hour) are required to sign-out in the Main Office when they leave and sign-in upon their return to campus.

Communication, before excessive absences occur, is the key. Families, school personnel, and community members are encouraged to review the full attendance policy together and discuss any concerns with the school principal.

EXCUSED ABSENCE POLICY

An excused absence is an acceptable absence which is identified as critical to a student’s physical, social, or emotional well-being. An example is a medical appointment. Absences will also be excused if there is prior approval by a parent or an authorized school official. The Principal has the final authority to identify an absence as excused.

Excused absences are of such that the student will be allowed to make-up the class 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

When students have excused absences, it is their responsibility to ask about and make-up any missed assignments and tests upon their return to school. One day per missed school day is allowed for make-up work (See next page).
UNEXCUSED ABSENCE POLICY

An unexcused absence is an absence from school without verification by a parent or an authorized school official. All absences are considered unexcused until formal verification by a parent or an authorized school official is provided to the school. The Principal has the final authority to identify an absence as excused.

Examples of unexcused absences:
- Modeling, movie making, or personal money-making ventures
- Baby-sitting
- Missing the bus, having car or transportation problems
- Oversleeping
- Spending time with friends or relatives arriving/departing from PSD
- Non-school sponsored functions; senior skip day
- Missing an assigned class to complete work for another class

TARDY POLICY

Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness. 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. Students are responsible for making up all missed work when arriving late to class. The tracking of tardies, and subsequent disciplinary actions, will start over each Quarter.

The passing time between classes is adequate to get from one class to another. Students should plan ahead for the need to go to their lockers during class changes. The classroom teachers will closely monitor tardiness and chronic tardiness will be referred to the administration for appropriate action. Consideration shall be made for a student’s unique circumstances such as illness, medical situations, or family circumstances.
Examples of unexcused reasons for tardiness:
- Oversleeping; Alarm clock problems
- Transportation problems: Missing the bus, Car trouble, Traffic (unless there is an accident, etc.), Back-up at the base gate

If students are tardy to any class, they are to report to the front office to sign-in with the Attendance Clerk before proceeding to class. If tardiness is due to illness, students are encouraged to check-in with the School Nurse prior to going to class.

**DISCIPLINARY ACTION FOR TARDINESS**
Once a student is late five times (4x) during a Quarter, administrative disciplinary consequences will occur.

<table>
<thead>
<tr>
<th>Total Tardies</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>Teacher warns student and records tardy</td>
</tr>
<tr>
<td>3</td>
<td>Office notifies student</td>
</tr>
<tr>
<td>4-5</td>
<td>Student is assigned a Lunch Detention</td>
</tr>
<tr>
<td>6-7</td>
<td>Student is assigned an After-School Detention</td>
</tr>
<tr>
<td>8-9</td>
<td>Student is assigned one Saturday School</td>
</tr>
<tr>
<td>10</td>
<td>Student is assigned one day of In-School Suspension</td>
</tr>
</tbody>
</table>

**TRUANCY POLICY**

Truancy is not being where you are supposed to be, also called skipping, cutting, ditching, etc. 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.

However unintentional, students may be declared truant if:
- Their absence from school has not been verified by a parent or guardian within two school days of the absence.
- Leaving campus without permission or failing to return after lunch.

**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.

<table>
<thead>
<tr>
<th>Total Truancies</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>• Student is assigned two Saturday Schools</td>
</tr>
<tr>
<td></td>
<td>• Notification of Sponsor</td>
</tr>
<tr>
<td>2</td>
<td>• One-day suspension out-of-school</td>
</tr>
<tr>
<td></td>
<td>• Notification of Sponsor</td>
</tr>
<tr>
<td>3</td>
<td>• Three-day suspension out-of-school</td>
</tr>
</tbody>
</table>
ATTENDANCE PROCEDURES

If a student must miss school, parents or sponsors should do 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 Kinnick.attendance@pac.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.

Absences must be verified by 15:00 within two school days of the absence. Without verification by a parent or guardian within two school days, the absence will be declared unexcused. The parent or sponsor will be notified by the administration, or their designee, when a student is marked as “absent unexcused” from school.

LEAVING CAMPUS

If a student must leave school during the school day, they must sign-out with the Attendance Clerk. Please notify the Main Office so that a Pupil’s Permit to Leave Class can be sent to the classroom at the appropriate time. Students will not be allowed to sign out and leave campus without at least one of the following (see also list above):

- A valid appointment slip that indicates an appointment date and time (e.g., hospital, dental clinic, PSD, legal office, embassy, etc.).
- Parent permission prior to the student signing out.

This above procedure applies to all students regardless of their legal age. If students do not sign out of school, they are considered truant and appropriate disciplinary measures will be taken. Nile C. Kinnick High School has an open campus for lunch only. Students leaving campus without permission or failing to return after lunch without notifying the office will be considered truant.

RETURNING TO CAMPUS

When a student returns to school, they are to report to the front office to sign-in with the Attendance Clerk before proceeding to class.

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.

STUDY TRIPS

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 making up any work missed on the study trip day.

Academic Requirements

EARLY GRADUATION

Students are expected to complete an 8-semester high school program in preparation for a successful transition from high school to college or to the workforce. Please be aware that early graduation is a serious matter and will be approved only when students and parents can demonstrate a compelling need to do so. Please see DoDEA Regulation 2000.1, High School Graduation Requirements, for more information.

GRADUATION REQUIREMENTS

According to DoDEA Regulation 2000.1, students will need a minimum of 26 units of credit and a minimum cumulative grade point average of 2.0 to graduate from a DoDEA high school. Any student who is debarred from base or expelled from school cannot participate in graduation.

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<tr>
<th>REQUIRED COURSES *</th>
<th>CREDITS</th>
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<tr>
<td>English Language Arts 9, 10, 11, 12</td>
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<td>Two credits of ESL may be substituted for two credits of</td>
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<td>One credit of U.S. History, One credit of World History,</td>
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<td>and 0.5 credit of U.S. Government are required</td>
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<td>Mathematics <em>(2016 Grads and beyond need 4 math credits)</em></td>
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<td>Algebra I and Geometry are required. The third math</td>
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<td>credit must have a course code of 400 or above</td>
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<td>Science</td>
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<td>Biology is required. A chemistry or physics credit is</td>
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<td>required; Physics Applications and Chemistry Applications</td>
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<tr>
<td>meet the credit requirements for graduation.</td>
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GRADUATION WITH HONORS
Students graduating from a DoDEA school will earn an Honors Diploma by meeting the following criteria:

- Complete all graduation requirements.
- Earn a passing course grade and take the requisite examination in a minimum of four (4) Advanced Placement (AP) courses.
- Earn a Grade Point Average (GPA) of 3.8 or higher, based on grades received though the end of the second semester of the graduating year.

HONOR ROLL
Final Quarter grades are used to determine Honor Roll selection. Students who have any “D’s” or “F’s” will not be considered for the Kinnick Honor Roll. Nile C. Kinnick High School recognizes scholastic achievement within the framework of the following grade point averages:

4.00 (or above)     Principal’s Honors
3.50 – 3.99     High Honors

PROGRESS REPORTS
Progress Reports are e-mailed to parents midway through each quarter. Parents may directly access student grades and attendance in GradeSpeed or Aspen®. Please address all concerns immediately by contacting the teacher directly.

REPORT CARDS
Report Cards are issued each semester. In addition to the quarterly grades, report cards include the semester exam scores at the end of the second and fourth quarters, and the overall semester grade. Report cards will be mailed or distributed the week following the end of the marking period.

TRANSCRIPTS & STUDENT RECORDS
Transcripts are available upon request from the Guidance Office. Transcripts reflect only final semester grades and the amount of course credit received; semester exam grades will not appear on the transcript.

Nile C. Kinnick High School maintains student records for four (4) years after a student graduates. The records are then transferred to the Area Superintendent’s Office. Nile C. Kinnick High School does not keep copies of diplomas.

TRANSFER / WITHDRAWAL
The memo from our Area Director concerning the Early Withdrawal Policy is available upon request from the KHS Main Office. If a student is withdrawn from school due to PCS orders, they are eligible for the Acceleration of Semester Credit. If a student is withdrawn from Kinnick High School for other reasons,
they are eligible for a Transfer of their Grades-to-Date.

**PCS ACCELERATION / FINAL GRADES**

Per DoDEA Regulation 2095.01, *School Attendance*, the Principal may authorize an accelerated withdrawal of a student due to a permanent change-of-station (PCS) move. To receive full Carnegie credit for the semester, acceleration must take place within the last twenty (20) school days of the semester.

- Acceleration date for First Semester: **December 7, 2016**
- Acceleration date for Second Semester: **May 18, 2017**

“Accelerating” means that the student will complete ALL semester assignments and exams prior to departure. In order for the student to receive full Carnegie credit for the semester, the sponsor and student must:

1. Inform the school at least one month prior to the student’s last day so that teachers have adequate time to prepare accelerated study plans and so that students have adequate time to prepare for mastery of curriculum content.
2. Complete the Withdrawal/Transfer paperwork from the School Registrar.
3. Submit verification to the School Registrar of the date that the student will depart from school (e.g., permanent change-of-station orders).
4. Successfully complete an accelerated study program outlined by each teacher involved.

This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. This policy is only for PCS moves.

**GRADE-TO-DATE / WITHDRAW GRADES**

If a student is withdrawn at any time prior to the end of the semester without orders for PCS, they will receive their grades as of the time of their departure, or their “grades-to-date.” These withdrawal grades do not include semester credit for their course(s).

Parents are reminded that students who are not PCS’ing will not be allowed to receive semester credit if they leave prior to the end of the semester (e.g., holiday travel, vacations, weddings, birthdays, graduations, etc.), nor are they allowed to take exams early.

**KHS DRESS STANDARDS**

In addition to the KHS Dress Code, Nile C. Kinnick High School recognizes the CNFJ Dress Policy 1020.3B. 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.

Students are not to wear the following:

• 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 allow for one or both shoulders to be exposed.
• Arm holes 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 or baggy pants worn excessively below the waist. Sagging is strictly prohibited.
• Skirts or shorts worn with tights shorter than the end of fingertips with arms at sides. Long skirts with slits above fingertips are also not acceptable
• 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 sweat bands 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.
• Rubber/plastic flip flops.

School Electronics Policy
Students are allowed to use electronic devices at Kinnick High School when noted in a teacher’s syllabi and approved for use at a particular time. However, all devices that are not used for educational purposes or that cause a disruption to the learning environment will be confiscated by the teacher and turned in to the front office. Parents will be notified and the device must be picked up by the student’s parent or sponsor. If students choose to bring these and other high value items to the school at their own risk, the school cannot accept responsibility if they are lost stolen or damaged.
# KINNICK HIGH SCHOOL MASTER SCHEDULE 2016-2017

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Updated 8/4/2016
School Liaison Officer Information (SLO)

School Liaison Officers, sometimes referred to as SLOs, provide ongoing support and guidance for parents and students transitioning to, from, or within military communities around the world.

The vision of the School Liaison Program is to coordinate and assist school aged children of military parents with educational opportunities and information necessary to succeed in an academic environment. School liaison officers also network, educate and work in partnership with local schools to provide caring adults to enhance the education experience.

The mission of the School Liaison is to provide military commanders with the support necessary to coordinate and advise military parents of school-aged children on educational issues and needs and to assist in solving education-related problems. The SLO serves as the primary liaison between community schools, commanders, and military parents. SLOs face a wide range of issues concerning schools and military children’s education. To this end, the Navy requires SLOs to fulfill seven core responsibilities to support commanders, educators and military associated parents:

• School Transition Services / Permanent Change of Station (PCS) Cycle Support
• Deployment Support
• Special Education System Navigation
• Installation, School, and Community Communications
• Partnerships in Education
• Homeschool Linkage, Support
• Postsecondary Preparation
• OCONUS ONLY: USDA Free and Reduced Meal Program

Please note that SLOs are employed by the military services, not DoDEA.

Dickson, Chris
PSC 473 Box 60
FPO,AP 96349-0001
Phone: DSN 315 243 3222
Website: http://mwryokosuka.wordpress.com/slo/
Email: Christopher.Dickson@fe.navy.mil
This handbook can be found at [http://www.dodea.edu/KinnickHS/](http://www.dodea.edu/KinnickHS/). Please review the handbook with your child and make sure that all rules and regulations are understood. This is to ensure that you and your child are fully aware of all the rules they will follow while attending Nile C. Kinnick School. Your child should return this to his/her homeroom teacher by 30 October 2016.

I knowledge that my child, _________________________ and I have read the student handbook and we understand all the policies and procedures that were reviewed.

__________________________
Student Signature

__________________________
Date

__________________________
Parent/Guardian Signature

__________________________
Date