

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

# DoDEA Student Handbook

**SY 2019-2020**



**dodea**  
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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## DoDEA School Rules, Regulations and Procedures

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

### General Information

#### **Interstate Compact on Educational Opportunity for Military Children**

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

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

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

#### **Access to School Facilities**

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

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

## **Visitors and Volunteers**

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

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

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

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

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

## **Enrollment**

### **Student Registration Process**

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

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

**Proof of Eligibility:** The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA

Regulation 1342.13, “Eligibility Requirements for Education of Elementary and Secondary School-Age Dependents in Overseas Areas,” September 20, 2006, as amended, and DoD Instruction 1342.26, “Eligibility Requirements for Minor Dependents to Attend Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS),” March 4, 1997.

The following documents are necessary to complete the registration process:

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

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

### **Student Immunization Requirements**

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

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

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

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

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

submit documentation to the school. The due date of a vaccine is on the date the student reaches the minimum recommended age for vaccine administration.

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

**Immunization Exemptions**

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

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

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

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

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

DoDEA immunization requirements can be found at:

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

DoDEA health forms can be found at:

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

## **Student Grade-Level Placement**

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

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

Kindergarten and grade 1 placements are determined by minimum age requirements, in accordance with Enclosure 2 of DoDEA Regulation 2000.3, “Student Grade Level Placement,” March 2, 2010. An otherwise DoDEA-eligible student who will reach his or her fifth birthday on or before September 1 of the school year is eligible to be enrolled in kindergarten. In addition, an otherwise DoDEA-eligible student who will reach his or her sixth birthday on or before September 1 of the school year is eligible to enroll in grade 1. Placement in grades 2–8 is predicated upon completion of the preceding year. Students entering a DoDEA school (through grade 8) from a non-American or host nation school will be placed in the grade level corresponding to their ages, assuming yearly progression from grades 1–8.

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

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

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

## **Transcripts/Records Policy/Access to Student Records**

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

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

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

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

## **Accelerated Withdrawal**

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

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

# High School Graduation Information

## Graduation Requirements

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

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

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

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

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

## High School Graduation Course Requirements

Minimum Requirements			
Content Area	Course Requirements	Standard Diploma	Honors Diploma
English Language Arts	<ul style="list-style-type: none"> <li>● 1.0 credit (ELA 9)</li> <li>● 1.0 credit (ELA 10)</li> <li>● 1.0 credit (ELA 11)</li> <li>● 1.0 credit (ELA 12)</li> </ul>	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> <li>● 1.0 credit (World History 9 or 10; or Honors</li> <li>● World History 9 or 10, aka Global Studies)</li> <li>● 1.0 credit (U. S. History)</li> <li>● 0.5 credit (U. S. Government)</li> <li>● 0.5 credit (Social Studies elective)</li> </ul>	3.0 credits	3.0 credits
Mathematics	<ul style="list-style-type: none"> <li>● 1.0 credit (Algebra)</li> <li>● 1.0 (Geometry)</li> <li>● 1.0 credit (Math course code 400 or above)</li> </ul>	4.0 credits	4.0 credits

	<ul style="list-style-type: none"> <li>1.0 credit (Algebra II or identified equivalent course)</li> </ul>		
Science	<ul style="list-style-type: none"> <li>1.0 credit (Biology)</li> <li>1.0 credit (Chemistry or Physics)</li> <li>1.0 credit (Science elective)</li> </ul> <p>Note: Physics Applications and Chemistry Applications in the Community meet requirements.</p>	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> <li>2.0 credits (World Language [WL] course)</li> </ul> <p>Note: Credits must be in the same WL course.</p>	2.0 credits	2.0 credits
Career Technical Education (CTE)	<ul style="list-style-type: none"> <li>1.5 credits (CTE course offering)</li> <li>0.5 credit (Computer Technology CTE course)</li> </ul>	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> <li>0.5 credit (Lifetime Sports)</li> <li>0.5 credit (Personal Fitness)</li> <li>0.5 credit (Activity &amp; Nutrition or equivalent PE)</li> </ul> <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</p>	1.5 credits	1.5 credits
Fine Arts	<ul style="list-style-type: none"> <li>1.0 credit (course in visual arts, music, theater, and/or humanities)</li> </ul>	1.0 credit	1.0 credit
Health Education	<ul style="list-style-type: none"> <li>0.5 credit (Health Education course offering)</li> </ul>	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> <li>0.5 credit in Economic Literacy in CTE, Social Studies, Science &amp; Mathematics</li> </ul>	–	0.5 credit
<b>Summary</b>			
<b>Minimum Total Credits</b>		<b>26.0 credits</b>	<b>26.0 credits</b>

Required Courses	21.0 credits	21.5 credits
Elective Courses	5.0 credits	4.5 credits
AP and/or IB Courses and Requisite Exams	–	4 courses
Minimum GPA	2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.		

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

### **Transferring Course Credits to a DoDEA School**

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

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

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

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

### **Home-school Students**

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

DoDEA recognizes that home schooling is a sponsor’s right and may be a legitimate alternative form of education for the sponsor’s dependent(s). Home-school students who are eligible to enroll in a DoDEA-Europe, DoDEA-Pacific, and DoDEA-Americas school are eligible to utilize DoDEA auxiliary services without being required to either enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met

the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor participate (walk) in a DoDEA commencement ceremony.

## Report Card and Grading Information

### Grading and Grading System

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

At the beginning of each course or grade level, every DoDEA teacher shall make available information regarding grading policy and course requirements to parents and students. This information will be provided to parents and students by the end of the first month of the school year or by the end of the first month of the semester in the case of a semester course.

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

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

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

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

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

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

For grades K–3, achievement codes rather than letter grades will be used.

Location	Code	Description
Americas Region	E	Exceeds grade-level expectations: Student exhibits the skills/behaviors independently without teacher support. Students at this level are exceeding the grade-level standards.
	M	Meets grade-level expectations: Student exhibits the skills/behaviors independently with minimal teacher support.
	S	Steady progress towards grade-level expectations: Student exhibits the skills/behaviors with teacher guidance and support.
	L	Limited progress towards grade-level expectations: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
Europe and Pacific Regions	CD	Consistently Displayed: Student exhibits the skills/behaviors independently with minimal teacher support.
	P	Developing/Progressing: Student exhibits the skills/behaviors with teacher guidance and support.
	N	Not Yet Evident: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
	X	Not addressed: The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated this marking period.

## **Progress Reports/Report Cards**

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

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

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

## **Parent-Teacher Conferences**

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

## **Attendance**

### **Student Attendance**

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

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

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

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

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

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

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

## Assessments

### **System-wide Assessment Program**

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

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

All assessments selected for use within DoDEA shall:

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

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

## Special Education

### Special Education Services

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

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

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

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

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

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

Please contact your child's school to discuss your concerns if you suspect your child may have a disability and be in need of special education services. The Case Study Committee (CSC)

chairperson will provide you with specific details relating to the evaluation process and can explain eligibility requirements further.

### **Disability Accommodations and Nondiscrimination**

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

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

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

## **Reporting Abuse, Neglect, Suicide Risk and Threats**

### **Child Abuse and Neglect**

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

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

### **Suicide Risk and Threats Towards Others**

In order to prevent violence, suicide, and other harmful acts among children and adults in schools, the need for reliable ways to identify persons who may require assistance is a critical step. All DoDEA employees must notify the DoDEA school administrator when a DoDEA

student has made any statement or engaged in actions that may indicate threat of harm towards self or others.

### **Suicide Risk**

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

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

### **Threats Towards Others**

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

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

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

## **System Programs and Services**

### **School Counseling Services**

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

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

DoDEA school counselors provide comprehensive counseling programs to all students in grades K–12 in accordance with DoDEA Regulation 2946.1, “School Counseling Services,” July 13, 2009, and DoDEA Manual 2946.2, “Department of Defense Education Activity School Counseling Services,” January 1, 2006. Counseling programs are designed to foster a foundation for lifelong learning by removing barriers to students’ academic success. Early identification and intervention of students’ academic and social/emotional needs is essential in removing barriers to learning and promoting academic growth. School counselors provide direct and indirect student services and curricular activities to increase the knowledge, skills, and attitudes required for students to achieve their potential academically, socially, emotionally and physically for life, college and career readiness.

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

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

### **School Psychology Services**

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

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

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

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

### **School Health Services**

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

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

The school nurse's responsibilities include:

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

## **Student Illness**

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

- A temperature greater than or equal to 100 degrees Fahrenheit. The student must be fever-free without the use of fever-reducing medication for 24 hours (a complete school day) before returning to school.
- Actively vomiting or has diarrhea.
- An illness which presents with contagious symptoms.
- Other symptoms interfering with learning or participation such as abdominal pain; ear ache; itchy, painful eyes; light-sensitivity; or profuse exudate from the eyes necessitating frequent wiping.
- Severe uncontrolled coughing or wheezing, rapid or difficult breathing, coughing lasting longer than five to seven days.
- Episodes of vomiting in the past 24 hours. A student must remain home until vomiting resolves (no further vomiting for 24 hours).
- Frequent loose or watery stools compared to the student's normal pattern; not caused by diet or medication. A student must remain home if a) he/she looks or acts ill; b) he/she has diarrhea with temperature elevation of 100°F or greater; and c) he/she has diarrhea and vomiting.
- Blister-like lesions (impetigo, including streptococci, staphylococcus, and methicillin-resistant staphylococcus aureus infections) that develop into pustules with weeping and crusting. A student must be medically evaluated, remain home for at least 24 hours after initiation of medical treatment, and remain home until determined not infectious by a medical provider. Lesions must be covered for school attendance.
- Ringworm lesions must be covered for school attendance.
- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

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

## **Parent Notification**

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

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

### **Allergies and Chronic-Acute Conditions**

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

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

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

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

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

### **Medication at School**

When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or primary care manager/provider, stating the name of the student, the medication, dosage, route, time of

administration, and current date of issue. Contact the school nurse for the required Medication Consent Form. This form must be filled out and signed by the prescribing medical provider and signed by the sponsor/parent/guardian. The sponsor/parent/guardian needs to bring the signed form and the medication to the school nurse. If the school nurse is not present, the signed form and medication must be presented to the school principal, acting principal, or health aide for safekeeping. It is acceptable for parents to bring in self-purchased over-the-counter medication to be kept in the health office for their child's use at school, but they must be accompanied by a physician's prescription and signed parental consent form.

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

**Students may not share medications (including non-prescription medications) at school or at school-sponsored events.**

### **First Aid and Emergency Care**

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

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

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

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

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

## **Student Rights and Responsibilities**

### **Discrimination-Free Education Programs and Activities**

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

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

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

### **Student Rights and Responsibilities**

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

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

Students shall:

- Comply with policies, procedures, and standards for student behavior;
- Refrain from conduct or behavior that is disruptive;
- Respect the rights and human dignity of other students and all school employees.
- Attend school and classes regularly and punctually and make a conscious effort in all classes;
- Participate in and take advantage of educational opportunities provided by

- DoDEA schools; and
- Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures.

### **Scholastic Integrity**

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

### **Freedom of Religious Expression**

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

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

### **Interscholastic Athletics**

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

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

## **Student Dress Code**

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

Students are expected to dress in a manner that complies with the school’s dress code policy as directed in DoDEA Administrative Instruction 2051.02, “Students Rights and Responsibilities,” April 17, 2012. Please refer to your school’s Web site or school handbook for specific dress code policy.

## **Search and Seizure**

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

General, non-individualized searches of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), may be conducted by the principal on a periodic or random basis. The school affords students and parents adequate prior notice of its general search policy through the issuance referenced above and this Handbook. The search shall be conducted by the principal in the presence of another school employee who will serve as a witness. General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband. Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

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

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

## Student Conduct and Discipline

### Discipline

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

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

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

In accordance with the policy stated in DoDEA Regulation 2051.1, “Disciplinary Rules and Procedures,” March 23, 2012, as amended, discipline shall be progressively and fairly administered. Disciplinary actions include, but are not limited to, verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs. Other behavior management techniques will be considered prior to resorting to more formal disciplinary actions that remove a student from school for a suspension (short or long term). Long-term suspension or expulsion following a first offense may be considered when a student poses an immediate threat to his or her safety or the safety of others (e.g., offenses involving firearms or other weapons, fighting or violence, or the possession, use, or sale of drugs). Additional rules and procedures can be reviewed in DoDEA Regulation 2051.1.

### School Bus Behavior

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

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

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

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

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

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

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

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

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

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

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

## Technology

### **Computer Access/Internet Policy/Electronic Devices**

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

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

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

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

### **Role of Social Media**

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

## Transportation

### **Student Transportation Services**

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

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

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

**The following sections of the handbook are aligned to individual MC Perry High School procedures.**

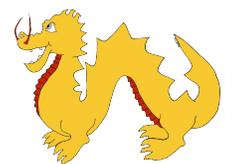
# MATTHEW C. PERRY HIGH SCHOOL 2019 - 2020



**DoDEA MISSION:** EDUCATE, ENGAGE, AND EMPOWER EACH STUDENT TO SUCCEED IN A DYNAMIC WORLD.



**DoDEA VISION:** TO BE AMONG THE WORLD'S LEADERS IN EDUCATION, ENRICHING THE LIVES OF MILITARY-CONNECTED STUDENTS AND THE COMMUNITIES IN WHICH THEY LIVE.



dodeca  
**PACIFIC**  
EAST

SEA OF JAPAN  
(EAST SEA)

Misawa Air Base  
Edgren HS  
Sollars ES

Yokota Air Base  
Mendel ES  
Yokota West ES  
Yokota MS  
Yokota HS  
Pacific East Office

MCAS Iwakuni  
MC Perry ES  
MC Perry HS  
Iwakuni ES  
Iwakuni MS

CFA Sasebo  
Darby ES  
EJ King HS  
Sasebo ES

NAF Atsugi  
Lanham ES  
Sagamihara Housing Area  
Arnn ES  
USAG Camp Zama  
Zama American MHS

CFA Yokosuka Complex  
Ikego ES  
Kinnick HS  
The Sullivans School  
Yokosuka MS

PACIFIC  
OCEAN

**DoDEA**  
Pacific East District

Department of Defense Education Activity Pacific



**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:

***Mr. Lorenzo Brown, Principal***

PSC 561 Box 1874

FPO AP 96310

Phone: 253-5449 DSN / +011-81-827-79-5449 (From USA)

***Ms. LaVerne Outen, Community Superintendent***

PSC 473 Box 128

FPO, AP 96349

Telephone: 243-1644

***Dr. Judith Allen, Superintendent***

District Superintendent Office, Pacific East, Unit 5072

APO, AP 96326

Phone: (315) 225-3940

***Ms. Lois Rapp, Director of Student Excellence***

DoDEA-Pacific,

Unit 35007

APO, AP 96376

Phone: (315) 644-5878

***Mr. Thomas Brady, Director***

DoDEA Headquarters

4800 Mark Center Drive

Alexandria, VA 22350-1400

Phone: (571) 372-0590

This planner is made possible in part by

## **M.C. Perry High School PTO**

**THIS PLANNER IS M.C.PERRY HIGH SCHOOL PROPERTY.  
PLEASE DO NOT DEFACE OR TEAR OUT ANY PAGES IN  
THE PLANNER; SUCH ACTIONS CONSTITUTE  
DESTRUCTION OF PROPERTY AND RESULT IN AFTER  
SCHOOL DETENTION.**

**CHECK GRADES AND ATTENDANCE ONLINE USING  
GRADESPEED PARENT PORTAL**

<https://dodea.gradespeed.net/gs/>

Login Name: Student Gmail Address (@student.dodea.edu)

Password: First 4 of student ID #

\*Students and Parents can access grades and attendance\*

**If found, please return to:  
MC Perry High School Main Office**

MATTHEW C. PERRY HIGH SCHOOL  
2019 - 2020  
STUDENT HANDBOOK & PLANNER



HOME OF THE SAMURAI

Mr. Lorenzo Brown  
Principal

Mrs. Latressa T. Renée Cobb  
Assistant Principal

Matthew C. Perry High  
School PSC 561 Box 1874  
FPO AP 96310

**JAPANESE STREET ADDRESS**  
Matthew C. Perry High School

740-0025  
YAMAGUCHIKEN IWAKUNISHI  
IWAKUNI BEIGUN KICHNAI BLDG 9550

740-0025  
山口県岩国市  
岩国米軍基地内建物9550

**PHONE**  
DSN 253-5449  
IN JAPAN: 0827-79-5449  
FROM USA:  
+011-81-827-79-5449

**FAX**  
DSN 253-4600  
IN JAPAN: 0827-79-4600  
FROM USA:  
+011-81-827-79-4600

**EMAIL ADDRESSES:** Firstname.Lastname@dodea.edu

All school employees (administration, faculty, and staff) can be contacted via email using the above format.

**SCHOOL CODE: 561580**

## SCHOOL PRIDE

### MASCOT

"Samurai"



### PRIMARY SCHOOL COLORS

Maroon and White



### CREST



## FIGHT SONG

*PERRY HIGH, PERRY HIGH, PERRY HIGH,  
Stand up and cheer for victory,*

*SAMURAI, SAMURAI, SAMURAI,  
Show your spirit for the team,*

*SEMPER FI, PERRY HIGH, SAMURAI,  
On the court and on the field,*

*WE WILL FIGHT, FIGHT, FIGHT  
FOR MAROON AND WHITE,  
Samurai to victory!*

*Words and music by  
Mr. Jim Hashman  
Perry High Music  
Teacher 1998-2007*

# MC Perry High School 2019 - 2020

2019



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

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

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

OCTOBER						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

NOVEMBER						
S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

DECEMBER						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Class Hours: M,W,TR, F 0740-1430  
T 0740-1330

- Aug. 19 Reporting Date for Teachers
  - Aug. 23 New Student Orientation, 1500 - 1600
  - Aug. 23 Sneak Peek 1400-1500
- First Semester (89 Instructional Days)**  
Quarter 1 (43 Instructional Days)
- Aug. 26 1st Day of School
  - Sep. 2 Federal Holiday--Labor Day
  - Oct. 2 CCRSM/CCRSL Q1 Training - No School for Students
  - Oct. 14 Federal Holiday--Columbus Day
  - Oct. 15 Prof. Dev. Day for Teachers - No School
  - Oct. 31 End of Quarter 1
  - Nov. 1 No school for students--Teacher work day

- Quarter 2 (41 Instructional Days)**
- Nov. 5 Begin 2nd Quarter
  - Nov. 8 Conference Day - No School for Students
  - Nov. 11 Federal Holiday--Veterans' Day
  - Nov. 28-29 Thanksgiving Break, No School
  - Dec. 6 CCRSM/CCRSL Q2 Training - No School for Students
  - Dec. 12 Accelerated Withdrawal
  - Dec. 23 Begin Winter Recess, No School
  - Dec. 25 Federal Holiday--Christmas
  - Jan. 1 Federal Holiday--New Year's Day
  - Jan. 6 Instruction resumes
  - Jan. 20 Federal Holiday--Martin Luther King, Jr. Day
  - Jan. 17-23 Semester Exams Jan. 17, 21-23
  - Jan. 23 End of Quarter 2 & First Semester
  - Jan. 24 No school for students--Teacher work day

- Second Semester (89 Instructional Days)**  
Quarter 3 (46 Instructional Days)
- Jan. 27 Begin 3rd Quarter & Second Semester
  - Feb. 10 CCRSM/CCRSL Q3 Training-No School for Students
  - Feb. 17 Federal Holiday--President's Day
  - Feb. 18 Prof. Dev. Day for Teachers - No School for Students
  - Apr. 2 End of Quarter 3
  - Apr. 3 No school for students--Teacher work day
  - Apr. 6 Begin Spring Recess, No School

- Quarter 4 (40 Instructional Days)**
- Apr. 13 Instruction resumes--Begin Quarter 4
  - Apr. 20 CCRSM/CCRSL Q4 Training-No School for Students
  - May 12 Accelerated Withdrawal
  - May 25 Federal Holiday--Memorial Day
  - TBD Graduation
  - Jun. 9 End of Quarter 4 and Second Semester
  - Jun. 10 No school for students--Teacher work day

2020



JANUARY						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30	31	

FEBRUARY						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29

MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

COLOR & SYMBOL KEY		
	NO SCHOOL FOR STUDENTS	
	PSAT	
	SAT	
	ACT	
		HOLIDAYS
		A - DAY
		B - DAY
		Accelerated Withdrawal Dates



## Iwakuni Complex Schools Calendar, SY 2019 - 2020

### Reporting Date of Educators and Non Administrative Personnel

Monday, August 19	Reporting Date for Teachers
Wednesday, August 21	Iwakuni MS New Student & Parent Orientation 1600 - 1700
Friday, August, 23	MC Perry ES & Iwakuni ES Back to School Bash, 1300 - 1400
Friday, August, 23	MC Perry HS Sneak Peek 1400 - 1500
Friday, August, 23	MC Perry HS New Student Orientation 1500 - 1600
<b>First Semester (89 Instructional Days)</b>	
Monday, August 26	1st Day of School
Monday, September 2	Federal Holiday--Labor Day
Tuesday, September 3	Kindergarten First Day of School
Tuesday, September 10	OPEN HOUSE- MC Perry Elementary School & Iwakuni Elementary School
Wednesday, September 11	OPEN HOUSE-Middle School
Thursday, September 12	OPEN HOUSE-High School
Thursday, September 12	Sure Start First Day of School
Wednesday, October 2	CCRSM/CCRSL 1st Q Training-No School for Students
Friday, October 11	ALL Complex Schools Emergency Drill
Monday, October 14	Federal Holiday--Columbus Day
Tuesday, October 15	Prof. Development Day for Teachers - No School for Students
Wednesday, October 16	PSAT Testing
Wednesday, October 16	Picture Day - MC Perry HS Seniors ONLY
Thursday, October 17	Picture Day - MC Perry HS Underclassmen
Friday, October 18	Picture Day - Iwakuni MS ONLY
Monday, October 21	Picture Day - MC Perry ES ONLY
Tuesday, October 22	Picture Day - Iwakuni ES ONLY
Thursday, October 31	End of Quarter 1
Friday, November 1	No school for students--Teacher work day
Monday, November 4	Begin 2nd Quarter
Thursday, November 7	CONFERENCE DAY - No School for Students (Elementary Schools ONLY)
Friday, November 8	CONFERENCE DAY - No School for Students (ALL Schools)
Monday, November 11	Federal Holiday--Veterans' Day
Thursday, November 28, Friday, November 29	Thanksgiving Break, No School
Friday, December 6	CCRSM/CCRSL Q2 Training-No School for Students
Thursday, December 12	Accelerated Withdrawal
Monday, December 23	Begin Winter Recess, No School
Wednesday, December 25	Federal Holiday--Christmas
Wednesday, January, 1	Federal Holiday--New Year's Day
Monday, January 6	Instruction resumes
Monday, January 20	Federal Holiday--Martin Luther King, Jr. Day
Thursday, January 23	End of Quarter 2 & First Semester
Friday, January 24	No school for students--Teacher work day
<b>Second Semester (86 Instructional Days)</b>	
Monday, January 27	Begin 3rd Quarter & Second Semester
Monday, February 10	CCRSM/CCRSL Q3 Training-No School for Students
Friday, February 14	ALL Complex Schools Emergency Drill
Monday, February 17	Federal Holiday--President's Day
Tuesday, February 18	Prof. Development Day for Teachers - No School for Students
Thursday, April 2	End of Quarter 3
Friday, April 3	No school for students--Teacher work day
Monday, April 6	Begin Spring Recess, No School
Monday, April 13	Instruction resumes--Begin Quarter 4
Monday, April 20	CCRSM/CCRSL Q4 Training-No School for Students
Tuesday, May 12	Accelerated Withdrawal
Monday, May 25	Federal Holiday--Memorial Day
TBD	MC Perry High School Graduation Ceremony
Tuesday, June 9	End of Quarter 4 and Second Semester
Wednesday, June 10	No school for students--Teacher work day

**SCHOOL YEAR 2019 - 2020**  
**MC Perry HS BELL SCHEDULES**

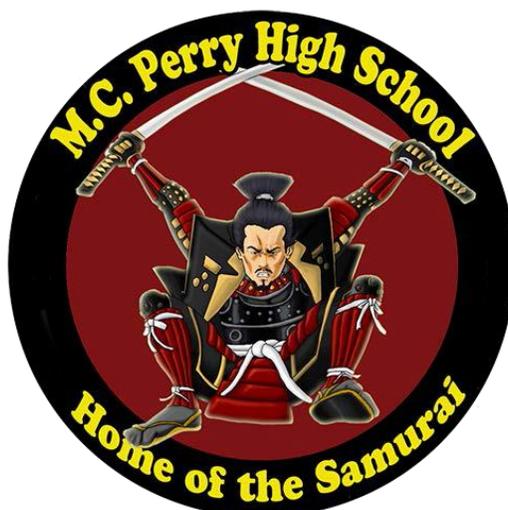


*Regular Daily Schedule*

A-Day Periods	Times	B-Day Periods
A1	0745-0915	B1
A2	0920-1045	B2
Lunch	1045-1130	Lunch
A3	1135-1300	B3
A4	1305-1430	Seminar

*Tuesday Early-Release (CA/CB) Schedule*

A-Day Periods	Times	B-Day Periods
CA1	0745-0855	CB1
CA2	0900-1010	CB2
CA3	1015-1125	CB3
Lunch	1125-1215	Lunch
CA4	1220-1330	Seminar
FC	1335-1500	FC



# Matthew C. Perry High School

## TELEPHONE NUMBERS

### **ADMINISTRATIVE STAFF**

Principal	Mr. Lorenzo Brown	253-5449
Assistant Principal	Mrs. Latressa T. Renée Cobb	253-5449
Administrative Officer	Mr. Timothy Lemisy	253-4524
Administrative Assistant	Mrs. Melissa Behnken	253-5449
Registrar/Attendance Clerk	Ms. Mayu Kawamoto	253-5449

### **SUPPORT STAFF**

#### **ACADEMIC GUIDANCE OFFICE**

Grades 9-12	Mrs. Safiyyah Nurudin-Watley	253-4958
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#### **CASE STUDY COMMITTEE**

CSC Chairperson	Mr. George Williams	253-4998
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#### **SCHOOL LIAISON OFFICER**

SLO	Mr. Keith Carr	253-3691
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#### **NURSE'S OFFICE**

School Nurse	VACANT	253-6746
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#### **INFORMATION CENTER**

Information Specialist	Mrs. Melissa Cole	253-5524
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#### **SCHOOL BUS TRANSPORTATION**

Bus Transportation Office	Mr. Brian Woodley	253-5333
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#### **SCHOOL SUPPORT ASSISTANT**

Supply Officer	Mrs. Jennifer Spooner	253-4514
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#### **EDUCATIONAL TECHNOLOGY OFFICE**

Educational Technologist	Mr. Anthony Farr	253-6145
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#### **ENGLISH AS SECOND LANGUAGE (ESL)**

ESL Teacher	Mrs. Claudia Guadalupe	253-4981
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# **DIRECTION & PURPOSE**

## **DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)**

DoDEA plans, coordinates, and manages the education programs for Department of Defense (DoD) dependents that would otherwise not have access to a high-quality public education. DoDEA consists of the Department of Defense Dependents Schools (DoDDS) located overseas (DoDDS-Europe and DoDDS-Pacific), the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) located in the United States and its territories, the Non-DoD Schools Program (NDSP) located in 188 countries around the world, and local education agencies (LEA) and public schools that educate military students through the Partnership Branch. The DoDEA Director works with Area Directors, District Superintendents, and school administrators in each of the DoDEA regions to support the social, emotional, and academic well-being of military families by providing a high-quality education.

### **DoDEA BLUEPRINT**

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

[DoDEA BLUEPRINT for Continuous Improvement](#)

### **DoDEA VISION STATEMENT**

Excellence in Education for Every Student, Every Day, Everywhere

### **DoDEA MISSION STATEMENT**

Educate, Engage, and Empower military-connected students to succeed in a dynamic world.

### **COLLEGE AND CAREER READY STANDARDS (CCRS)**

For DoDEA students, the implementation of college and career ready (CCR) standards in the areas of mathematics and literacy sets a foundation for even greater student success and growth. The CCR standards, based in large part on the Common Core State Standards (CCSS), set grade-by-grade learning expectations for students in grades K-12. This supports a cohesive education for the highly-mobile military-connected student. More information can be found at: <http://www.dodea.edu/collegeCareerReady/index.cfm>

## ACCREDITATION

All schools in DoDDS-Pacific, including Matthew C. Perry High School, are accredited by AdvancED (<http://www.advance-ed.org>), the world's largest education community. Accreditation assures that a student's school credits are recognized by schools, colleges, and universities globally so that students can continue their educational goals in the United States or around the world. Accreditation is based on attaining the AdvancED Standards for Quality Schools, implementing a continuous school improvement (CSI) process, and hosting an External Review (ER). Matthew C. Perry is currently accredited until SY 2021- 2022. 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>

## SCHOOL LIAISON OFFICER (SLO)

The mission of the United States Marine Corps (USMC) School Liaison Program is to identify and coordinate community resources to reduce the impact of the mobile lifestyle on military school-age children and families; to implement predictable support services that assist children/youth with relocations, life transitions and achieving academic success; and to provide a wide range of resources to facilitate school transitions to parents, students, schools, commanders and communities.

The School Liaison Officer serves as the primary liaison between community schools, commanders, and military parents to support and defuse a wide range of issues concerning schools and military children's education. Assistance is also extended in the ramification of networking to support and foster partnership with local schools and various agencies.

The conjunction to with the numerous services provided by the USMC School Liaison Officers, the chief priority is to provide parents, students and educators timely and relevant information to enhance learning and promote academic success. This support includes:

- Inbound/outbound School Transfers (Positive Change of School (PCS))
- Information on local schools and boundaries
- Information on kindergarten entry and high school graduation requirements
- Information about home schooling
- Welcome, Deployment, Moving, Together Again and Grief
- Information about home schooling
- Post-secondary transformation
- Free and Reduced Lunch Program

### MCAS-Iwakuni SLO Contact Information:

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PSC 561 Box 1863  
FPO, AP 96310  
Phone: DSN 253-3691/080-4753-3060  
Email: keith.carr@usmc-mccs.org

### MCAS-Iwakuni SLO Website:

<https://mccsiwakuni.com/mcas-iwakuni-school-liaison-program/#38510/0>

**Lunch:** <https://mccsiwakuni.com/home/marine-family/family-resources/school-liaison-lunch-program/>

## M.C. PERRY HIGH SCHOOL VISION STATEMENT

M. C. Perry High School aims to develop active, intelligent, and responsible citizens who contribute to the global community. The teachers, support staff, students, parents, administration, and base personnel working together to accomplish our mission.

**Active:** Students self-motivated in their pursuit of highest achievement.

**Intelligent:** Students strive for highest achievement in every pursuit.

**Responsible:** Students gain high achievement through honesty, respect, and responsibility to themselves and others.

## CONTINUOUS SCHOOL IMPROVEMENT (CSI)



School improvement is a worldwide DoDEA requirement with the goal to improve both teaching and learning. While general goals are determined by DoDEA, individual schools are responsible for determining the needs of their unique student population. The CSI Leadership Team oversees the implementation of identified strategies and interventions, which have been evaluated and established by the faculty, staff, and community to improve student achievement. M.C. Perry High School's goals are directly aligned to implementing the district goals.

## PACIFIC EAST DISTRICT SCHOOL IMPROVEMENT GOALS

### GOAL 1

The Pacific East District will develop a comprehensive *professional learning* system to build capacity for achieving DoDEA's goals and initiatives.

### GOAL 2

Schools throughout the Pacific East District will integrate *technology* into everyday classroom instruction when appropriate.

### GOAL 3

Implement the *College and Career Ready Standards* for Math and Literacy.

### GOAL 4

Use student *data* to support instructional decision making.

## \*\*\*\*\* ACADEMIC GUIDANCE\*\*\*\*\*

### 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>

### **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.

### **CORRESPONDENCE COURSES**

Correspondence courses must be taken from a DoDEA-approved and certified institution. A student may take course(s) by correspondence:

- With approval of the principal.
- When a required or elective course is not available or scheduled in the regular school program, or there is a scheduling conflict that denies the student the opportunity to enroll in the course.

### **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 11<sup>th</sup> 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 10<sup>th</sup> day of the semester.

Any schedule change request to add or drop a class must be submitted during the **first 10 school days of the semester** and will be considered for these valid and legitimate reasons:

- The student is in a class that he or she did not choose at the time that the classes were selected.
- The student is a senior and an alternate class is needed to meet graduation requirements.
- The student is in a class for which he or she has already earned credit.
- The student has been advised by a teacher or counselor to be in an alternate class.

Under unique and unusual circumstances, schedule changes AFTER the first 10 days of the semester:

- ◆ Change must be administrator, counselor, or teacher initiated.
- ◆ The initials of the dropping/adding teachers are required on the Drop/Add Form.
- ◆ Students will be responsible for content already covered in the added class.

Students with a failing grade will **not** be allowed to drop classes after the official drop/add period ends. Consideration will be given to each student based on availability, class space, and minimal change in the current schedule. Dropping an AP course requires a meeting with the counselor, teacher, student, parent, and then, requires approval from an administrator.

**Note: A signed change request does not guarantee that a change will occur. No schedule change is official until all textbooks are accounted for and your guidance counselor has issued a new printed schedule.**

### **GRADE CLASSIFICATION**

Grade 9 – Freshman – Student who has completed grade 8 and has been promoted into grade 9; or has enrolled in grade 9, but has not earned 6 credits.

Grade 10 – Sophomore – Student who has earned at least 6 credits.

Grade 11 – Junior – Student who has earned at least 12 credits. It is required that the student be able to meet all graduation conditions and requirements with normal scheduling for the junior and senior years.

Grade 12 – Senior – Student who has at least 19 credits. Students are to comply with all the graduation conditions and requirements, with optimum scheduling, by the conclusion of the school year.

## GRADE POINT AVERAGE (GPA)

According to DoDEA Regulation 2000.1, students will need a minimum cumulative grade point average of 2.0 to graduate from a DoDEA high school. For regular or non-AP courses, grade point average is figured on a 4-point system with an “A” counting as four points, a “B” as three points, a “C” as two points, a “D” as one point, and an “F” as zero points. It is DoDEA policy that pluses or minuses do not affect GPA, (i.e., A- = A). Weighted grades are awarded for AP classes after the student has taken the AP exam.

## ADVANCED PLACEMENT: WEIGHTED GRADES

DoDEA has assigned weighted point value to each letter-grade in Advanced Placement (AP) courses for the purpose of computing individual grade point average to determine class rank or for other competitive purposes. AP courses are on a 5-point system with an “A” counting as five points, a “B” as four points, a “C” as three points, a “D” as two points, and an “F” as zero points. Weighted grades are awarded for AP classes after the student has taken the AP exam.

## INCOMPLETE GRADES

Occasionally it becomes necessary for teachers to give an “I” (incomplete) grade at the end of a marking period or even at the end of a semester. According to DoDEA Policy, an “I” will not be recorded on the permanent transcript, and all “I’s” will automatically be changed to an “F” if the work is not made up. Students have 10 school days from the end of the grading period to make-up any incomplete work. Only under exceptional conditions will incomplete grades be given at the end of the semester.

## 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

## 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> Contact the school counselor for further information.

## GRADES

Grades are determined in accordance with the course syllabus for weighting class participation, homework, quizzes, projects, and examinations.

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

Weekly grades can be accessed through GradeSpeed on the school intranet site: <https://dodea.gradespeed.net/gs/>

## 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 through the end of the second semester of the graduating year.
- 0.5 credit in Economic Literacy in Career Technical Education, Social Studies, Science, & Mathematics.

### Participation in Graduation Ceremony

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-sponsored activity.*

## 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 M.C. Perry Honor Roll.** Perry High School recognizes scholastic achievement within the framework of the following grade point averages:

4.00 (or above)	Principal's Honors
3.75– 3.99	High Honors
3.5 – 3.74	Honors

## PROGRESS REPORTS

**Progress Reports** are emailed mid-quarter for quarters 1-4. Parents may also directly access student grades and attendance in GradeSpeed.

## REPORT CARDS

**Report Cards** are issued quarterly. 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. Please refer to the school calendar at the beginning of this handbook for the end-of-quarter dates. If you do not receive a report card in a timely manner, please contact the Registrar's Office (253-5449).

## 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. Matthew C. Perry High School maintains *student records* for five (5) years after a student graduates. The records are then transferred to the Area Superintendent's Office. Matthew C. Perry High School does not keep copies of *diplomas*.

## CONFERENCES

During the first semester there is a scheduled conference date in which there is no school for students. Conferences may be initiated by either the parent or the teacher at any time as needed.

## 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.

### **TRANSFER / WITHDRAWAL**

The memo from our Area Director concerning the Early Withdrawal Policy is available upon request from the MCPHS 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 Perry High School for other reasons, they are eligible for a Transfer of their Grades-to-Date.

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.

### **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 for First Semester: **December 12, 2019**
- Acceleration for Second Semester: **May 12, 2020**

“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 / Withdrawal 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 make-up or take exams early.

### **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

### **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 of 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.

### **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.

## 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.

## Change of Address and Contacts

### 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.

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.

## 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.

# **\*\*\*ATTENDANCE\*\*\***

## **ATTENDANCE POLICY**

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**

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.

### **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 (someone who has the authority within

the school to determine where the student should be). **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.

If students have prior knowledge of upcoming absences, they are required to obtain the *Pre-Excused Absence Form* from the Registrar Clerk in the Main Office. After administration approval, students should get their work in advance to prevent getting too far behind in their classes. They will still be allowed to have one class period per class missed in order to make-up work when they return. On school sponsored trips, if students have dedicated time to complete assignments, the expectation is that they are prepared to submit work upon their return.

### DUE DATE EXAMPLES

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; not number of A and/or B Days missed.

<b>2-day (A &amp; B) Day Absence Example</b>				
<b>A Day</b>	<b>B Day</b>	<b>A Day</b>	<b>B Day</b>	<b>A Day</b>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Student is present in class and receives assignments and homework	Student is absent	Student is absent	Student is required to request assignments during seminar from all A & B day classes missed	Assignments provided to class on Monday and Wednesday are due today. Missed assignments from Wednesday should have been picked up on Thursday during seminar
<b>1 B-Day Absence Example</b>				
<b>B Day</b>	<b>A Day</b>	<b>B Day</b>	<b>A Day</b>	<b>B Day</b>
<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
Student is present in class	Student is present in class	Student is absent	Tuesday's A-Day homework is due and student is required to request missing assignments before, during, or after school from all B Day classes missed on Wednesday	Monday and Wednesday homework is due unless teacher specified an extended due date

### UNEXCUSED ABSENCE POLICY (Truancy)

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 AMC Terminal
- Non-school sponsored functions; senior skip day
- Missing an assigned class to complete work for another class
- Missed/delayed Space A flights
- Due to parent (s) or sibling (s)
- To complete an assignment for another class

If approved for pre-excused absence, only the approved days will be considered excused, all additional days will be considered unexcused.

**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. After 20 minutes, a parent must accompany the student to be signed in at the main office whether excused or unexcused. If a parent is not present to sign the student in, the student is considered truant and subject to disciplinary actions associated with truancy. 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 for all classes.

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 and registrar 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 (unless extenuating circumstances)
- Weather extremes impacting many individuals entering the base
- Slow walking
- Due to parent (s) or sibling (s)

### DISCIPLINARY ACTION FOR TARDINESS

Once a student is late a total of three times (3x) a quarter, administrative disciplinary consequences will occur.

- 1) **First tardy** Warning
- 2) **Second tardy** Warning
- 3) **Third tardy** Student assigned an After-School Detention (60 mins)
- 4) **Fourth tardy** Student assigned two After-School Detentions (120 mins)
- 5) **Fifth tardy** Student is assigned one Saturday School
- 6) **Sixth tardy +** Student is assigned one day Out-of-School Suspension

### TRUANCY POLICY

Truancy is not being where you are supposed to be, also called skipping, cutting, ditching, unexcused absence, etc. If a student is found to be truant, the sponsor is then notified and appropriate disciplinary consequences will be issued. However unintentional, a student may be declared truant if:

- An absence from school has not been verified by a parent or guardian **by 1500 within two school days of the absence.**
- Leaving campus without permission or failing to return after lunch.
- Reporting to school more than 20 minutes late without being accompanied by a parent or guardian

#### DISCIPLINARY ACTION FOR TRUANCY (unexcused absence)

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.

- 1) **First truancy**
  - 1 day of Saturday school
  - Notification of Sponsor
- 2) **Second truancy**
  - One-day suspension out-of-school
  - Notification of Sponsor
  - Notification of Station Inspector
- 3) **Third truancy**
  - Three-day suspension out-of-school
  - Notification of Sponsor
  - Notification of Station Inspector
  - Joint Command/Sponsor conference
- 4) **Continued truancy**
  - Suspension, pending the outcome of a Discipline Hearing for possible expulsion

## ATTENDANCE PROCEDURES

If a student has an unexcused absence or tardy, parents or sponsors should do at least **one** of the following **WITH A VALID REASON**:

- 1) Submit official documentation from a reputable source, such as an appointment slip, that confirms the validity of the absence. In the case of excessive absences, parents may be required to provide medical or other valid documentation supporting the student's absence.
- 2) Submit email/ written verification to the Registrar at PEHS.registrar@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 Registrar of the absence. **If a phone call is received for an absence, email/written documentation must follow within two school days by 1500.** The Main Office is open from 0700-1500 and the phone number is 253-5449 (off-base 0827-79-5449).

**Failure to follow the attendance procedures above by a parent or guardian within two school days, the absence will be declared truant and result in disciplinary action.** The parent or sponsor will be automatically notified by **GRADESPEED TRIGGER** when a student is marked "unexcused absence" from school.

## EXTENDED ABSENCE

Students who know in advance that they are going to be absent (**this includes extended family trips**) should obtain a *Parent and Student Request for Excused Absence Form* from the Registrar as soon as possible *prior to* the absence. After the principal has approved the extended absence, all of the student's teachers should also be notified 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 M.C. Perry 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 *Parent and Student Request for Excused 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.

### **\*\*SCHOOL SPONSORED ACTIVITIES\*\***

**Students are required to complete the official Perry Assignment Signature Sheet (PASS), including teachers' signatures, prior to attending any school sponsored activity where two or more days of classroom instruction and/or assignments will be missed.**

### **LEAVING CAMPUS/LEAVING BASE**

If a student **must** leave school during the school day, they **must** sign-out with the Registrar or risk the penalty of truancy. 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 (also see list above):

- 1) A valid appointment slip that indicates an appointment date and time (e.g., hospital, dental clinic, legal office, embassy, etc.).
- 2) Parent present or designee with a notarized Power of Attorney
- 3) Parent permission prior to the student signing out including those 18 years and older.

**This above procedure applies to all students regardless of their legal age (even if a student is 18 year of age).** If students do not sign out of school, they are considered truant and appropriate disciplinary measures will be taken. M.C. Perry High School has an open campus for lunch only for Seniors. Students may not leave the installation during lunch. Students leaving campus without permission or failing to return after lunch **without prior parent notification 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 Registrar.

## **SPONSORSHIP WHILE AWAY FROM STATION**

Parents and sponsors are reminded that if a single parent or both spouses leave Iwakuni for any reason more than overnight, we need a Medical Power of Attorney and knowledge of where the student is living and the POC in charge. If they are enrolled in school, someone must be designated for their accountability. Please contact the office and provide us the information prior to your trip. If it's an emergency, a text message or email as soon as you are able will suffice. This follows the base supervision policy.

## **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.

## **STUDY TRIPS**

Authorized study trips are scheduled throughout the school year for the purpose of enriching the curriculum. Parent permission slips will be sent to sponsors and **must** be returned to the student's teacher by the date specified. Absences due to such activities are **excused** and the students' teachers will be notified of the study trip ahead of time. **The student is responsible for making up any work missed on the study trip day. Assignments are due upon return to school.**

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

eye-sight 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.

### **OPPORTUNITY HALL**

In Opportunity Hall, students are provided dedicated time during lunch to work on assignments and must also attend a mandatory seminar session on B-days. Student's participation on the day of an extracurricular activity is determined to be ineligible due to their academic standing. Students assigned Op Hall (as it is referred to) must attend until their grades rise above eligibility standards. The standards are 2.0 GPA and no more than one failing grade— this is the standard set by Perry High School. A student can have two failing grades and a GPA higher than a 2.0 but will still be required to attend Op Hall. Even if a student's grade improves during the week, they must be in Op Hall for the duration of the week they are assigned. Students can bring their own lunch or purchase lunch from the cafeteria if assigned as they are restricted to campus. Op Hall is not optional.

Students assigned to Opportunity Hall for two consecutive weeks and scheduled for a third will be required to conference with the classroom teacher(s), administrator, and a parent/guardian to design an academic plan. At the end of the fourth week, a follow-up meeting will be scheduled to determine appropriate course of action.

## **SEMINAR RULES**

Seminar is a scheduled class that is an essential portion of the M.C. Perry Student Advocacy Program.

### **Purpose of Seminar**

- ✓ Opportunity to work on school tasks with teacher assistance
- ✓ Opportunity to complete missed assignments and/or collect work from absences
- ✓ Opportunity to schedule and conduct assemblies or other activities that are necessary to the operation of the school.

### **Rules of Seminar**

- ✓ No sleeping or socializing--this is not a *free period*
- ✓ Come prepared with work and materials for 85 minutes of seminar
- ✓ Arrangements to go to another seminar teacher must be made in **advance**
- ✓ Planner must be completed for each visit and teacher must initial time.

### **Student Advocacy**

- ✓ The first 2-5 minutes of seminar will be for announcements
- ✓ Student advocacy by seminar teacher, to include completion of the advocacy folder, will be conducted during Seminar.

### **Travel Time**

- ✓ Students may travel to see another teacher
- ✓ Students must have a pass (in the planner) from a teacher to move during seminar
- ✓ Students are allowed up to 5 minutes passing time
- ✓ The releasing teacher must write time student left class
- ✓ The receiving teacher must check time for tardiness

### **Return to Seminar**

- ✓ All students must return to seminar NLT 5 minutes prior to the end of seminar period.

### **Violations of Seminar**

- ✓ The seminar teacher has the right to detain students for disciplinary reasons in seminar class and not allow them to move to another class
- ✓ Repeat offenders of seminar rules and policy will be processed through the **school's** discipline system, ie. school detention, Friday detention, suspension, or other disciplinary actions

**TARDIES** -- the school tardy policy will be in effect for seminar

# **\*\*\*DISCIPLINE PROCEDURES\*\*\***

## **EXPECTATIONS OF PERRY STUDENTS**

All Perry students are expected to behave in a manner that will enhance the safety and welfare of the entire Perry community. This is best accomplished when students FOLLOW DIRECTIONS, SHOW RESPECT, ARE HONEST AND CONSIDERATE OF OTHERS.

Appropriate school behavior is both a DoDEA and a military responsibility for ensuring proper conduct of dependents in the command. Appropriate behavior enhances learning in the classroom and promotes positive relationships with the Japanese community. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent that such actions contribute adversely to the American reputation overseas.

Students have rights and responsibilities associated with their education. These are discussed completely in the DoDEA Discipline Regulation 2051.1. The complete DoDEA Discipline Regulation 2051.1 may be found online at [http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051\\_1a.pdf](http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051_1a.pdf)

DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, Enc. 4, sets forth the procedures for discipline of a student involving removal of 10 school days or fewer. Paragraph E4.5.2.1 requires the principal or teacher to conduct a fact finding to resolve questions of a student's culpability or mitigation and to make a determination whether a consequence is necessary or appropriate. The regulation does not require that the principal or teacher get parent permission to conduct the fact-finding, or to take a statement from a student as part of that fact finding.

## M.C. PERRY HIGH SCHOOL DISCIPLINE MATRIX CONSEQUENCES

This table is not all-inclusive. For further details, please refer to the policies in this Handbook and with the Perry High School Administration

INFRACTION	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense
Dangerous Weapon	Expulsion		
Drugs/Inhalants	10 day Suspension	Expulsion	
Alcohol	5 day Suspension	10 day expulsion	Expulsion
Fighting	3-5 day Suspension	5-7 day Suspension	Expulsion
Class I Theft	5 day Suspension	10 day Suspension	Expulsion
Bullying/Harassment	TBD	TBD	TBD
Tobacco	1 day Suspension	3 day Suspension	5 day Suspension
Truancy	Saturday School	1 day Suspension	3 day Suspension
Gambling	Saturday School	1 day Suspension	3 day Suspension
Vandalism	Saturday School	3 day Suspension	5 day Suspension
Mistreatment	Saturday School	2 day Suspension	5 day Suspension
Disrespect to a teacher	Saturday School	2 day Suspension	5 day Suspension
Insubordination	Saturday School	1 day Suspension	2 day Suspension
Failure to serve detention	Saturday School	2 day Suspension	5 day Suspension
Electronic Device	60 min detention	120 min detention	Saturday School
Disruption in class	Saturday School	Saturday School	2 day Suspension
Profanity/Vulgarity	Saturday School	2 day suspension	5 day Suspension
Plagiarism/Cheating	0 + Sat. school	0 + 2 Sat. Schools	0 + 1 day Suspension
Forgery	Saturday School	2 Saturday Schools	1 day Suspension
Computer use agreement violation	1 week use suspension + Saturday School	2 weeks use suspension + Saturday School	4 weeks use suspension + Saturday School
Tardy (Per Quarter)	3 <sup>rd</sup> Unexcused 60 min detention	4 <sup>th</sup> Unexcused 120 min detention	5 <sup>th</sup> Unexcused Saturday School
Dress Code	60 min detention	120 min detention	Saturday School
Public Display of Affection	60 min detention	120 min detention	Saturday School
Horseplay non-injury	60 min detention	120 min detention	Saturday School
Food/Drink in common areas (library, labs, halls)	60 min detention	120 min detention	Saturday School
Cell Phone	60 min detention	120 min detention	Saturday School
Unattended property	60 min detention	120 min detention	Saturday School
Unauthorized Possession of others property	60 min detention	Saturday School	1 day Suspension
Failure to attend OP Hall	60 min detention	120 min detention	Saturday School
Violating the Samurai Code	TBD	TBD	TBD

*This matrix is a guideline for disciplinary consequences. The school administration may use subjective judgment in determining deviation from the prescribed consequences and may award a more serious punishment.*

## DISCIPLINARY ACTIONS LISTED BY INCREASING SEVERITY

### I. DETENTION

#### *Teacher-Assigned Detention/Academic Detention*

Teachers may assign detention to be served **before school** (for those students who live on base), **during lunch**, or **after school**. Students who disrupt or misbehave in class or who fail to do the assigned classroom work may be required, on an individual basis, to serve detention with his/her teacher. (The sponsor/parent will be given 24-hour notice for a detention.)

If a student misses a teacher's detention, the teacher will notify the sponsor/parent and a *Student Referral to Administration* will be made resulting in:

- 1) After School Detention (ASD)
- 2) A four hour Saturday School (SS)
- 3) Additional consequences if the situation warrants.

#### *Administrator-Assigned Detention*

School administrators may assign after-school detentions. When this occurs, students must bring materials necessary to do homework or other schoolwork. Administrative after-school detentions are held on Monday, Wednesday, and Thursday afternoons from 2:35 — 3:35 p.m. Students will not be admitted after 2:35 p.m. and must remain until dismissal at 3:35 p.m.

Failure to show for Administrative-Assigned Detentions will result in any the following:

- Double After School Detention (ASD)
- Saturday School
- Out-of-School Suspension

### II. SATURDAY SCHOOL (SS)

From time to time students will be assigned Saturday School. The most common reason for being assigned SS is truancy and tardiness. Students can also be assigned SS for cumulative minor offenses. If you are assigned SS, you are responsible for reporting to the SS room on the day assigned by the administrator. The student will remain in the SS room from 0800 – 1200. ***If a student arrives later than 0805, they will not be admitted, will be required to make up the missed Saturday School, and will be assigned an additional Saturday School Detention.*** If a student misses two (2) Saturday School sessions, the student will receive a *2-day* out-of-school suspension.

### III. OUT-OF-SCHOOL SUSPENSION (OSS) /EXPULSION

Suspensions require involvement of school administration and the sponsor. Command officials will be involved when necessary. The student and sponsor will be notified by the school administration of the reason for the student's suspension. Suspension will be from one to ten (1-10) days in duration and the student **will** be allowed to make-up school work given during the period of the suspension.

**There is an expectation for suspended students to request and obtain school work from their respective teachers during the suspension period and have it completed upon return to school.**

Note: **Students who are suspended** (to include Out of School Suspension or Expulsion) **may not participate in any school activity nor be on the school grounds until the suspension has been successfully completed. This includes any weekend activity such as sports events, dances, plays, etc on or off school grounds.**

(See MCPHS Athletic/Activities Policy on file at the Main Office).

**Students on OSS will require a parent escort in order to be on school grounds for academic purposes only and with administrative approval.** Students on OSS who miss semester exams will be given time to make up exams at the discretion of the administering teacher based upon the length of suspension, rigor, subject matter, and the ability of the student, in accordance with DoDEA standards.

### FORMAL DISCIPLINE HEARING

DoDEA Regulation 2051.1 defines a formal hearing as the process by which the Formal Disciplinary Committee reviews the evidence and affords both the school and the student accused of misconduct (and his/her sponsor, parent, or guardian) a chance to address the allegations of misconduct and the proposed disciplinary action.

A Formal Discipline Committee shall be established at the beginning of the school year comprised of school officials, teachers, parents, and command representatives, who will meet to consider disciplinary action for which a student has received ten (10) or more total suspensions (Out-of-School) or in which an expulsion has been or could be recommended.

In cases where the suspension of a student is due to frequent and/or serious offenses and the student has not been successful in changing the unacceptable behavior, a Formal Hearing (with a formal statement of charges) will be held.

The Formal Discipline Committee shall prepare a written report of its findings and its recommendations, and shall forward it to the Principal who shall forward it to the District Superintendent. The District Superintendent, after review and consideration of the recommendation of the disciplinary committee, will promptly prepare and deliver to the student, or the student's representative, the written decision stating the findings of fact and disciplinary action, if any, to be taken against the student.

### **POLICE INVESTIGATION**

The school cooperates very closely with PMO officials in the investigations of break-ins, theft, vandalism, bomb threats, etc. If the need arises to have local PMO officials meet with students, the parents will be notified by the investigators in order to secure parental permission before an interview takes place. Students may be asked to go to the law enforcement office as part of an investigation. The school reserves the right to investigate all incidents of misbehavior of a student (or students) while at school or at a school-sponsored event. **Students who fail to report pertinent information are subject to disciplinary action regardless of any direct involvement in the act.**

### **MINOR OFFENSES**

#### **Teacher Discipline Procedures**

For minor offenses, teachers should refer to their classroom management and discipline policies, which may include the following steps before referral to the administration: One-on-one counseling with the student; Parent notification by email or a phone call that a problem exists; Assigning the student to before-school, Lunch, or after-school detention, with parent notification.

#### **Electronic Devices**

Parents may wish their child to carry a cellular telephone for safety and security reasons, but because of their potential for disruption in classrooms, students may not use cell phones for personal use during the hours of (0745-1045 and 1130-1430) anywhere inside school outside of the designated times or locations. Students may have cell phones in their possession but they must remain turned off and out of sight. Cell phones will be confiscated if they are **seen or heard** during the school day, outside of the designated usage time period.

Students may not receive phone calls or text messages on their cell phones from parents during school hours. This includes via accessory devices, such as smart watches, etc. If a parent needs to speak with their child or deliver a message, the school office should be called, and the office personnel will either

bring the child to the office if it is an emergency or deliver the message at the most opportune time to minimize classroom disruptions. If a cell phone rings in class, regardless of who is calling, or a student looks at a text message and/or responds to a text message, the phone will be confiscated and disciplinary measures taken.

**Cell phones may be used during the lunch hours of 1045-1130 M, W,TR, F and 1125-1215 T.**

Cell phones or any other electronic devices or "Smart Device" are not permitted for use in the building before, during, or immediately after school, unless at teacher discretion for educational purposes. We **strongly** suggest that students not bring these items to school due to the high cost of such items and the risk of theft/loss.

**Consequences:**

- 1) **First Offense**  
The item will be confiscated and held until the end of the school day to be picked up by the parent/sponsor and student will receive a 60 minute detention. Items not claimed by the student, parent, or sponsor will be donated to a charity at the end of the school year.
- 2) **Second Offense**  
Parents will be contacted. The item will be confiscated and kept until the parent/sponsor collects it and the student will receive a 120 minute detention. Items not claimed by the student, parent, or sponsor will be donated to a charity at the end of the school year.
- 3) **Third Offense**  
Parents will be contacted. The item will be confiscated and kept until the parent/sponsor collects it and the student will be referred to administration and receive a Saturday school and suspension will ensue for every confiscation thereafter.

### **Food and Beverages**

Food and beverages may not be open or consumed in the hallways or common areas, with the exception of water. **Classroom food consumption is prohibited and is not at the teacher's discretion.** On special occasions, a teacher may request prior approval via the administration to have a celebration in a classroom, at which time food and beverages may be consumed.

**Consequences:**

- 1) Items will be confiscated.
- 2) Students will be referred to administration for after-school detention.
- 3) Student will be referred to administration for Saturday school.

### **Unauthorized Entry into School**

School doors are locked and will remain locked until it is necessary for them to be open. Doors should not be forced open in any way or propped open AT ANY TIME by students. If this occurs, students will be subject to disciplinary consequences.

### **Hall Conduct**

Students are to conduct themselves in an orderly manner at all times. Students should not loiter in the stairway or hallways, and students are encouraged to use the time between classes to visit their lockers or the restroom facilities. Students are permitted in the hallway from 0745-1045 and 1130-1435. Students, with prior approval (signed agenda) may visit a teacher before 0745 and after school. If a student needs to see a teacher and did not get prior approval, they may report to the office for them to contact the requested teacher. Individual teachers have classroom policies for allowing students to leave their classroom during class time. Should a student be out of class during class time, not only should they have a pass as their hall pass, but they should also be respectful of the classes in-session and should not disrupt other students or classes.

### **Hall Passes**

The official hall pass for M.C. Perry High School Students is located in the back of the student planner/handbook. **Students who fail to produce their planners as their hall pass should be referred to the Main Office to receive a two-hour after-school detention.** The *After-School Detention Notice* and a temporary card will serve as the student's hallpass for the remainder of that school day. If a student runs out of hall pass pages in their student handbook or pages are lost or defiled, the student will be responsible for purchasing a replacement student planner.

### **Planner/Handbook**

The Perry PTO has provided every student with a **student planner/handbook at no cost to the student** and/or parent(s). Students are allowed to "personalize" their planners in good taste; defacing the planner will not be allowed. The intent is for students to have access to the school rules, policies and expectations, and the Planner should be used to help student's record important dates and assignments. Although the planner provides a convenience and has several advantages, every student has been provided a Planner and **every student is expected to have their planner during the school day**. Replacement planners are available for purchase in the Main Office for a minimal fee.

## **Profanity and Inappropriate Language**

The use of profanity, vulgarity, and inappropriate language or gestures is unacceptable conduct at M.C. Perry High School. Students are expected to use appropriate communication in all settings at all times.

When inappropriate language includes an ethnic, racial, or sexist slur, the student's counselor will counsel the student, and a referral to the administration will be included as part of the school's disciplinary action.

### **Consequences of Profanity:**

- 1) Administrative Saturday-school is an automatic consequence for inappropriate language.
- 2) Depending on the severity of the violation and at the discretion of the administration, offenders may also be issued Out-of-School Suspension.

## **Public Display 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. Displays of affection other than **hand-holding** are inappropriate and subject to disciplinary action, ranging from a verbal warning to suspension from school.

## **Tardy**

Review tardy policy for more details and information concerning tardy violations.

## **MAJOR OFFENSES**

All violators of major offenses will be subject to school disciplinary action as well as reported to the sponsor and/or command. Major offenses include, but are not limited to:

- Cheating or Plagiarism
- Computer Misuse
- Dress Code Violation
- Fighting, Intimidating, or Threatening another person
- Harassment or Bullying, to include cyber-bullying

- Insubordination toward a school official
- Possession, consumption, or selling of alcohol or drugs
- Truancy
- Vandalism
- Weapons

### **ALCOHOL or ILLEGAL DRUGS**

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. An ILLEGAL DRUG is any drug that is defined as illegal by the Marine Corps Air Station (MCAS). Additionally, someone who possesses a drug prescribed for someone else is in possession of an illegal drug. No student shall possess, use, transmit, sell, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcohol, toxicant inhalant, or other intoxicant or illegal drugs in the following areas:

- ◆ On school grounds or in the immediate vicinity of the school.
- ◆ Off school grounds at a school activity, function, or event.

#### **Offenses and Consequences:**

- A. Possession and/or use of alcohol and/or illegal drugs; Under the influence of alcohol and/or illegal drugs
  - 1) **First Offense**  
**\*SUSPENSION (5 DAYS alcohol 10 DAYS drugs)**
  - 2) **Second Offense**  
**IMMEDIATE SUSPENSION pending the outcome of an expulsion hearing**  
  
\*An expulsion remains an option for a first offense if the principal so recommends and the Disciplinary Committee concludes such measures are necessary.
- B. Distribution/sale of alcohol and/or illegal drugs
  - 1) **First Offense**  
**IMMEDIATE SUSPENSION pending the outcome of an expulsion hearing**

### **TOBACCO PRODUCTS**

The use of tobacco products and secondary smoke is dangerous to one's health. M.C. Perry High School has a smoke-free campus. Students may not smoke on campus, at school activities, in the immediate vicinity of the school, or be in the presence of smoking. Additionally, chewing tobacco, snuff, E-cigarettes, vaping, or other tobacco products are not allowed. Students who use or have in their possession tobacco products or related items will be subject to the following:

**Consequences:**

- 1) **First Offense**  
**SUSPENSION (1 DAY)**
- 2) **Second Offense**  
**SUSPENSION (3 DAYS)**, meeting with parents and notification of Station Inspector
- 3) **Third Offense**  
**SUSPENSION (5 DAYS)**, meeting with parents and sponsor's command

### **MARINE AND FAMILY PROGRAMS**

No family is immune from the impact and dangers of alcohol and other drugs. Denial, guilt, blame, false promises, and misinformation are frequent responses that limit, if not paralyze, an attempt to bring about meaningful change. When a family is confronted with one of its most difficult and demanding parenting challenges, it is essential that they actively work to obtain the support and assistance that are imperative for success. Unless the behavior and underlying problems are properly corrected, the impact of alcohol and other drugs extends from the immediate family to school and job performance, military readiness, and the community at large.

The following community organizations have trained personnel and resources to work with the student and family:

- Victim Advocate & Prevention Specialist/Family Advocacy 253-4526

When a student is suspected of using or abusing a substance (alcohol or drugs), school officials will initiate the following actions:

1. An administrator will contact the school nurse. The nurse will evaluate the student's condition and proceed to Step #2 if use or abuse is suspected or confirmed
2. The nurse will notify the administration of the (suspected) condition.
3. The administration will meet with the student, notify the sponsor, and have the sponsor remove the student from the school premises as soon as possible. If the sponsor or sponsor's spouse cannot be contacted, the administration will contact the sponsor's unit commander or the security police will be contacted. (In severe cases, emergency medical personnel may have to be called in and/or the student will be taken to the Emergency Room.)

If there is a question in the mind of the school regarding the possibility of substance use or abuse, **the sponsor will need to escort the dependent to the hospital (Emergency Room) for substance use or abuse testing within two (2) hours and confirm the test results with school officials.** Failure to exercise this

option means that the school will conclude its investigation and take appropriate action.

### **CHEATING / PLAGIARISM**

M.C. Perry High School has a no-tolerance policy regarding cheating and/or plagiarism. Behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, copying/pasting from internet sites, or giving answers for assignments to another student. **(This list is not all-inclusive.)** Students involved in cheating will receive a zero ("0") grade for the assignment and the parents will be notified by the classroom teacher. Cheating/Plagiarism will also result in disciplinary actions by administration upon referral from the teacher (see disciplinary matrix).

**PLAGIARISM** is the act of taking the writings or ideas of another person and passing them off as one's own. **Plagiarism** is sometimes called "literary theft," which is presenting as an original idea or product derived from an existing source. It is also **plagiarism** to use someone else's work or production without giving credit to the original source.

### **COMPUTER-USE AGREEMENT**

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.

Upon enrollment at M.C. Perry High School, all students and parents must sign the DoDEA Form 6600.1-F2, the *DoDEA Computer and Internet Access Agreement for Students*, in exchange for login access to DoDEA computer hardware and software.

The computer use agreement includes, but is not limited to, the following policies:

- The student will not take or consume food and drinks into computer areas.
- When using technology, the student will abide by the *DoDEA Computer and Internet Access Agreement for Students* and follow all school rules concerning appropriate content, language and intent (i.e. no harassing letters, no inappropriate language, no sending of unauthorized or inappropriate messages, no inappropriate websites, etc.).
- Every time the student logs into a school computer, the student will use his/her own login information, unless otherwise directed by a school official. The student understands that he/she is responsible for what happens in the account and that nobody else should know his/her password.
- The student also understands that he/she must save all information in their student folder/account, unless otherwise directed by a teacher.
- The student will not misuse any computers or software or damage any hardware. The student will not intentionally change the configuration of any computer. This includes removing or altering the accessories and peripherals that are attached in any way to a computer. If the student does damage computer equipment of any kind, the student will be responsible for immediately replacing the equipment and/or peripherals, in addition to losing computer privileges.
- The student will not copy non-school software onto school machines. The student understands that this includes downloading files of any type from the internet. The student will get the teacher's permission before downloading any files.
- The student will not intentionally alter, access or damage another student's work product on the Share Drive or damage software.
- The student will not use any unauthorized email accounts (i.e. Yahoo, AOL, Hotmail, etc.) unless given permission by administration. When an email account is needed for school purposes, the student will use the <https://mail.google.com> account. The student understands that if misuse of the <https://mail.google.com> account occurs, then the student will lose the privilege of using their google account.
- The student will not use any school computer for the purposes of social media, to include unauthorized instant messaging or internet chat rooms..
- The student understands that teachers may have additional rules with additional consequences.



## COMPUTER MISUSE DISCIPLINARY CONSEQUENCES

### Consequences:

- 1) **First Offense---ONE WEEK USE SUSPENSION & SATURDAY SCHOOL**
- 2) **Second Offense---TWO WEEKS SUSPENSION & SATURDAY SCHOOLS**
- 3) **Third Offense---FOUR WEEKS SUSPENSION & SATURDAY SCHOOL**
- 4) Depending upon the severity and frequency of misuse, violations of the computer usage policy agreement could lead to the loss of privileges for a semester or even the loss of privileges for the remainder of the school year.

The suspension of computer privileges does not preclude students from completing any computer based assignments.

## DRESS STANDARDS

In addition to the MCPHS Dress Code, M.C. Perry High School recognizes the **Marine Corps Air Stations** current civilian dress code standards. Students enrolled at M.C. Perry High School are on Iwakuni 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 MCPHS Dress Code is in effect at all school functions during and after. To be fashionably dressed is not necessary, but to be appropriately dressed is. Students, as well as parents, should assume responsibility for acceptable appearance. Students not in dress code compliance will remain in the main office until a change of clothing is provided.

Consistent with the aforementioned objectives, the following is the dress code for Perry 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.
- ✓ Pants, shorts, or skirts should fit at the waist so as not to expose any undergarments. Clothing must be fastened in a way that undergarments are not seen.
- ✓ The hems of shorts or skirts should extend below the ends of the fingertips when arms are at sides.
- ✓ No excessive skin or cleavage

Students are **not to wear** the following:

- X Any MCAS Iwakuni inappropriate civilian base attire
- X Halter tops, tank tops/muscle shirts/shirts with sleeves removed, midriff tops, tank tops that expose undergarments or any undershirt designed to be worn as an undergarment.
- X Tank tops that are not 2 inches in width
- X Sheer clothing
  - o Tank tops worn under sheer garments must meet the acceptable width (2 inches) and not expose any undergarments
- X If an outer garment is removed, then all undergarments (t-shirts, tank tops, dresses, etc.) needs to follow the dress code
- X One-shouldered tops or shirts, or those that have an altered neck area that allow for one or both shoulders to be exposed.
- X Arm holes on all tops should not gap, extend, or open so that body parts or undergarments are not exposed.
- X Hip-hugger pants exposing the waist or hips, or baggy pants worn excessively below the waist are not allowed. **Sagging is strictly prohibited.**
- X Skirts, shorts, dresses (including shirt and sweater dresses) shorter than the end of fingertips with arms at sides. Long skirts with slits above fingertips are also not acceptable.
- X Leggings, stretch pants, tights, yoga pants, or spandex pants are not permitted as standalone pants.
- X Leggings underneath shorts, skirts, and dresses and the shorts, skirts, or dress does not meet the fingertip length requirement (leggings do not take the place of the fingertip guideline).
- X Clothing with holes, rips, or tears in which skin is visible underneath is not permissible. Clothing with holes or other tears require the use of an undergarment which covers the skin. Jeans with holes must be manufactured with the holes in them to be permitted.
- X Frayed or worn garments with frays.
- X Pajama tops and bottoms unless on designated days.
- X 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.).
- X Articles that can cause injury to other students or property (studded bracelets, studded necklaces, or chains, including wallet chains).
- X Dark glasses or sunglasses **inside the building**, unless medically approved.
- X Pajamas, bedroom shoes, or other clothing clearly not designed to be worn outside of ones home.

- X Headgear (males or females) such as hats, bandannas, scarves, doo-rags, stocking caps, sweat bands, hoods, etc. **inside any building** (specifically, this means the Perry classrooms, gym, or the local eateries which effectively serve as our cafeteria), during the school day or during any Perry High School events.
- X Headgear worn backwards or sideways.
- X Shower shoes, or rubber/plastic flip flops with toe-thong.
- X Headphones/earphones/ear buds on person must be put away unless at authorized times
- X PE attire has to meet base/school dress code

**NOTE: If natural everyday movement causes garments to become out of dress code (length of skirt or dress, sagging, rising of a shirt etc.) then garments are most likely too small or tight and are not acceptable according to the above policy.**

**Consequences for Dress Code Violations:**

- 1) First Offense---AFTER SCHOOL DETENTION 60 mins
- 2) Second Offense--- AFTER SCHOOL DETENTION 120 mins
- 3) Third Offense--- SATURDAY SCHOOL
- 4) Fourth Offense---SUSPENSION (1 DAY) AND EVERY TIME THEREAFTER

## **HARASSMENT**

### **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](http://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.

**Online Bullying:** Using electronic forms of contact to conduct any of the above behaviors.

**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.

### **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 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.

#### **Sexual harassment includes but is not limited to:**

PHYSICAL	VERBAL	NON-VERBAL
<ul style="list-style-type: none"><li>• Touching, patting, pinching, grabbing</li><li>• Hugging, kissing</li><li>• Cornering, blocking or restraining, bumping</li></ul>	<ul style="list-style-type: none"><li>• Whistles</li><li>• Offensive comments</li><li>• Offensive jokes</li><li>• Terms of endearment (sweetie, babe, etc.)</li><li>• Inappropriate language</li></ul>	<ul style="list-style-type: none"><li>• Looking a person up and down</li><li>• Gestures</li><li>• Sexually oriented posters, cartoons, or pictures</li></ul>

#### **Consequences for Harassment:**

##### **1) First Offense**

- i. Notification of Parents for all parties involved
- ii. Students counseled by Administration and Guidance Counselors
- iii. Memo for record
- iv. Dependent upon the severity of the infraction: Detention, Saturday School or Out-of-school suspension

## 2) Repeated Offense

- i. Referral to Administration
- ii. Meeting set up with Administration, student(s), and parent(s)
- iii. Suspension from school

### INSTIGATING

It is a major offense to SPREAD RUMORS, DIRECTLY or INDIRECTLY CONTRIBUTE TO A FIGHT, OR RECORD AN ALTERCATION. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and by taking the time to resolve issues. Rather than spreading information about presumed situations (rumors), students have the responsibility to refer potential problems to the counselors, a staff member, or the administration. If a student contributed to a fight by spreading information (“he said/she said”), the student will be referred to the counselors and parents/sponsors will be notified. Counselors and administration support resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with a problem is politely and privately, and via the Chain of Command (teacher, parent, counselor, and administrator).

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**Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or arguments or to question a teacher’s authority.**

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### FIGHTING

Depending on the circumstances, one or more of the students involved in a fight may be suspended from five to ten days and PMO will be notified. A fight is defined as throwing punches or kicking with the intent to cause injury to another. **It does not matter who initiated the first blow.** Further violent behavior will result in a longer suspension and will be referred to the Station Inspector and the base commander.

### INSUBORDINATION

Students who willfully refuse to follow directions of a teacher or other staff member will be considered insubordinate. Violators face a minimum consequence of a four-hour Saturday school detention. The length of the punishment will be determined by the severity of the act and the student’s previous record of offenses. Open defiance or inappropriate language or profane gestures may result in suspension.

## **LITTERING / VANDALISM / DAMAGED SCHOOL PROPERTY**

We request the cooperation of students in keeping the school campus attractive. Respect must be shown for school property such as desks, tables, lockers, other furniture and equipment, walls or any surface, the exterior of the buildings, outdoor structures, and walkways. Do not litter or deface school property. Depending on the severity of the infraction, the consequence may be suspension and replacement of government property at the sponsor's expense.

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.

## **ELEVATOR**

Students are not permitted to use the elevator without obtaining permission from the Principal or Assistant Principal. Students riding the elevator must be in possession of a written pass available upon request. Violations may result in disciplinary action.

A teacher may designate student(s) to use the elevator for transportation of large, heavy, and/or expensive school property, such as a laptop cart, ice cooler filled with substances, etc.; however, a written pass should accompany designated student(s).

## **WEAPONS**

**DoDEA has zero tolerance for weapons at school.** Any student having knowledge of a weapon or unsafe situation is responsible for immediately reporting it to a teacher or administrator. Failure to report a weapon or unsafe situation may also result in disciplinary action. **Bringing a weapon to school FOR ANY REASON, including self-defense, will automatically result in disciplinary action.** If a student feels he/she needs protection he/she should immediately inform the teacher, counselor, or school administrator.

According to *DoDEA Regulation 2051.1, Disciplinary Rules and Procedures*, weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or items that are capable of causing death or serious bodily injury. A weapon may also be any other object or instrument that is made or used in a manner to either inflict, or threaten to inflict, serious bodily injury or to instill fear.

**Examples include, but are not limited to:**

- x Guns (replica/look-alike), or accessories (Ammunition)
- x Knives (replica/look-alike), Razors (replica/look-alike), or other cutting implements (Box or Carpet Cutters, Swords, etc.)
- x Brass-knuckles (replica/look-alike)
- x Slingshots, Nun Chucks, or Throwing Stars
- x Any flailing instrument (such as a fighting chain, chain belt, or studded bracelet)
- x Explosives (to include smoke bombs/stink bombs)
- x Mace, Pepper Spray, or any other similar propellant
- x Any object made, concealed, displayed, brandished or used in a manner that reasonably provokes fear

**Consequences:**

**STUDENTS IN POSSESSION OF A WEAPON MAY BE SUSPENDED, PENDING THE OUTCOME OF AN EXPULSION HEARING.**

**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

**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.

## **\*\*\*GENERAL POLICIES & OTHER INFORMATION\*\*\***

### **ACTIVE PARTICIPATION**

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. If napping or sleeping takes place in the classroom, teachers are requested to send the student immediately to the nurse who will counsel the student and contact the parents, if necessary, for a referral for medical evaluation and disciplinary action will take place.

### **SUPPORT SYSTEMS FOR STUDENTS**

Counselor	Academic at Risk Sponsor
School Psychologist	Student Support Team
Teacher Advocate Program	ESL
Seminar Teachers	L I Teacher
CSC Chair	Academic Detention Tutors
Para-educators	Opportunity Hall
Read 180	

### **BOOKS AND EQUIPMENT**

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. **When textbooks are lost, we ask that the replacement book be purchased at an on-line bookstore and returned to the Supply Officer with a receipt.**

When the student withdraws from school, completes a course, or has a schedule change, all books and equipment must be returned to M.C. Perry High School. Students are required to sign for books and must return the same numbered books.

## **DODEA PACIFIC SCHOOL SUPPLY LIST**

Please refer to DoDEA website for most current school supply list:  
<http://www.dodea.edu/pacific/offices/education/supplies.cfm>

## **COMMUNICATION**

M.C. Perry High School has many opportunities available to inquire about and acquire information. Both students and parents are encouraged to participate in various forums. The Perry High School Intranet, or SharePoint, website contains a wealth of information: the Master Calendar contains important dates, after-school activities, and holidays; Teacher's Sites are used by many teachers to post classroom assignments, deadlines, or additional resources or study material. We encourage both students and parents to explore the SharePoint website and to check its information frequently.

### **Email Updates**

Periodically, information is sent out via email to the registered email addresses that we have on file. If at any point, you believe you are not receiving emails, please contact the main office so that we can update your contact information.

### **Perry Mini-Newsletter**

The school principal also distributes a mini-newsletter titled the "Perry Mini" that gives up-to-date information for the current school week. Every effort will be made to send this out via email on a weekly basis.

### **Facebook**

As we continue to increase our social media presence, you will find that our Facebook page is a great resource. Please like us on Facebook  
<https://www.facebook.com/dodea.mcperry.hs/>

## **HOMEWORK**

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

## GradeSpeed Guidelines

To enable better communication between teachers, students, and parents and to ease confusion that sometimes occurs with grading, it is recommended that the school use the following indicators in GradeSpeed:

**Blank Grade**: assignment not yet graded

**I (incomplete)**: assignment not yet turned in but still excused

- Excused absences such as illness or Far East events
- Teacher made specific arrangements/modifications with individual students to receive more time
- A zero (0) has not been assigned

**M (missing)**: assignment not turned in, deadline past

- Unexcused absence
- Extra time given for excused absence has past
- Zero (0) on the assignment
- Assignment may or may not be made up depending on teacher discretion.

**E (excused)**: assignment excused—student does not need to complete

- Specific situations as determined by individual teachers

**0 (zero)**: assignment completed and turned in but student did not receive any credit

- No correct answers
- Assignment was plagiarized

When entering assignments into GradeSpeed, teachers will utilize the “assigned” and “due” date categories so students and parents will be correctly informed.

- Teachers can still edit assignments and change due dates as needed
- If teachers have the same class on A and B days they will note in their syllabus how they enter these dates, always A-day date, always B-day date, etc.

All teachers will reference the “Due Date Examples” for excused absences that is in this handbook in their syllabus.

Teachers ***MAY*** accept late assignments for partial credit; however no assignments will be accepted beyond FIVE (5) school days.

## Academic Detention

Teachers may assign academic detention before or after school as a safety net to ensure academic success. Please refer to teacher's individual syllabus for more specific information. Students will receive at least a 24 hour notice upon receipt of assigned academic opportunity.

## INFORMATION CENTER

The Information Center will be open from 0730 to 1500 each day that school is in session, unless otherwise noted. The objective of the Information Center is to enhance the educational program of M.C. Perry High School. **The Information Center is not to be used for students' social activities.** Please be considerate and work as quietly as possible. Disruptive behavior of any kind will not be tolerated.

### Resources in the Information Center

**Books** may be checked out for two weeks.

**Reference books** and encyclopedias do not circulate. Students may photocopy reference materials.

**Computers** are expected to be used for instructional rather than recreational purposes. Students may have access to the internet after they and their parents have signed a *DoDEA Computer and Internet Access Agreement*.

### Guidelines for use of the Information Center

- 1) Food, beverages, gum, head coverings, music players, or other electronic devices are not permitted in the Information Center. All such items must be put away so that they may not be easily accessed. iPods with headphones are allowed in the Information Center during lunch and after school only.
- 2) Computers are to be used exclusively to gather information relevant to the school curriculum. Students may **not** visit websites designated as inappropriate by authorized school personnel. Use of social media, games, on-line shopping, and entertainment sites of any kind is **strictly prohibited**. See the Computer Use Policy for further information (p.43-44).
- 3) All students **must have their Planners signed by a classroom teacher** in order to visit the Information Center during the school day with the exception of the lunch period. Upon entering the Information Center, students must clearly print their name and the time they entered. Students must also sign out each time they leave the Information Center again, except during lunchtime hours.
- 4) Materials checked out from the Information Center should be returned

promptly so that other students may use them. Behavior in the Information Center should be respectful of another's' need to study.

- 5) During lunch and after school, students are allowed in the Information Center for "social activities" (e.g., quiet social talking, club meetings) but no parties.

**\*Failure to abide by these regulations will result in loss of privileges.\***

### **LOCKER RULES AND GUIDELINES**

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. Lockers are available for student use and are assigned by request only. The school provides combinations for all lockers, but students are expected to remember their locker number and combination.

General locker rules and guidelines are as follows:

- There should be no graffiti inside or outside lockers. There should be no writing on the lockers and no stickers on the inside or outside of the lockers. Flyers advertising school events are acceptable.
- Pictures may be taped inside of the lockers only. No obscene pictures or drawings are permitted. Students will be asked to remove anything that is deemed inappropriate. Please use good judgment in deciding what to display in the locker.
- Avoid slamming locker doors.
- Keep locker area clean.
- **Students should not share lockers.**
- **Students may not exchange lockers. All students will be held accountable for the locker assigned by the office. Students who exchange lockers without prior authorization will be subject to disciplinary consequences.**
- Vandalism of lockers will result in immediate suspension.

### **LOST AND FOUND**

Books and other school materials, money, or personal effects should be taken to the Main Office where the owner can claim them. The person turning in the item should leave his/her name, a telephone number, and the location that the item was found with the Main Office staff.

## OPEN CAMPUS LUNCH

Current 12<sup>th</sup> grade students have an open campus within the confines of the installation (students are NOT authorized to travel off base) for lunch and have a variety of local eateries available to them, as well as the MCPHS cafeteria where students may enjoy their lunch period. Disorderly behavior will result in restricted access to the local eating establishments. An open campus is a privilege, not an entitlement. It is expected that all students pick up their trash and clean their tables at the local eating establishments and MCPHS facilities. We expect courteous and polite behavior, representative of the students at M.C. Perry High School.

## SCHOOL LUNCH PROGRAM

DoDEA schools on MCAS Iwakuni have partnered with The Exchange School Lunch Program to provide wholesome, nutritious meals that have been approved by the U.S. Department of Agriculture (USDA) and that follow USDA nutritional requirements. Free and Reduced-Price meals are available for students who qualify under Federal Guidelines and parents MUST reapply annually. Questions about free and reduced lunch eligibility should be addressed to the School Liaison Officer at each installation.

## SCHOOL DANCES

- Dances will begin and end at the discretion of the sponsoring organization; however, dances usually occur from 1900 – 2300.
- Each dance has specific guidelines about who may attend. These guidelines apply to both M.C. Perry students and any approved visitors.  
**All guests have to be approved in advance by a school administrator.**  
Students who are suspended or expelled are not allowed to attend school dances.
- The school must have complete information of guests (complete name, family telephone number, school attended, and grade level) at least 48 hours before the day of the dance. The *Guest Request of Student Activities* forms are located in the Main Office and on SharePoint.
- Each student attending the dance must be ready to produce an ID card if it is requested.
- Parents are responsible for their teen's guest in the event of a discipline situation, an accident, or an illness. (We recommend that parents contact the guest's parents in advance of the dance so they have a clear understanding of all details related to this responsibility.)
- Unless otherwise stated, all M.C. Perry High School dances are semi-formal. This means NO jeans.
- Book bags will not be allowed.
- Suggestive dances or gestures (as outlined by the principal) are prohibited.  
**First offense--- Warning**  
**Second offense--- Required to leave the dance**
- A student may NOT return once he/she leaves the dance.

- Loitering in the parking lot or outside the location of the dance will NOT be allowed.

**NOTE: SCHOOL RULES, TO INCLUDE THE DRESS CODE, APPLY AT ALL DANCES.**

### **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 TELEPHONE**

Students are NOT allowed to use their cell phones on school grounds during the school day with the exception of lunch hours (outside the building or in the cafeteria). Students needing to use the telephone during the school day for **emergency** purposes may use the phone in the Main Office or request permission from a teacher to use the classroom telephone. These telephones are **not** to be used for social calls.

### **SECURITY**

Due to the large number of students using the M.C. Perry High School Facilities, it is strongly suggested that **items of value not be brought to school**. If it is necessary to bring such items to school, each student is responsible for safeguarding his or her personal property. The school cannot assume responsibility for lost or damaged items. **Lockers do not guarantee security and are not theft-proof.**

- Each student is assigned a locker by request. Remember that it is not advised to share lockers with other students.
- Bring to school only the money you will need for the day.
- Leave valuables at home unless you are wearing them.
- Be responsible and remember to take all your belongings with you when you leave your class and the school grounds.

Should a theft occur, the student may report it to the office soon as possible and ask the sponsor to contact PMO at 253-3303.

### **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 speak 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 school administration at any time without an appointment. However, making an appointment ahead of time ensures their availability to meet with you.

### **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. 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.

### **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.

## \*\*\*HEALTH AND SAFETY\*\*\*

### 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.

### HEALTH GUIDANCE

The following guidelines are strongly recommended in deciding whether or not your teen should attend school:

- Fever: Please keep your son or daughter home if he/she has a temperature of/above 100 degrees Fahrenheit, and/or doesn't feel well. Students should return to school after 24 hours of being fever-free (below 100 degrees Fahrenheit) without taking any medicine to control the fever.
- Diarrhea or Vomiting: Students should have no signs for 24 hours.
- Pink eye: Students should obtain written permission from a doctor to return to school.
- Strep throat/Bacterial infection: Students should return to school after taking prescribed antibiotic medication for 24 hours.

Following the procedures below will help to prevent medical problems:

- Wash hands frequently. One of the most effective ways to prevent infection is to rub hands vigorously with soap for at least 15 seconds before rinsing.
- Get plenty of rest.
- Exercise and eat a well-balanced diet.
- Drink plenty of fluids.
- Dress appropriately for the weather.

### **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.

### **HEALTH SERVICE PROGRAM**

A school nurse is on duty to assess any student who becomes ill or injured during the school day. However, the school health services program is not meant to take the place of health care provided by the family or other officials.

### **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.

### **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.

The appropriate and relevant forms are available from your Health Care Provider or the School Nurse. 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.

### **MEDICATION ON FIELD/STUDY TRIPS**

Teachers, Coaches, or authorized Chaperones will require the appropriate and necessary documentation, with signatures of both the physician and the parent, **before** administering medications to students while on a field/study trip. During overnight trips, parents are responsible for preparing and making arrangements with the teachers or coaches for their child's medication.

The appropriate and relevant forms are available from your Health Care Provider or the School Nurse.

## **ADDITIONAL HEALTH SERVICES**

The Main Office (DSN 253-5449) may be contacted for more information regarding these services.

### **Military Family Life Consultant (MFLC)**

The MFLC program provides support to students, faculty, and family members for a range of issues including relationships, crisis intervention, stress management, grief, occupational issues, and other individual and family issues. Psycho-educational presentations on reunion/reintegration, stress/coping, grief/loss and deployment are provided to commands, Family Readiness Groups, Soldier Readiness Processing and other requested locations. Please contact the Main Office for more information.

### **School Psychologist**

The school psychologist works with many people in and around the school to promote mental and physical wellness for all students and staff and to facilitate student learning. This is accomplished via consultation with parents and staff members, counseling with individuals and groups, formal and informal assessment of student functioning, program evaluation, and system-wide consultation.

## **EMERGENCY PROCEDURES**

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 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.

The closing of school can occur only by direction of the Base Commander. Parents should listen to 1575 (AM radio station) and await instructions. AM 1575 will be notified immediately if the decision to close school has been reached.

IN ALL CASES OF **EMERGENCIES**, parents are encouraged to call the school at 253-5449. To dial from off-base, this number is 0827-79-5449. Additional phone lines at the Perry Main Office will be needed to coordinate instructions and communicate needs with base authorities. Information can also be obtained from AFN radio and TV channels (**Base Commander Channel 15**), and the School Liaison Officer's Facebook: <https://www.facebook.com/MCCSIwakuniSchoolLiaisonProgram>.

#### **GENERAL PROCEDURE DURING EMERGENCIES**

For emergencies, the alarm will sound continuously until the buildings are cleared. Students should move in an orderly manner to the prescribed area. Evacuation charts are posted in all rooms and will be explained to the students by the teachers. Efforts should be made to close all windows and doors prior to departure from the rooms. No effort should be made to remove books and other supplies. "All-clear" will be sounded by the emergency broadcast system.

#### **Accident Procedure**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse or, in her absence, to the Main Office.

#### **Bomb Threat Procedure**

If we have a bomb threat, please note the points listed below:

- Students should be in possession of their ID, cell phone, keys, and jacket.
- Everyone should exit the building following the evacuation route for his or her particular classroom. The students and teacher should stay together.
- STUDENTS ARE NOT TO GO TO THEIR LOCKERS.
- Do not use elevators!
- Do not shut down computers!
- Once the building has been checked by base security, classes will resume.

## Earthquake Procedure

**IF AN EARTHQUAKE SHOULD OCCUR, DO NOT PANIC. REMAIN CALM AND DO THE FOLLOWING:**

- Do not run outside under any circumstances! Because of the danger of falling debris, you are safer inside a building.
- Take cover under desks, heavy tables, or stand in the doorway located in an inner wall of the building.
- Avoid such objects as falling plaster, ornaments, and light fixtures.
- If possible, open an outside door to provide an unblocked exit after the tremor stops.
- Be alert for such things as broken electrical wires and gas lines.
- Be ready for aftershocks following the earthquake.

**AFTER THE TREMOR HAS STOPPED, DO THE FOLLOWING:**

- Try to extinguish fires and report them ASAP.
- Apply first aid to the injured.
- Listen to AFN/FEN radio for additional information.

**IN CASE OF A TSUNAMI WARNING, DO THE FOLLOWING:**

- Classrooms on the lower floors should proceed to their corresponding classroom on the second floor.

## Fire Drill Procedure

Routine fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teachers in each classroom will give the students instructions.

Fire alarm boxes are not to be touched except in a case of fire. Anyone tampering with or ringing the fire bell is subject to expulsion and may face federal criminal charges.

It is essential that when the first signal is given, students follow these evacuation procedures:

1. Quickly clear the buildings by the prescribed route.
2. Stand 300 feet away from all buildings.
3. Stay off the asphalt fire lanes, driveways, and parking lots.
4. Stay away from fire hydrants.
5. Be orderly and quiet; teachers should take roll after their class has met at the designated area.
6. Re-enter the buildings when the All-Clear signal is given.



NOTE: When fire alarms are activated between classes, students should report to the evacuation area for the class they just left.

### **Inclement Weather Procedure**



In the event that inclement weather should occur, parents should listen to AM 1575 and await instructions. The closing of school can only occur by direction of the Base Commander, and AM 1575 will be notified immediately when this decision is reached. Also check the AFN Base

Commander Channel 15, and the School Liaison Officer's Facebook

<https://www.facebook.com/MCCSIwakuniSchoolLiaisonProgram>

### **Tropical Cyclone Procedure**

If Tropical Cyclone Condition One is announced during the school day, the school busses will be called. When the busses have arrived at school, the classes will be dismissed. All scheduled activities during or after school will be canceled automatically unless "all-clear" is announced. If students are dismissed in Tropical Cyclone Condition One, they are urged to board the busses immediately.

<b>Tropical Cyclone Conditions of Readiness (TCCOR)</b>	
<b>TCCOR Level</b>	<b>WIND SPEED</b>
<b>Condition 4</b>	<b>Destructive winds of 50 knots or more within 72 hours</b>
<b>Condition 3</b>	<b>Destructive winds of 50 knots or more within 48 hours</b>
<b>Condition 2</b>	<b>Destructive winds of 50 knots or more within 24 hours</b>
<b>Condition 1</b>	<b>Destructive winds of 50 knots or more within 12 hours</b>

### **Typhoon Procedure**

In the event of a typhoon, the Iwakuni Command and the School Liaison Officer will coordinate with the principal and the Public Works Department (PWD) Transportation Officer to decide if and when school will be closed. The Commanding Duty Officer (CDO) will coordinate announcing school closure with the AFN and local commands to inform working parents. Administration will dismiss teachers at an appropriate time. Listen to AFN radio and television for typhoon conditions and additional information.

## **\*\*\*TRANSPORTATION\*\*\***

All students, faculty, and staff at M.C. Perry High School are required to participate in annual bus safety training. Although Perry High School provides all possible assistance with bus safety and conduct, the Transportation Office oversees school busses. If there are concerns with student discipline, bus monitoring, bus passes, bus routes, safety concerns, or bus operations, please call the Transportation Office at 253-5333.

Expected behavior guidelines are outlined in DoDEA Regulation 2051.1, Enclosure 8 *Student School Bus Behavior Management Policy*. Sponsors and students are encouraged to review this supplement carefully to be familiar with their responsibilities while riding the bus.

### **BUS CONDUCT**

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.
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.
9. Engage in public displays of affection.
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 devices 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.

School bus misconduct complaints should be reported to the Bus Transportation Office at 253-5333. Students should keep in mind that school bus service is a privilege, not an entitlement. If the privilege is abused, it will be denied to those abusing it. Absences from school or tardiness to classes will be counted as unexcused due to the loss of school bus privileges. For further information or for additional bus rules, please contact the Transportation Office (243-9566).

## **PERSONAL TRANSPORTATION**

### **BICYCLES**

The base requires that all bicycles are registered at the Pass and Registration and that riders wear helmets. Bicycle racks are provided on the school Grounds; however, the school cannot accept responsibility for loss or damage of bicycles brought to school. All bicycles should be locked in one of the bicycle racks near the front of the school. **Bicycles are not to be ridden on school grounds.**

### **SKATEBOARDS/ROLLERBLADES/SCOOTERS/etc.**

If skateboards, roller blades, scooters, or other wheeled objects are brought to school, they must be kept in student lockers; **the Main Office is not an acceptable storage location for these items during the school day.** If the skateboard or other personal transportation object does not fit in the student's school-assigned locker, it should not be brought to school.

**These items are not to be used on school grounds.** Violations of this policy will result in confiscation of the item, parent notification, and further disciplinary action if necessary.

### **STUDENT PARKING**

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. Students who drive to school will be responsible for finding their own parking spots around the school. Students are prohibited from parking in school faculty and staff parking lots. All student drivers must have a valid United States Forces Japan (USFJ) driver's license and cannot drive off base unless they are 18 years of age. Courteous driving practices are expected, and violations of safe driving practices will be reported to the proper authority.

## **\*\*\*ACTIVITIES & AWARDS\*\*\***

### **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. The M.C. Perry High School PTO IS a parent-run organization which financially supports Perry High School through donations and loans to cover a portion of the costs for scholarships, school planners/handbooks, Fine Arts, Journalism and Yearbook, Career Day and College Night, entry fees for Far East, and end-of-season awards.

### **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)
- Pacific East District Advisory Council (PEDAC)
- 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.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The SAC is comprised of an equal number of locally elected parents and full-time professional school employees and may include a senior high school student enrolled in the school. The SAC advises its school principal on all local school-related matters, including educational programs, resources, services, and policies. Issues unresolved at the school level may be elevated to the Japan District Advisory Council (JDAC) or the Installation Advisory Committee (IAC). 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 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.

### **EXTRACURRICULAR ACTIVITIES**

Each participant in extracurricular activities must be in regular attendance in all classes the day of the activity and declared eligible by his/her teachers.

Athletes must abide by the WJAA Constitution and DoDEA Regulation 2740.1, *Interscholastic Athletic Program*.

#### **Year-Round Clubs & Organizations**

Band Ensembles  
Class Advisors  
Drama Club  
Harvard Model U.N.  
National Honor Society  
MJROTC Color Guard  
MJROTC Drill Team  
MJROTC Rifle Team  
School Newspaper  
School Yearbook  
STEM Club  
Student Council

**Fall Sports & Events**

Cheerleading  
 Cross Country  
 Football  
 Tennis

Volleyball  
 Homecoming  
 Far East Jazz Festival  
 Far East Journalism

**Winter Sports & Events**

Basketball  
 Cheerleading  
 Wrestling  
 Far East Creative Expressions

Far East JROTC- Marksmanship  
 Far East Harvard Model Congress  
 Far East English & Dramatic Arts Festival  
 Far East Science and Research Academy

**Spring Sports & Events**

Baseball  
 Soccer  
 Softball  
 Far East Film & Entertainment Arts Festival  
 Far East Honors Music Festival  
 Far East JROTC Drill  
 Far East LinguaFest

Junior Science &  
 Humanities Symposium  
 (JSHS)  
 Junior/Senior Prom  
 Graduation

**ACADEMIC ELIGIBILITY**

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 Far East Programs Procedural Guide. Participation in extracurricular activities requires students to maintain academic eligibility. Eligibility reports are run after 1500 on Tuesdays. Students must have a 2.0 grade point average and have no more than one F to be academically eligible. Students are not allowed to practice and are not allowed to play in home or away athletic contests during any period of academic ineligibility.

**Student Travel Eligibility**

DoDEA Far East Programs Procedural Guide provides 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.

### **NON-SPONSORED ACTIVITIES**

“Overnight” class trips or overnight sleep-over on campus are not considered to be a school function. Such activities are not approved activities for DoDEA-Pacific schools. Parents or other community groups sponsoring such social trips must accept full responsibility for the event. School or class funds may not be expended for the activity, and therefore, such social activities as senior trips, “skip” days, and trips to the beach are NOT school-sponsored and are considered **TRUANCY**. Any school-sponsored activity involving seniors will always be clearly communicated to parents by school officials. If a parent has not received official notice of an activity from the school, please contact the school for verification purposes.

## **AWARDS**

Students are eligible to receive awards within their curriculum (Departmental Awards), at curriculum-related festivals, and at Far East, and JROTC competitions.

### **Activity or Athletic Letter**

Students who participate in interscholastic activities or athletics should receive recognition for their participation and performance, and the successful completion of a season. Varsity and junior varsity letters may be awarded to students who meet all lettering criteria. It is the responsibility of the Sponsor or Coach, Activities Coordinator, and the School Principal to review lettering criteria, and for ensuring that students and parents are aware of the criteria at the start of the season.

### **Academic Letter**

- Students in grades 9 — 12 are eligible to earn an Academic Letter.
- A student must be enrolled in at least four classes each quarter during the year to be considered for the award.
- The award is based on the average of the **first three quarters** during the school year.
- The average GPA of the three quarters must be no less than 3.75.
- The GPA for any one of the quarters cannot be less than 3.5.

## **PRESIDENTIAL AWARDS**

### **President's Award for Educational Excellence**

This award recognizes academic success and excellence in the classroom. To be eligible for this award, **seniors** must meet **all** of the following criteria:

- a) Have an overall grade point average of 3.5
- b) Score 85% or higher in math or reading on the standardized achievement test or a 500 or higher on the reading or math section of the SAT.
- c) Demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment

## **Commander's Award**

This award is presented to any MC Perry student in grades 9-12 who exemplifies a well-rounded Samurai student in the following categories:

### **Academics:**

Student must maintain a GPA of 3.5 for each quarter. Student must have grades for all three quarters even if they are a transfer student.

### **Attendance:**

Student must have zero unexcused absences and fewer than 5 tardies for the academic school year.

### **Discipline:**

Student cannot have ANY administrative discipline which includes but is not limited to ASD (afterschool detention), SS (Saturday School), OSS (Out of School Suspension), or an office referral for misbehavior or any kind that leads to a disciplinary action.

### **Volunteer Hours:**

Student must have a minimum of 32 volunteer hours NLT the 1<sup>st</sup> Friday in May. Volunteer hours must have occurred from the first day of school for School Year 2019 - 2020 through the 1st Friday in May. The hours must be documented by an established entity and submitted to the office for verification. The documentation must include a printed name, contact information, number of hours, and signature. NHS (National Honor Society) members must accumulate an additional 16 hours above the required Honor Society volunteer hours. For volunteer opportunities, contact the main office.

## **Adult 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.