



# Far East Programs Procedures Guide (FEPPG) Revision 3

Far East (FE) Academic Programs (FEAP)

Interscholastic Athletic Programs (IAP)

Junior Reserve Officers Training Corps (JROTC) Programs

Originating DoDEA Pacific (PAC) Region FE Programs Office

Effective: 1 December 2020

Approved by: Lois Rapp, SES-1, Director of Student Excellence

**This Guide supersedes the FEPPG Revision 2 dated 13 Aug 2019 and remains current until superseded or obsolete.**

**Purpose:** This Guide establishes procedures and policies for the DoDEA PAC Region FE Academic Programs (FEAP) Co-Curricular, the Interscholastic Athletic Program (IAP) Extracurricular, and the JROTC Co-Curricular Programs and Activities. This Guide does not change DoDEA policy. The Guide clarifies existing DoDEA instructions or established policy. Updates will be published as required and this Guide remains current until revision is published and signed. The Addendum to this FEPPG Revision 3 dated 1 December 2020 addresses major changes beyond minor word and format changes to the superseded FEPPG dated 13 August 2019, Revision 2.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY**

The Department of Defense Education Activity (DoDEA) PAC (PAC) Region Far East (FE) Programs Procedural Guide (FEPPG) applies to all DoDEA PAC Region adults and students who manage or participate in PAC Region FE Academic Programs (FEAP) Co-Curricular, FE Interscholastic Athletics Program (IAP) Extracurricular, and Junior Reserve Officers Training Corps (JROTC) Co-Curricular Activities and Programs. As stated, the FEPPG applies to District academic, athletic, and JROTC designated activities. Adults include the DoDEA PAC Region and District staff, teachers, event sponsors, designated adults, and vetted volunteers. The FEPPG will be referred to as the Guide in this publication.

### **1.1. AUTHORITY**

This Guide implements the policies, responsibilities, and procedures published under the authority of the Headquarters (HQ) DoDEA Policies and Issuances located on the HQ DoDEA Office of Policy page <https://www.dodea.edu/Offices/PolicyAndLegislation/index.cfm>

DoDEA PAC Region Director of Student Excellence Far East Activities and Programs guidance are located on the Student Activities: Policy and Guidance page <https://www.dodea.edu/Pacific/Activities/policies.cfm>

### **1.2. MISSION**

DoDEA PAC Region students who participate in FEAP co-curricular, IAP extracurricular, and JROTC co-curricular activities support the DoDEA's Blueprint for Continuous Improvement Plan's strategic goals of student, school, and outreach excellence. The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will link their activities' learning and competition objectives with specific DoDEA Blueprint for Continuous Improvement goals and strategies. The DoDEA PAC Region's academic, athletic, and JROTC activities challenge and prepare each student to maximize their academic growth and to prepare for life after high school. Participation in these activities is a valuable educational experience and is highly encouraged since participation enhances academic performance, promotes continuous learning, and creates productive citizenship. Academic, IAP athletic, and JROTC activities educate, engage, and empower students to expand their capacity to succeed in a dynamic world that requires ever changing career skills to advance in a global society.

## **1.3. PURPOSE**

### **1.3.1. FE Academic Programs (FEAP) Co-Curricular Activities**

The DoDEA PAC Region FEAP is designed to promote and encourage participation of students in grades nine through twelve (9-12) in supervised academic activities. These academic activities expand the students' academic, social, and emotional development and prepare them for college, career technical education, or careers applying College Career Ready Standards. The DoDEA PAC Region FEAP Coordinator identifies, justifies, and manages DoDEA PAC Region activities, funding, publicity, and support for DoDEA PAC Region FEAP Co-Curricular Activities. The DoDEA PAC Region District Superintendents will ensure their schools comply with the contents of this Guide. These academic activities support the DoDEA Blueprint for Continuous Improvement Strategic Plan (School Year 2018/2019 through School Year 2023/2024).

### **1.3.2. Interscholastic Athletics Program (IAP) Extracurricular Activities**

The DoDEA PAC Region IAP, encourages participation of students in grades 9-12 in supervised athletic activities to enhance students' social, character, physical, emotional, and 21<sup>st</sup> Century skills development. These activities build team skills, work ethics, and positive attitudes. This Guide establishes procedures for the DoDEA PAC Region IAPs program and addresses Middle School athletics (paragraph 3.1.7). This Guide implements DoDEA athletics policies and strategies. Furthermore, this Guide recognizes the value of membership in International Athletic Conferences and in the National Federation of High Schools (NFHS). DoDEA PAC Region District Superintendents will ensure their schools comply with the contents of this Guide. Programs will adhere to Title IX Education Amendments Act of 1972 which requires creation of equal opportunities for males and females to participate in sports on an equitable basis. The DoDEA PAC Region IAP Coordinator identifies and justifies activities and manages DoDEA PAC Region IAP Extracurricular funding, publicity, and athletic programs support servicing as the PAC Region Athletics Director. These DoDEA PAC Region IAP activities support the DoDEA Blueprint for Continuous Improvement Strategic Plan (School Year 2018/2019 through School Year 2023/2024).

### **1.3.3. JROTC Co-Curricular Activities**

DoDEA PAC Region JROTC activities include JROTC drill, marksmanship, and cadet leadership training which are embedded in the JROTC curriculum as co-curricular activities. These activities provide opportunities for students to exhibit and refine their leadership, critical thinking, and citizenship skills that will prepare them for a career, advanced education, and life success. The DoDEA PAC Region JROTC Program Coordinator identifies, justifies, and manages DoDEA PAC Region funding and support for DoDEA PAC Region JROTC Co-Curricular Programs and Activities. This Guide establishes procedures for DoDEA PAC Region JROTC Programs Coordinator. DoDEA PAC Region Drill and Marksmanship are designated sports in the PAC Region. As sports, the PAC Region JROTC Program Coordinator coordinates with the DoDEA PAC Region IAP Coordinator to ensure drill and marksmanship meet all PAC Region IAP policies and procedures. These JROTC activities support the DoDEA Blueprint for

Continuous Improvement Strategic Plan (School Year 2018/2019 - School Year 2023/2024) through application of the military services' JROTC standardized curriculum and adherence to JROTC Programs Coordinator' guidance.

## **1.4. GOALS**

### **1.4.1. FEAP Co-Curricular Activities**

- Create DoDEA PAC Region FEAP programs that extend the DoDEA and JROTC curriculums outside of the classroom to enhance a student's academic, physical, and character development.
- Provide real world experiences to apply skills and to inform participants of future education and career opportunities
- Enhance student participation in academic events to support the DoDEA's Blueprint for Continuous Improvement
- Maximize a student's potential and ability to excel academically, socially, emotionally and physically for life, college, career technical training and education, and career readiness to attain highest student achievement
- Provide a rigorous educational experience to expand classroom instruction, promote continuous purposeful learning goals, and prepare students for success in higher education and careers

### **1.4.2. IAP Extracurricular Activities**

Maximize athletic competition opportunities for DoDEA PAC Region's overseas high school military connected student athletes to reach their fullest potential with an emphasis on enriching their educational experience, developing character, developing athletic skills, and building and modeling sportsmanship

### **1.4.3. JROTC Co-Curricular Activities**

- Motivate, train, and mentor young adults to become better citizens.
- Foster quality citizenship, self-discipline, character, and leadership development through applying the JROTC curriculum, instructor mentoring, and creating collaborative partnerships within overseas communities
- Within each DoDEA JROTC Program, JROTC instructors will help build 21<sup>st</sup> century skills to support education achievement, to attain career goals, and to develop student character and positive work related attitudes and ethics
- Create career and education plans and opportunities using the JROTC standards-based and certified curriculum taught by experienced retired military services' instructors with extensive leadership, management, and mentorship skills and

## **1.5. GUIDE REVIEW PROCESS**

**1.5.1.** The DoDEA PAC Region FEAP, IAP, and JROTC Program Coordinators are the primary PAC Region Staff who have responsibility for the development and update of this Guide.

**1.5.2.** The DoDEA PAC Region FEAP, IAP, and JROTC Program Coordinators will publish the Guide after DoDEA PAC Region leadership review, PAC Region shareholders' review, and approval by the PAC Region Director of Student Excellence. The FE Program, the FE Google Drive, Microsoft Team, and FE social media provide immediate access to coordinate, reference, and archive the Guide at work, at home, and on mobile devices. Publication of revisions will be accomplished as needed.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. DoDEA PAC REGION DIRECTOR OF STUDENT EXCELLENCE**

- Provides senior leadership for performance, accountability, leadership development, and support for DoDEA PAC Region Districts to implement academic, athletic, and JROTC Programs Coordinator and activities
- Directs implementation of DoDEA PAC Region FEAP, IAP, JROTC Programs Coordinator policies and procedures
- Communicates with all DoDEA PAC Region FEAP, IAP, and JROTC program stakeholders
- Funds DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator consistent with the requirements of DoDEA Regulation 2740.01, Interscholastic Athletic Program, and DoDEA funding memorandums and policies
- Supervises the DoDEA PAC Region FEAP, IAP, and JROTC Program Coordinators

### **2.2. DoDEA PAC (PAC) REGION FAR EAST ACADEMIC PROGRAMS (FEAP) COORDINATOR**

- Serves as the point of contact (POC) and program manager for DoDEA PAC Region academic activities that promote and integrate classroom academic standards and best practices
- Encourages high standards of academic performance
- Establishes uniform criteria for academic eligibility to participate in academic activities
- Encourages equitable participation between schools and promotes highest student achievement
- Monitors and evaluates the DoDEA PAC Region's FEAP activities to maximize the number of academic opportunities to represent students' interests and to maintain high academic quality and rigor
- Develops, coordinates, and manages the DoDEA PAC Region FEAP budget to include developing equipment procurement requirements
- Communicates with DoDEA PAC Region high schools' Academic Directors (AcaDs), Principals, Superintendents, Instructional Systems Specialists (ISS), teachers, PAC Region staff, other DoDEA Regions, and the Headquarters (HQ) DoDEA Academic Coordinator to manage FEAP activities and support requirements
- Establishes criteria to select, compensate, and serve as FEAP Event Directors and AcaDs
- Ensures all volunteers meet DoDEA policies that allow them to serve in these capacities
- Identifies professional development opportunities for teachers supporting FEAP activities
- Monitors instruction and supervision at all FEAP activities
- Monitors FEAP activities' contracts that include extra-duty assignments, equipment procurement, and instructional support for FEAP activities
- Monitors formal agreements with host installation agencies to support FEAP activities

- Coordinates with school Principals and Superintendents logistics requirements for scheduled FEAP activities
- Coordinates with Superintendents, Principals, and Instructional Systems Specialists (ISSs) to develop instructional program and support for FEAP activities to attain academic learning objectives
- Facilitates FEAP activities planning committees
- Applies technology to support FEAP activities and to conduct communications with all FEAP stakeholders using telephonic, Video Teleconferencing, Lync/Skype, SharePoint, Google Docs, and other forms of digital communications
- Provides District Travel Representative (DTR) training for DoDEA PAC Region FE and District-funded academic programs and activities in coordination with PAC Region Resource Management and Procurement
- Provides training to school administrative assistants for extra-duty assignments that the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator s manage
- Creates outreach opportunities and partnerships with commercial enterprises, higher education, and professional organizations to enhance academic activities and align them with current standards
- Research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment

### **2.3. DODEA PAC (PAC) REGION INTERSCHOLASTIC ATHLETICS PROGRAMS (IAP) COORDINATOR**

- Directs the development, analysis, and evaluation of this Guide and implementation of DoDEA PAC Region FE IAP athletic policies to ensure that each PAC Region athletic activity provides equitable, rigorous, and competitive opportunities for students
- Develops, coordinates, and manages the DoDEA PAC Region FE IAP athletic budget
- Communicates with DoDEA PAC Region athletic directors (ADs), District Athletic Liaisons, Principals, teachers, Superintendents, PAC Region staff, other DoDEA Regions, and the HQ DoDEA Athletics Coordinator on PAC Region IAP activities
- Evaluates and implements DoDEA PAC Region athletic programs to maximize student participation and minimize cost
- Coordinates with Principals to establish Coaching duties
- Ensures all volunteers, including chaperones and volunteer Coaches, meet DoDEA volunteer policies that allow them to serve in these capacities
- Identifies professional development opportunities and resources for Coaches and Volunteers such as the National Federation High School (NFHS)
- Monitors athletic instruction and supervision at practices and scheduled competitions
- Monitors athletic program contracts that include extra-duty assignment positions, officials, athletic equipment procurement, training, and support for athletic competitions
- Serves as the Contract Officer Representative for PAC Region Officials contracts
- Monitors formal agreements with host installations
- Monitors athletic facility projects to ensure that they provide required space and meet safety and performance standards and specifications for all new and renovated school facilities

- Coordinates with school officials that equipment and facilities for practices and competitions are available, that they comply with safety standards, and provide needed competition space for each athletic activity
- Reviews DoDEA PAC Region and District athletic schedules
- Provides DTR training for DoDEA PAC Region FE and District-funded athletics programs and activities in coordination with PAC Region Resource Management and Procurement
- Provides training to school administrative assistants for extra-duty assignments that the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator s manage
- Research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment

#### **2.4. DODEA PAC (PAC) REGION JROTC PROGRAMS COORDINATOR**

- Performs dual role duties and responsibilities as the DoDEA PAC Region JROTC Programs Coordinator and the DoDEA PAC Region JROTC Instructional Systems Specialist (ISS)
- Oversees, directs, and manages with the PAC Region High School Principals the DoDEA PAC Region JROTC Programs and instructors
- Assesses JROTC Programs and instructor performance using the four military services JROTC curriculum and program management policies and the DoDEA performance standards and measurements. These performance standards and measurements recognize the PAC Region student and instructor diversity. The DoDEA PAC Region’s demographics and locations generate geographical and time zone challenges since separated from HQ DoDEA, other DoDEA Regions, and the four military services’ JROTC Regional Directors, JROTC Program Managers, and JROTC support staff.
- Advises, trains, and assists JROTC instructors on application and alignment of military service JROTC curriculum and technology to meet AdvancED and College and Career Ready Standards to support the DoDEA’s Blueprint for Continuous Improvement goals and performance measures
- Builds partnerships with DoDEA PAC Region Districts and DoDEA PAC Region senior leaders and staff on JROTC program management and compliance.
- Communicates and corresponds with high school ADs, AcaDs, Principals, Superintendents, District Academic, District Athletic, and District JROTC Liaison, District Staff, and PAC Region Staff on all JROTC curriculums, activities, and programs
- Evaluates and implements DoDEA PAC Region JROTC program activities to maximize student participation
- Develops, coordinates, and manages the DoDEA PAC Region JROTC budget to support JROTC co-curricular activities
- Implements IAP criteria to select JROTC Coaches and ensures all volunteers, including chaperones and volunteer Coaches, meet DoDEA volunteer requirements that allow them to serve in these capacities
- Identifies JROTC professional development opportunities
- Monitors JROTC instruction, scheduled competitions, and training

- Advises Principals on JROTC classroom management and instruction standards and performance
- Coordinates with the assigned military service JROTC Region Director on JROTC operations in the DoDEA PAC Region high schools to comply with the JROTC Memorandums of Agreement and policies directing JROTC unit operations and instructor selection and performance on behalf of the PAC Region Director of Student Excellence, Superintendents, and Principals
- Monitors JROTC program contracts that include extra-duty assignments, equipment procurement, and support for JROTC program co-curricular activities
- Provides DTR training for DoDEA PAC Region FE and District-funded athletics programs and activities in coordination with the PAC Region Resource Management and Procurement
- Monitors formal agreements with host installations and military service JROTC agencies
- Reviews compliance with JROTC facility requirements for all new and renovated school facilities that recognize unique JROTC program operations such as marksmanship ranges, secure storage for government equipment and uniforms, application of technology, and instructor resources provided by the JROTC military service to be used by the assigned JROTC instructors in addition to DoDEA provided teacher resources
- Coordinates training for PAC Region FE and District-funded JROTC activities in coordination with PAC Region Resource Management and Procurement
- Collaborates with the HQ DoDEA JROTC Liaison and other Region JROTC Program Managers on issues and programs affecting all DoDEA JROTC units
- Research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment

## **2.5. ACADEMICS DIRECTOR (ACaD)**

- Serves as the DoDEA PAC Region FEAP point of contact (POC) for each assigned secondary school
- Accomplishes FEAP duties that are outlined in their Extra-Duty Assignment Memorandum of Understanding to successfully receive extra-duty compensation and to maximize support for FEAP activities in their assigned school
- Advises the Principal on FEAP activities and completes Principal assigned duties that relate directly to the FEAP academic program
- Implements FEAP activities that support education objectives and enhance academic opportunities for students in their assigned secondary school
- Coordinates, promotes, and monitors FEAP activities and identifies issues or concerns to the Principal in coordination with the DoDEA PAC Region FEAP Coordinator
- Assists and trains teachers on FEAP procedures who are assigned FEAP duties and responsibilities, including travel procedures
- Serves as the liaison with the DTR to accomplish FEAP requirements
- Ensures that all certification requirements for Academic Event Sponsors and volunteers to perform duties are met and documented
- Attends DoDEA PAC Region FEAP Coordinator planning and digital conferencing meetings as directed

- Identifies concerns and recommendations to the Principal in coordination with the DoDEA PAC Region FEAP Coordinator to support safe, maximum, and successful student participation in FEAP activities to create an academic rich and rigorous learning experience
- Directs completion of student and adult event applications, travel, safety requirements and any other topics related to ensuring the students and adults can successfully participate in the event
- Supports school-level expectations and requirements established by the Principal related to student travel and participation.

## **2.6. ATHLETICS DIRECTOR (AD)**

- Serves as the school's IAP POC for athletic program duties outlined in the Extra-Duty Assignment Memorandum of Understanding which includes Principal and PAC Region IAP Coordinator assigned duties
- Receives Extra Duty Compensation (EDC) for athletic activities conducted in their assigned school and for Principal, District, and DoDEA PAC Region IAP assigned duties that relate directly to the school's athletic program
- Serves as school liaison with international school athletic associations in their assigned District
- Serves as the liaison with the DTR and Student Transportation Office (STO) to complete athletic travel requirements
- Advises the Principal on school's athletic program
- Assists and trains Coaches on athletic programs procedures and protocols
- Conducts a Coaches' meeting prior to each DoDEA PAC Region athletic season to discuss PAC Region and District IAP procedures and protocols
- Ensures that all certification and training requirements are met and documented in Google Drive.
- Attends District IAP AD meetings and communicates concerns and recommendations coordinated with their Principal.

## **2.7. EVENT DIRECTOR**

- Each DoDEA PAC Region FEAP, IAP, and JROTC activity has an Event Director or Event Co-Directors who receive(s) an extra-duty assignment (EDA) contract for this position and EDC
- Specific responsibilities and tasks are outlined in the EDA Memorandum of Understanding with primary responsibility for logistics and event management duties assigned by the PAC Region FEAP, IAP, or JROTC Programs Coordinator , Superintendent, and Event Host Principal
- The Host Principal will advertise, select, and certify EDC compensation documentation
- For academic events, Instructional Systems Specialists (ISS) in their assigned academic area where their academic standards are supported by a FEAP activity, will participate and support events to extend academic content and develop rigorous and purposeful learning goals

- An ISS who participates in the academic event serves as the lead spokesperson for decision-making and problem-solving based on DoDEA PAC Region FEAP guidance. This ISS serves as the education contact to continuously collaborate with the DoDEA PAC Region FEAP Coordinator on all pertinent academic and support topics relating to the event
- An ISS may receive EDA compensation for leading an academic event since this duty relates directly to their ISS duties. The DoDEA PAC Region FEAP Coordinator will recognize exemplary support with appropriate recognition sent to the ISS's supervisor.

## **2.8. DoDEA PAC (PAC) REGION DISTRICT ACADEMIC, ATHLETIC, AND JROTC LIAISON**

- Serves as their District's primary FEAP, IAP, and JROTC Liaison for their District academic, athletic, and JROTC activities
- Communicates with the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator Coordinators
- Implements FEAP, IAP, and JROTC Programs Coordinator' policies and procedures in their District as outlined in this Guide and their Superintendent's direction
- Resolves and provides guidance on FEAP, IAP, and JROTC issues
- Serves as District liaison with local international athletic associations
- Coordinates the development of District athletic schedules in coordination with District Principals and Ads. Identify the requirements of the annual fiscal year budget call to identify athletic and academic resource requirements to include transportation.

## **2.9. ATHLETIC COACH (INCLUDES JROTC)**

- A DoDEA PAC Region employee who Coaches, supervises, and mentors PAC Region student athletes in practices, meetings, scrimmages, and travel in FE, District, and school athletic competitions including JROTC drill and marksmanship
- Completes specific responsibilities and tasks as outlined in the EDA Memorandum of Understanding. Principals will compensate Coaches for EDA duties with an EDA contract. Principals determine the amount of EDC compensation dependent on extent of duties and in accordance with EDA Guidelines.
- Coordinates with their Principal a fair and equitable distribution of school EDA compensation targets among all athletic Coaches to include JROTC Coaches

Supervises all authorized volunteer coaches, chaperones, and students when they attend athletic (includes JROTC) activities. Coaches to include Volunteer Coaches must sign an Adult Code of Conduct and abide by all conduct and supervision requirements during the activity which includes travel to and from the event and during any travel delay to ensure that there is no broken chain of custody for students. Coaches must supervise students at all times during travel.

- The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator s or the District of assignment will fund travel and per diem for official travel.

## **2.10. ACADEMIC EVENT SPONSOR (AES)**

- A DoDEA PAC Region employee serves as an AES and supervises at all times students attending a FEAP event. They also prepare, facilitate, and instruct students attending a FEAP event. An AES travels to and from the event with the students and completes assigned tasks associated with these duties. An AES collaborates with the academic Event Director and attends event planning committees as invited by the DoDEA PAC Region FEAP Coordinator.
- Verifies passport data and validity, enters all trips with required documents that include flight itineraries in AETS, completes travel rosters, completes all requests for travel orders and transportation in AETS or as directed by their Principal and Districts, and receives and validates commercial air tickets and final travel itinerary which must be updated in AETS
- AES must sign an Adult Code of Conduct and abide by all conduct requirements during the activity which includes travel to and from the event and during any travel delay to ensure that there is no broken chain of custody for students. AES must supervise students at all times during travel.
- Principals may compensate an AES for Extra Duty Assignment duties with an EDA contract. Principals determine the amount of compensation dependent on the extent of duties outlined in the EDA Contract.
- The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator s or the District of assignment will fund travel and per diem for official travel.

## **2.11. DISTRICT TRAVEL REPRESENTATIVE (DTR)**

- The Superintendent appoints a member of their staff to serve as the DTR
- This individual coordinates travel requirements with the DoDEA PAC Region FEAP, the IAP, JROTC Programs Coordinator, and the District Academics, Athletics, and JROTC Liaison. District Staff including the District Transportation Officer support FE and District Academics, Athletics and JROTC event travel. These requirements include bus transportation, commercial air travel for District events, and travel special orders.
- The DTR verifies posting of required travel rosters in AETS; posts final travel rosters in the FE Program Office travel roster folder; coordinates with the District Force Protection Officer security, travel, and Area (Korea) required screening and training; verifies completion of travel orders; and verifies passport validity that includes any visas, SOFA stamps, Exit and Re-entry Stamps that are required for airport, airline and customs screening
- The DTR is the primary contact with Vendors who are awarded a travel Blanket Purchase Agreement (BPA)

## **2.12. DISTRICT STUDENT TRANSPORTATION OFFICER (STO)**

- Provides bus transportation requirements to support Academics, Athletics, and JROTC activities
- Processes bus transportation identified in AETS

### **2.13. DISTRICT FORCE PROTECTION OFFICER (FPO)**

- Review Antiterrorism Event, Extracurricular Activity, and Trip Tracking System (AETS) requests to ensure if there are any off installation activities there are no specific threats at the location
- Assist for Far East Events, the Far East Programs Coordinators navigate through the AETS process
- Receive feedback from the Region FE Programs staff and the FE Coordinators on improvements to the AETS process to ensure that any future enhancements to the system include FE Programs inputs

### **2.14. DoDEA PAC REGION FE PROGRAMS RESOURCE MANAGEMENT (RM) LIAISON**

- Provides guidance and direction on development of the annual FE budget to the PAC Region FE Programs Coordinators
- Provides FE funding and budget obligation reports, commitment reports, and fiscal year (October – September) funding instructions and reports to the FE Programs Coordinators
- Certifies cost estimates for FE funding efficiencies with the FE Programs Coordinators
- Provides purchase requests to fund FE activities to the FE Programs Coordinators
- Receives and processes payment documentation for FE Extra Duty assignment positions funded by FE EDC funds after verification by the FE Programs Coordinators

### **2.15. DoDEA PAC REGION FE PROGRAMS PROCUREMENT LIAISON**

- Provides guidance and assistance on the development, award, and payment of contracts that support FE activities to the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator Coordinators
- Issues travel Blanket Purchase Agreements (BPA) based on FE and District travel and service requirements
- Awards contracts to procure FE equipment and services
- Provides Procurement and Government Commercial Card guidance and instructions to the FE FEAP, IAP, and JROTC Programs Coordinator Coordinators

### **2.16. DoDEA PAC (PAC) REGION FE PROGRAMS HUMAN RELATIONS LIAISON**

- Provides guidance on human relations processes and programs affecting FE activities and assigned personnel to the FE Programs Coordinators
- Provides guidance relative to JROTC instructor management to the DoDEA PAC Region JROTC Programs Coordinator.

## **2.17. DoDEA PAC REGION FE PROGRAMS ASSOCIATE GENERAL COUNSEL**

- Provides legal review for the administration of FE programs and activities, to include travel compensation and authorized Appropriated and Non-Appropriated Funds expenditures, student behavior and discipline, and adult responsibilities
- Provides legal review on event prohibitions, ethic violations, and complaints that include the Interactive Customer Evaluation (ICE) feedback system

## **2.18. VOLUNTEER**

- Includes chaperones, Coaches, or other adults who perform duties to support a FE or District academic, athletic, or JROTC activity
- There are two types of volunteers:
  - One category of volunteers are those adults who directly supervise students who must meet all clearance requirements, and are properly vetted and approved to perform duties by their school Principal. Personnel selected to perform volunteer duties must meet all eligibility requirements, understand and certify their supervisory role and code of conduct, and refrain from any inappropriate behavior outlined in this Guide.
  - The second category of volunteers are those parents, military active duty members, students, and other community members who do not have student supervision responsibility but may support event activities in a non-reimbursable capacity to provide services that benefit students.
- Eligibility for EDAs is determined by the volunteer classification and specific responsibilities that are determined by the Principal

**SECTION 3: FEAP, IAP, AND JROTC**  
**CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES**  
**PROCEDURES AND PROTOCOLS**

**3.1. FEAP, IAP, AND JROTC ACTIVITIES GUIDELINES**

The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator Coordinators will designate the number of students and adults attending DoDEA PAC Region FE Academic, Athletic, and JROTC activities which include District JROTC activities, to be approved and funded by the DoDEA PAC Region Director of Student Excellence. The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator Coordinators consider the number of students and adults and logistics requirements, billeting at the event site, the need to maximize educational and competition opportunities for students, the safety and welfare of the students and authorized chaperones, education and competition value, and support for the DoDEA Blueprint for Continuous Improvement Strategic Plan to determine funding. For academic activities, the DoDEA PAC Region FEAP Coordinator will coordinate with the Academic Event Director and the PAC Region and District Instructional Systems Specialists (ISSs) to develop selection criteria for students, Event Directors, Academic Event Sponsors, teachers, and volunteers.

**3.1.1. EQUAL OPPORTUNITY**

All students enrolled in a DoDEA PAC Region school who meet grade, age, physical requirements, and selection criteria have the opportunity to participate without regard to race, religion, color, national origin, gender, sexual preference, or disability.

**3.1.2. STUDENTS WITH DISABILITIES**

DoDEA PAC Region Director of Student Excellence, Superintendents, FEAP Coordinator, IAP Coordinator, and JROTC Programs Coordinator will ensure that all students, including those with disabilities, are provided equal opportunities to participate in school programs and activities in accordance with federal law and DoDEA policy. HQ DoDEA policy states a student with a disability, or one who has a record of a disability, shall NOT be excluded from participating in or be denied the benefits of any DoDEA education program or activity.

**3.1.3. RELIGION**

DoDEA PAC Region maintains a strict policy of neutrality about religion. DoDEA PAC Region schools will not conduct religious exercises or support or sanction any particular religious beliefs or practices. Official or mandatory prayer during any FE or District event is prohibited.

### **3.1.4. HAZING**

DoDEA PAC Region Director of Student Excellence, Superintendents, FEAP Coordinator, IAP Coordinator, and JROTC Programs Coordinator enforces the DoDEA policy that there is zero-tolerance for hazing which applies to any individual who perpetuates the hazing and to those who willingly allow themselves to be hazed. Hazing is committing an act against another or coercing a peer to commit an act that creates a substantial risk of harm in order for an individual or individuals to gain admittance to the team or group.

### **3.1.5. HARASSMENT**

**3.1.5.1.** DoDEA PAC Region Director of Student Excellence, Superintendents, FEAP Coordinator, IAP Coordinator, and JROTC Programs Coordinator is committed to ensure that no one is subject to sexual harassment of any kind in the PAC Region's education and training programs and activities. All DoDEA employees have the freedom to learn, work, and thrive in a safe and trusted environment.

**3.1.5.2.** Harassment concerning race, ethnicity, gender, gender identity and expressions, sexual preference, sensory, mental or physical disability, appearance, age, religion or non-religion, country of origin, or any other protected status in accordance with all applicable federal laws is prohibited. Harassment includes slurs, epithets, and other offensive remarks; threats, intimidation, and other menacing behavior; and other conduct predicated upon one or more of the protected categories.

**3.1.5.3.** Sexual harassment entails unwanted or unwelcome sexual conduct including sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature.

**3.1.6. TRANSGENDER.** HQ DoDEA defines transgender as a student who identifies themselves as a gender other than that which aligns with their sex assigned at birth. All students and participants are entitled to learn in a safe environment free from unlawful discrimination on the basis of race, color national origin, religion or sexual orientation. It is the Department of Defense's position, consistent with the U.S. Attorney General's opinion, that discrimination based on gender identity is a form of sex discrimination. Title IX prohibits sex discrimination in educational programs, activities and facilities operated by recipients of Federal financial assistance. Activities and facilities include: restrooms, locker rooms, athletics, single-sex classes, single-sex schools, social fraternities and sororities, housing and overnight accommodations, among others. DoDEA PAC Region Teachers, Coaches, and FEAP, IAP, and JROTC Programs Coordinator Coordinators should address any questions or request for guidance to the Principals for forwarding through their Superintendents to the PAC Region General Counsel.

### **3.1.7. ELIGIBILITY TO PARTICIPATE**

Principals, Athletic Directors (ADs), Academic Directors (AcaD), and Coaches will adhere to eligibility rules to participate in all DoDEA PAC Region athletic, academics, and JROTC competitions and activities.

#### **3.1.7.1. Age.**

- For athletic activities, any student who on the first day of August has reached or passed their 19th birthday will be ineligible to practice or participate in athletic events. A student who is age-eligible from the first day of August remains eligible for the remainder of the school year.
- For FEAP activities, a student is age eligible as long as they are enrolled in a DoDEA school in grades 9-12. Furthermore for FEAP activities, the school Principal and their student support team must determine participation is in the best interests of the student. Multiple points of data should be analyzed to make this determination that include, but are not limited to, record of attendance, academic performance, medical condition, record of behavior, and demonstrated ability to be a successful student.

**3.1.7.2. Athletics Eight Semester Rule.** A student's eligibility begins when they enter into the ninth grade and continues for no more than eight consecutive semesters prior to high school graduation as reflected on the student's official transcript(s).

**3.1.7.3. FEAP Enrollment and Application Status.** For FEAP activities all students must meet academic eligibility requirements to attend all FEAP activities. The Principal in coordination with the DoDEA PAC Region FEAP Coordinator must approve all students to attend a FEAP event.

**3.1.7.4. Homeschooled Students.** Homeschooled students may participate in DoDEA PAC Region FEAP, IAP, and JROTC academics, athletic, and JROTC activities and competitions if they meet all HQ DoDEA eligibility and participation requirements. Each week a homeschooled student is participating in an academics, athletic, or JROTC activities, the student's sponsor must provide the school Principal where enrolled, a statement that their student is maintaining a minimum 2.0 Grade Point Average (GPA), with no more than one failing grade.

**3.1.7.5. Permanent Change of Station (PCS).** Students are eligible to participate in academic, athletic, and JROTC activities until the day and time the sponsor withdraws their student from the DoDEA school they are enrolled.

**3.1.7.6. Excused Absences.** Students not attending a full day of school will not participate or attend any approved academic, athletic, or JROTC event that same

school day unless the Principal designates it as an approved absence and waives this requirement. For extended absences, the Principal will determine in consult with the Sponsor whether attendance at an academic, athletic, or JROTC activity is in the best interest of the student. The Principal will consult with the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator prior to when they approve travel and attendance at the activity.

**3.1.7.7. Academic Eligibility Check.** To participate in DoDEA PAC Region FEAP, IAP, and JROTC academics, athletic, and JROTC activities and competitions, students must maintain a minimum 2.0 Grade Point Average (GPA), with no more than one failing grade. All students who are enrolled in a DoDEA school or are homeschooled are monitored weekly to verify that they are meeting this academic requirement. An ineligible student may not practice, try out for a sport or academic event, compete in games, or attend academic event preparation sessions during the period of ineligibility which extends to the next weekly academic check. Ineligible student-athletes will not be in uniform for games or travel with the team to games. They can sit in the spectator area but will not be affiliated with the team during the competition.

**3.1.7.7.1.** Academic eligibility checks will start each school year on the third Tuesday of the first quarter of the school year. Principals should ensure that teachers have reported grades in accordance with DoDEA grading policies to allow for completion of required academic checks.

**3.1.7.7.2.** Academic eligibility checks can be done no earlier than the completion of the school day each Tuesday. Academic eligibility will go into effect from Wednesday morning to the following Wednesday morning using District and school reporting protocols.

**3.1.7.7.3.** Grades for DoDEA Virtual School classes are posted every Tuesday, 1500 EST (0400 or 0500 Wednesday, Japan Standard Time).

**3.1.7.7.4.** Academic eligibility checks for the first three weeks of quarters two, three, and four will use the first quarter, second quarter, or third quarter grades respectively. **Semester grades will NOT be used; only the quarter grade will be used to determine academic eligibility.**

**3.1.7.7.5.** Schools will not establish additional academic eligibility requirements.

**3.1.7.7.6. Academic eligibility checks** will be used for all DoDEA PAC Region FEAP, IAP, and JROTC academics, athletic, and JROTC activities:

- For DoDEA PAC Region FE activities which includes JROTC District events academic eligibility checks, the

DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will publish academic grade check dates for their activities and update the dates as required. The academic eligibility date to attend FE and JROTC District events is the **fifth Tuesday** prior to the first day of travel unless otherwise specified.

- Weekly academic eligibility checks will continue until departure for a Far East event. There will be a final academic eligibility check conducted **two weeks** prior to date of departure which will determine whether the student can attend the FE event. If a student is found at this two week academic eligibility check ineligible, the AD will recheck academic eligibility and inform their Principal if the student remains ineligible. The Principal will then inform the parents and student that the student is academically ineligible to attend the event and also notify their Superintendent and the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators of the student's ineligibility.
- For District academic and athletic events, the Principal will approve attendance at academic and athletic activities using the same academic eligibility check protocols designated above for FE and all JROTC activities. For District academic and athletic events, the Superintendent will establish District academic check procedures and protocols, including when academic checks will be conducted to determine whether the student can attend the District event.

**3.1.7.7.7.** Extenuating circumstances impacting eligibility and a student's participation may be the basis for an appeal. A Coach or Academic Event Sponsor can initiate an appeal with supporting documentation and forward it to their Principal in coordination with their AD or AcaD and the PAC Region IAP or FEAP Coordinator, for the Principal to review and approve or disapprove. The Superintendent may establish procedures for further review as the final approval authority. The deadline for this appeal coincides with the due date of the Final Travel Roster.

**3.1.7.8. Academic Eligibility Intervention Support Services.** Principals will ensure that intervention support services are provided and documented for students who are declared academically ineligible for one week or more. Intervention support services will also be developed for those students who are academically at risk. These support services may include before or after school study and tutoring sessions to include peer tutoring. If students have extended absences due to illness, emergency leave, or other approved reasons, allowances

will be made for the student to receive support as determined by the Principal on a case-by-case basis.

**3.1.7.9. Removal from an Activity.** Principal will remove a student from the activity who is academically ineligible for three consecutive weeks. Student is ineligible to participate in any other athletic activity in that sport season.

**3.1.7.10. Individual Educational Plan (IEP).** Students on IEPs must meet all eligibility requirements to participate in athletic, academics, and JROTC competitions and activities. Principals should notify the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator regarding students participating in FE or District activities with an IEP, 504 Plan, or for those students requiring any other special accommodations. If traveling to a District or FE activity, the Principal will identify the student and the special accommodations which must be provided by an authorized traveling adult who is assigned the responsibility to ensure this requirement is completed during the activity. The Principal will review academic eligibility for students with an IEP, 504 Plan, or any other form of special accommodation. All documentation should be properly protected to ensure all Personally Identifiable Information (PII) mandates are followed.

**3.1.7.11. Adult Medical Condition or Disability.** The Principal will notify the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator of any adult who is authorized to attend a FEAP, IAP, or JROTC activity in an official capacity, of medical conditions or disabilities that require accommodations. In accordance with DoDEA policies the Principal in coordination with the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator will develop a reasonable accommodation plan to support the employee and meet the event requirements.

### **3.1.8. MIDDLE SCHOOL (SEVENTH AND EIGHTH GRADES) ATHLETIC ACTIVITIES**

**3.1.8.1.** For athletic, academic, and JROTC activities, only students enrolled in grades seventh and eighth grades in a DoDEA PAC Region Middle School will be allowed to participate in practices and competitions with DoDEA PAC Region high school grades nine through twelve PAC Region District and FE high schools' athletic teams. The PAC Region IAP and JROTC Programs Coordinator will designate those sports where eligible students enrolled in grades seventh and eighth grades in a DoDEA PAC Region Middle School **can practice** with eligible high school students enrolled in grades 9-12 in a DoDEA PAC Region High School, who are participating in these designated sports.

Eligible students enrolled in seventh and eighth grades in a DoDEA PAC Region Middle School can practice only with approval of the Middle School and High School Principals and the High School Head Coach in the following sports:

Cross Country

JROTC Drill

Golf

Tennis

Track and Field

Wrestling

**3.1.8.2.** Eligible and approved students enrolled in seventh and eighth grades in a DoDEA PAC Region Middle School must have a current sports physical on file at the high school which is accomplished each school year.

**3.1.8.3.** DoDEA PAC Region Middle School grades seven and eight students authorized to practice with high school athletes must obtain sponsor permission to participate, sign a District approved Student Code of Conduct, attend Coach's meetings, provide a Student Study Trip Form obtained from their school nurse, and provide all required documentation. They must be academically eligible to participate in practices.

**3.1.8.4.** DoDEA PAC Region Middle School eighth grade students who will be enrolled as ninth graders the following school year in a DoDEA PAC Region High School, may attend a Principal approved DoDEA PAC Region Spring sport camp.

### **3.1.9. ADULT AUTHORIZED PARTICIPANTS**

Adults must be approved to attend in an official capacity PAC Region Far East (FE) and District academic, athletic, and JROTC activities with assigned duties and responsibilities.

**3.1.9.1.** The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinator Coordinators determine and approve the adults who will attend a FE and District JROTC events and assign them adult duties and responsibilities in coordination with the adult's Principal. District Superintendents determine selection criteria and approve adults to attend District activities and assign them roles and responsibilities for District events. "Adults Authorized to Travel" is the term used to designate authorized adults who attend academic, athletic, and JROTC activities, that include Coaches, educators, substitutes, administrators, above

school level personnel (such as ISSs), Academic Event Sponsors, and vetted volunteers.

**3.1.9.2.** Adults Authorized to Travel with approved roles and responsibilities for a FE or District academic, athletic, or JROTC event will not bring their dependents to the events. The only exceptions are if their dependent is participating in the event, if the dependent is serving in an approved official capacity in the event such as a chaperone or Coach, or if the dependent is a spectator.

**3.1.9.3.** Volunteers who supervise students must comply with all DoDEA policies governing DoDEA school volunteers. The school Principal implements the school's volunteer certification and selection process, which includes required background and installation records checks. A full time DoDEA employee and substitute may already have completed some requirements to serve as a volunteer but the Principal must approve the volunteer's selection.

**3.1.9.3.1.** A volunteer who supervises students must be at least 18 years of age and be a high school graduate to serve as a chaperone or volunteer. Volunteers monitor student behavior at FE, District, and school activities to ensure that the safety and welfare of all students is maintained at all times during the event which includes travel to and from the event.

**3.1.9.3.2.** The AD or AcaD will review volunteer applications and provide them to the Principal who will approve or disapprove volunteer applications. The Principal determines eligibility to include background checks using the DoDEA volunteer guidance. The Principal will maintain volunteer records for three years following the termination of the volunteer's service.

**3.1.9.3.3.** A **Specified** volunteer is someone with primary supervision responsibility who requires extensive, frequent, or recurring unsupervised interaction of eligible student(s) (e.g., Coach, tutor, overnight trip chaperone, etc.). A Specified volunteer must complete the "Basic Criminal History and Statement of Admission", complete the DD Form 2981, BASIC CRIMINAL HISTORY AND STATEMENT OF ADMISSION (Department of Defense Child and Youth (C&Y) Programs) and undergo an Advanced FBI fingerprint report and an Installation Record Check. After their initial certification a volunteer must complete an annual certification. Background checks for Foreign Nationals and Third World Nationals are completed based on Host Country agreements with the United States.

**3.1.9.3.4.** A **Non-specified volunteer** has infrequent contact or interactions between adults and minors for a controlled and limited

duration activity, such as participating in one-time activities or events. Such contacts are not subject to background checks, but adults' presence at such activities or events must be under "Line of Sight Supervision" at all times. "Line of Sight Supervision" is defined as continuous sight and under the direct supervision of a person who has an approved completed background check. The adult traveler with primary supervision responsibility will use precautions and due diligence to ensure that the Non-specified volunteer remains in "Line-of-Site Supervision" at all times.

**3.1.9.3.5. Volunteer Coaches.** Cross country, volleyball, basketball, and soccer teams are allowed to have one volunteer Coach with them while attending an athletic event. Baseball and softball teams are allowed two volunteer Coaches. Football teams are allowed three volunteer Coaches. All volunteer Coaches must complete all volunteer clearance requirements and perform all volunteer responsibilities requirements that include student supervision for overnight trips. The Coach will identify and obtain approval from their Principal in coordination with the DoDEA PAC Region IAP or JROTC Programs Coordinator to authorize volunteer Coaches before the DoDEA PAC Region athletic season begins for the sport. Only authorized volunteer Coaches are allowed on the bench or sidelines. The hosting school Principal will ensure that all teams follow these procedures. This Principal can stop the event until the situation is corrected. Volunteer Coaches who would like to accompany an athletic team to an event who are not placed on travel orders must do so at their own expense and not at government travel expense. If the Coach or volunteer is a DoDEA employee, they must use their personal leave to attend this event.

**3.1.9.3.6. Volunteer Coaches will sign the Adult Code of Conduct and Responsibilities (Enclosure 1).** The Principal will review and have the volunteer complete these forms every school year during the Principal's volunteer meeting. The Principal maintains the signed Adult Code of Conduct and Responsibilities forms in their high school administration office for at least two school years after conclusion of the current school year. The Coach or AcaD/AD will inform the sponsor and their dependents that the adult volunteer and event sponsor has the authority to act or respond to any circumstance or emergency involving the dependent.

**3.1.9.3.7.** Prior to serving as a volunteer, the Principal will conduct a volunteer meeting with the volunteer, AD or AcaD, and head Coach or Academic Event Sponsor (AES) initially and then each school year thereafter. The specific roles and responsibilities of the volunteer will be addressed. The Principal will conduct this meeting based on approval of the volunteer application and for the annual recertification. Travel and per diem for approved volunteers is funded for official travel by the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator s for PAC

Region FE activities, all JROTC activities, and the District Superintendent for District activities.

**3.1.9.3.8.** Parents, military active duty members, students, and other community members who do not have student supervision responsibility may support event activities in a non-reimbursable capacity as a Non-specified volunteer. Examples include adults who provide logistical support and refreshments. The Event Director, AcaD, or AD will contact the host school Principal who authorizes these Non-specified volunteers to perform their duties. Principal will ensure that all required documentation to include school access and supervision responsibilities is completed and assigned.

### **3.1.10. STUDENT SUPERVISION**

**3.1.10.1.** One DoDEA employee or one vetted volunteer will accompany every ten students attending a FEAP, athletic, or JROTC activity. The DoDEA PAC Region FEAP, Athletic, or JROTC Programs Coordinator will approve any deviations to the 10:1 student to adult ratio for PAC Region FE activities that includes all JROTC activities in coordination with the District Academic, Athletic, and JROTC Liaison. The Superintendent will approve deviations to the 10:1 student to adult ratio for District activities.

**3.1.10.2.** If travel is by air for any length of time or surface transportation is in excess of five hours one way:

- Enforce the 10:1 student to adult ratio:
  - If the PAC Region FEAP, IAP, or JROTC Programs Coordinator approves an additional chaperone for FE and District JROTC athletic activities or the Superintendent approves for District activities, that chaperone will assist the Coach or Academic Event Sponsor with student supervision
  - All Adults authorized to travel on travel orders will assist the Coach or Academic Event Sponsor from another school with student supervision as required
- If there are less than 10 students with males and females: Event Director or the host event Coach will provide local vetted volunteers or an adult from another team to assist the Coach or Academic Event Sponsor with student supervision especially when gender specific supervision is required. If not available then the PAC Region FEAP, IAP, or JROTC Programs Coordinator will address the

situation in consultation with the host event Principal.

**3.1.10.3.** If surface travel is less than five hours one way:

- Enforce the 10:1 student to adult ratio
  - If the PAC Region FEAP, IAP, or JROTC Programs Coordinator approves an additional chaperone for FE activities and JROTC District activities or the Superintendent approves for District activities, that adult will assist the Coach or Academic Event Sponsor with student supervision.
  - All Adults Authorized to Travel will assist the Coach or Academic Event Sponsor from another school with student supervision as required.
  - Event Director or Host Coach will provide local vetted volunteers or an adult from another team to assist the Coach or Academic Event Sponsor with student supervision especially when gender specific supervision is required. If not available then the PAC Region FEAP, IAP, or JROTC Programs Coordinator will address the situation in consultation with the host event Principal.
- If there are less than 10 students with males and females: Event Director or the host event Coach will provide local vetted volunteers or an adult from another team to assist the Coach or Academic Event Sponsor with student supervision especially when gender specific supervision is required. If not available then the PAC Region FEAP, IAP, or JROTC Programs Coordinator will address the situation in consultation with the host event Principal.

**3.1.10.4.** District will issue an official travel order for all adults authorized to travel funded by the PAC Region FE Office or District Superintendent. Coach or AES will ensure in consultation with their AD or AcaD that students in accordance with District procedures are listed on an official no cost memorandum to be used for customs and airline clearance and possess valid passports and visas as required.

**3.1.10.5.** All volunteers must be vetted, be certified to perform volunteer duties, and must sign the Adult Code of Conduct and Responsibilities (**Enclosure 1**).

**3.1.10.6.** A Coach, Academic Event Sponsor, a vetted volunteer serving as a Coach or chaperone, or other DoDEA adult employee will supervise student(s) at all times during travel and attendance at all FEAP, IAP, or JROTC events.

**3.1.10.7.** Principal will appoint a DoDEA employee, substitute, or vetted volunteer from the student's school location to accompany student(s) from their school location to the event and return. When an adult authorized to travel cannot accompany the student(s) on the entire trip, the Principal in coordination with their District Superintendent will identify and designate a vetted volunteer or DoDEA employee to accompany the student(s) until the student(s) is released to another DoDEA employee, who will supervise the student for the remainder of the activity. This responsibility extends to the return trip until the student(s) are released to their school's administration or their designated representative or sponsor. This supervision requirement will be accomplished by the student's Principal in coordination with their District Superintendent, and the Principal of the DoDEA employee performing temporary chaperoning duty and their Superintendent(s) to maintain an unbroken chain of supervision for the student(s). For PAC Region FEAP, IAP, and JROTC athletic activities, Principal will inform the PAC Region FEAP, IAP, and JROTC Programs Coordinator of their actions taken to meet this supervision requirement.

### **3.1.11. BEHAVIOR**

#### **3.1.11.1. Behavior Demonstration and Representation**

As United States "ambassadors" living in foreign countries, adults and students represent their Country, family, school, community and the DoDEA PAC Region Director of Student Excellence in all PAC Region FE and District FEAP, IAP, and JROTC activities. The Event Director or Host AD or AcaD will report all incidents involving Coaches, Academic Event Sponsors, volunteers, or students no later than the next day after the incident to their Principal, the Event Host school Principal, and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator for appropriate action. It is important that written statements are obtained as soon as possible after the incident has occurred (**Enclosure 2**). Incidents may be reported initially verbally, but all incidents must ultimately have written sworn statement(s) from the Event Director, Host Coach, AD, AcAD, other adults, and students associated with or having knowledge of the incident, which are needed to support any subsequent actions.

#### **3.1.11.2. Adult Code of Conduct and Responsibilities**

All adults supervising student(s) will sign the DoDEA PAC Region Adult Code of Conduct and Responsibilities Form before traveling to a PAC Region FE or District activity or before signing any Extracurricular Duty Assignment contract. PAC Region Districts may develop their own Adult Code of Conduct or adapt the DoDEA PAC Region FE Adult Code of Conduct and Responsibilities Form to

add District requirements. Adults include Coaches, Academic Event Sponsors, and vetted volunteers. Adults are expected to model appropriate behavior for all students at all times. The Principal who authorizes the adult to supervise student(s) will ensure that the signed forms are completed, filed, and secured in the school's main administration office for at least two school years after conclusion of the current school year.

### **3.1.11.3. National Federation of High School (NFHS) Coaches Code of Ethics NFHS Code of Ethics**

Coaches, assistant Coaches, and volunteer Coaches must sign the **NFHS Coaches Code of Ethics Form (Enclosure 3)** in addition to the Adult Code of Conduct and Responsibilities Form each school year. The Principal who authorizes the adult to supervise student(s) will ensure that the signed forms are completed, filed, and secured in their main administration office for at least two school years after conclusion of the current school year.

### **3.1.11.4. Student Code of Conduct**

**3.1.11.4.1.** Students participating in DoDEA PAC Region Far East or District FEAP, IAP, and JROTC events must sign the **DoDEA PAC Region Student Code of Conduct & Cancellation Policy (Enclosure 4)**. For athletic and JROTC events, the Coach will ensure that the Student Code of Conduct is completed by each team member. For Academic FEAP events, the AcaD will ensure the Student Code of Conduct is completed as part of the academic event application and certified again no later than 10 calendar days before departure to an event. ADs will ensure that the Code of Conduct is completed before the first game for each sport (including JROTC activities) at the start of each sport season.

**3.1.11.4.2.** The Principal who authorizes the student to attend the FEAP, IAP, or JROTC activity or competition will ensure that the signed forms are completed, filed, and secured at their school by the AD or AcaD for at least two school years after conclusion of the current school year. A copy will be provided to each participating student's sponsor. ADs, AcaDs, Coaches, and any designated vetted volunteer supervising students will report conduct violations to their Principal, host event Principal, and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator for all academic, athletic, and JROTC activities not later than the day after the incident happens.

### **3.1.11.5. Departure**

Before departure to travel to an academic, athletic, JROTC event, the Coach or AcaD will conduct a sponsor meeting to review the DoDEA PAC Region Code-of-Conduct and discuss student expectations and

consequences while attending the event, which includes travel to and from the event. This meeting must be conducted no later than 10 calendar days prior to travel. Students whose sponsor does not attend this meeting, will **NOT** attend the FE Event until a meeting with the Coach or Academic Event Sponsor occurs, where the student code of conduct is reviewed and conduct expectations and travel information are provided.

Possible departure meeting topics include:

- Behavior expectations during the event and review of the Student Code of Conduct/Behavior to state consequences if violations occur
- Expected attire which is event-specific
- Approximate amount of money for food, billeting, event T-shirt if provided, and miscellaneous expenses that each participant should bring with them
- Need to notify of any special needs or health concerns that exist presented in a confidential and professional manner
- Address other important topics as related to the specific event
- Review need for valid passports, visas, and entry and re-entry SOFA stamps
- Compare all travel documents to airline tickets and flight itineraries to ensure all traveler information is correct and match
- Exchange emergency contact numbers

### **3.1.11.6. Team and Group Travel Requirements**

Students will travel and stay with their athletic team or academic group from and to their school location, during the event, and to and from the event location(s). The Principal will review and approve/disapprove any sponsor requests for deviations to this policy with coordination with their Superintendent. Deviations to include early student release must be for an approved reason or for cause (**See Paragraph 3.1.11.7**). The DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators and the District Travel Representative purchase only round trip airline and rail tickets using PAC Region Blanket Purchase Agreement (BPA) travel contracts. The District Transportation Officer schedules all bus transportation in accordance with their District policies and protocols as identified in AETS.

### **3.1.11.7. Student Withdrawal and Temporary Release Procedures from an FEAP, IAP, or JROTC Activity**

**3.1.11.7.1.** Student withdrawal from an activity is defined as withdrawal after tickets have been issued or after student costs have been determined,

withdrawal during the event for cause, and withdrawal after the event concludes.

**3.1.11.7.2.** Sponsors will identify the reason(s) for withdrawal to the school Principal on the **Student FE Withdrawal Form (Enclosure 5)** in coordination with the Coach and AD or the AES and AcaD. Principal will review, approve, or disapprove the withdrawal request to approve the student release and determine whether the student release is for a validated cause and whether to waive the costs. If requested by the sponsor, Principal can forward the request to their Superintendent for review and final approval. This request will be forwarded to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator for Region FEAP, Region IAP, and JROTC Region and District athletic events to review the student release, make recommendations, and determine whether the student release is for a validated reason and whether sponsor is liable for cancellation costs. The Student Code of Conduct includes a cancellation policy statement with examples of *unjustifiable* and *justifiable* reasons for student release.

**3.1.11.7.3.** For student withdrawal, the sponsor assumes full responsibility to supervise and transport their dependent back to their home location, which includes purchasing at their own expense an airline ticket and payment of any costs created by the student's release. Sponsors who withdraw their dependent from a FEAP, IAP, or JROTC activity after the final travel roster is submitted may be liable to pay any costs associated with the dependent's removal. Costs include air and rail cancellation and re-issue penalties, lodging cancellation costs, increased room costs, and other event costs that must be assumed by other students.

**3.1.11.7.4.** The District Superintendent approves in coordination with the Principals and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator student withdrawal for District FEAP, IAP, and JROTC activities except for JROTC athletic events.

**3.1.11.7.5.** Approval of student withdrawal transfers the responsibility and supervision of the student from a DoDEA employee to the sponsor or to a DoDEA employee or vetted volunteer.

**3.1.11.7.6.** For student release for an approved and validated reason(s), the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator funds travel for the student and for the DoDEA employee who is assigned to supervise the student for Region FEAP, Region IAP, and JROTC Region and District athletic events. The District Superintendent funds travel for the student and for the DoDEA employee who is assigned to supervise the

student for District FEAP, IAP, and JROTC events for an approved and validated reason(s) except for JROTC District athletic events.

**3.1.11.7.7. Temporary Release during Event.** Sponsors who withdraw their dependent temporarily while attending a Region or District event, will be required to complete a **Student Release Form (Enclosure 6)** before dependent departure from a PAC Region or District FEAP, IAP, or JROTC event. The dependent will not be released until the form is completed and approved. The Principal approves all requests for temporary release of an assigned the student who will only be released to the adult who receives approval to execute the release of the dependent. The Coach or AES should notify the Event Director, host Coach, and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator if the request is approved. A student must return to the event after an approved student temporary release. The designated sponsor must state the student's estimated return time and sign the student back in with a DoDEA employee prior to curfew.

### **3.1.12.8. Behavior Incidents, Discipline Administration, and Investigations**

**3.1.12.8.1. Student Behavior.** For any act or report of student behavior incidents, the Event Director or Host, Coach, AES, AcaD, AD, or the Instructional System Specialist(s) must report the incident no later than the next day after the incident to the student's Principal, the event host school Principal, the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator. The key is that timely reporting must be the guiding principle. After the initial incident notification, the Event Director, AcaD, AD, or the Instructional System Specialist(s) should initiate a pre-investigation to gather facts, circumstances, and statements. The Event Director, AcaD, AD, or the Instructional System Specialist(s) will forward the pre-investigation to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator. The DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator will then forward the pre-investigation to include any action(s) taken by the host installation to the host Principal and to the student's Principal and Principal on any other students involved in the incident in coordination with the Principal(s) and Superintendents. The student's Principal will determine whether a formal investigation is required or will administer appropriate discipline upon the student(s) return, which may be but is not limited to a warning, suspension, or removal from future participation in FEAP, IAP, or JROTC activities for a specified period of time but not to extend beyond the current school year. If an investigation is conducted, all relevant information from the investigation, to include statements, will be included in the final incident report. The student's Principal will provide the results of the investigation and the consequences to their Superintendent and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator.

**3.1.12.8.2. Adult Behavior.** For adults, the Event Director, AcaD, AD, or the Instructional System Specialist(s) must report any incident or report of adult misbehavior to the Principal who supervises the adult, to the event host school Principal, to the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator no later than the next day after the incident. After the initial notification, the Event Director, AcaD, AD, or the Instructional System Specialist(s) should continue to gather facts and circumstances and forward them to the Principal who supervises the adult, to the event host school Principal, to the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator.

**3.1.12.8.3. Discipline Administered after Return to Home Station.** The Principal may revoke or suspend a student's privilege to participate in a future PAC Region Far East or District academic, athletic, or JROTC activity for any behavior violation or infraction per DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, and the DoDEA PAC Region Student Code of Conduct. The Principal will administer any disciplinary action(s) in accordance with DoDEA Regulation 2051.1 and the DoDEA PAC Region Student Code of Conduct. The Principal in coordination with the other Principals who have students involved in the same incident will notify the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator of the final action(s) taken to include discipline that was administered in coordination with their Principal and Superintendent.

**3.1.12.8.4. Discipline Administered During Event.** If the behavior incident happens during the event, the Event Director, Event Co-Director, or the Instructional System Specialist(s) will notify the student's Principal, the Principal of the host school, and the DoDEA PAC Region FEAP, IAP, or the JROTC Programs Coordinator to determine whether the student will continue participating in the event or will be returned home early from the event for cause. Upon the student's return to home station, the student's Principal will determine what discipline is taken and inform their Superintendent and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator of what discipline and the final action(s) that were administered.

**3.1.12.8.5.** Adults or students under investigation are not authorized to participate in any PAC Region FE and District activity until the investigation is completed and the adult or student's Principal has authorized attendance.

## **3.2. ACADEMIC, ATHLETIC, AND JROTC ACTIVITIES PROCEDURES**

### **3.2.1. COMPUTER SYSTEMS SUPPORT**

The Event Director, AcaD, AD, or the Instructional System Specialist(s) will provide computer connectivity access for adults authorized to travel to an academic, athletic, or JROTC event. However, connectivity availability at event locations may be limited in assigned billeting and at the event sites, but Adults authorized to travel need computer access. Computers, peripherals, and software may also be needed to support academic, athletic, and JROTC activities. Examples include the Fully Automatic Timer for Track, the Orion Marksmanship Scoring System, and video software for Journalism. Thus, any limitations must be addressed with solutions during event planning.

### **3.2.2. EMERGENCY MEDICAL CARE**

#### **3.2.2.1. General Guidance**

The Event Director, AcaD, AD, the Instructional System Specialist(s), or the host school AD or AcaD will obtain and publicize sources and procedures to obtain emergency medical care and treatment for authorized DoDEA participants in FEAP, IAP, or JROTC activities no later than **10 days** prior to travel. The adult authorized to travel and assigned responsibility for student supervision should have a plan to obtain medical care for an emergency during transit and at the event site. The Event Director, AcaD, AD, the Instructional System Specialist(s), or the host school AD will also provide information on medical services available at the event location for non-DoDEA sponsored participants prior to **10 days** prior to travel. School nurses, at the host school, will support students during the high school duty day. The student's sponsor should inform the adult assigned responsibility for student supervision traveling in an official capacity of any medications that the student is taking and any recent changes to the student's medical profile during the required pre-departure meeting.

#### **3.2.2.2. Study Trip Report**

The Coach, Academic Event Sponsor, or the adult assigned responsibility for student supervision traveling in an official capacity will obtain and carry a copy of the Study Trip Report for each traveling student. The school nurse generates the Study Trip Report for their assigned students accessing confidential data maintained in the DoDEA school database. Parents and guardians provide and update this data using the DoDEA Form 700, Consents and Authorizations Form, when they register their student for DoDEA enrollment each school year and when updates are required. The Coach, Academic Event Sponsor, or adult assigned student supervision responsibility by their Principal should have the Study Trip Report readily available at all times. They must protect the Study Trip Report since it contains contact and emergency information as well as medical alerts for traveling students. The Coach, Academic Event Sponsor, or adult assigned responsibility for student supervision must protect, secure, and release

this Personal Identification Information (PII) only to those who have a true need to know, which includes medical treatment personnel. The school points of contact for the Study Trip Reports are the Principal, AD or AcaD, and the school nurse.

**3.2.2.3. Medical Bill Payments.** DoDEA does not fund personal medical expenses. Parents and sponsors are responsible to pay for any medical bills and then claim reimbursement from their medical insurance company. Each medical facility may have different payment requirements. If parents and sponsors later claim that the injury or medical expenses were a result of the agency's action or inaction, they may seek a remedy through the US Government claims process.

#### **3.2.2.4. Medical Care.**

**3.2.2.4.1.** If a student or an adult experiences a medical condition that needs immediate medical care, the AD of the host school, Coach, Academic Event Sponsor, Event Director, or adult traveling in official capacity and assigned responsibility for student supervision will immediately obtain the medical care needed to maintain the health and well-being of the adult or student. They should immediately contact their Principal and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator of any adult or student requiring medical treatment or experiencing an injury.

**3.2.2.4.2.** The Principal will contact the sponsor or the person designated by the sponsor to be notified of emergencies, of the student's or adult's medical condition prior to obtaining medical care. This may not be immediately possible based on the severity of the medical condition of the dependent where immediate care takes precedent. In all cases though, the AD of the host school, Coach, Academic Event Sponsor, Event Director, or other adult traveling in an official capacity will contact their Principal who will contact the sponsor or person designated by the adult to be notified of emergencies, of the student's or adult's medical condition and for any updates as soon as possible to alert them of the medical condition of their dependent. The adult authorized to travel or the Coach must have in their possession a current contact list for all students but not later than the next day after and adults for this contact requirement.

### **3.2.3. ENVIRONMENT, CONTINGENCIES, ALERTS, EMERGENCIES, AND HEALTH CONDITIONS**

**3.2.3.1.** Due to weather, environment conditions, military contingencies, evacuations, emergencies, health conditions, or installation alerts, the District Superintendent may cancel, shorten, or reschedule FEAP, IAP, or JROTC

activities in coordination with the PAC Region Director of Student Excellence. The Installation Commander has the authority to direct school cancellations in their areas of responsibility. In these situations, the District Superintendent, Principals, AD for IAP and JROTC competitions, AcaD for FEAP activities, the District Student Transportation Officer, and the Event Director for FE activities will determine the best course of action to reduce any risk to the safety and well-being of DoDEA PAC Region adults and students. For any PAC Region or District FEAP, IAP or JROTC activities, the AD or AcaD of the host school will coordinate the course of action with the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator, their Principal, and the school Principal of the assigned adults and students.

**3.2.3.1.1. COVID 19.** Principals and Coaches will follow the guidance from HQ DoDEA, JROTC Program Managers, Center of Disease Control and Prevention (CDC), the National Federation High School (NFHS) guidelines, and their local military command policy for COVID 19. DoDEA will follow the most restrictive policy when there is conflicting guidance. Coaches, Academic Event Sponsors, Event Directors will forward their detailed plans for practices and games with their school administration for approval. Plans will meet the published COVID 19 mitigation strategies from HQ DoDEA, JROTC Program Managers, CDC, NFHS and the local command. Schools will need to make sure that their Coaches have enough thermometers, cleaning supplies, hand sanitizer, etc., to support each of their programs. After these plans have been approved by the school administrator, they will need to contact their local military command for approval before sending them to their district liaison for approval. This all must happen before the athletic season or event begins.

**3.2.3.1.2. Health Protection Condition Levels (HPCON) Equipment.** Coaches and Academic Event Sponsors will identify equipment to include personal protective equipment (masks, cleaning supplies, thermometers et al) to comply with Health Protection Condition Levels (HPCON) guidelines to their Principals. Principals in coordination with their Superintendents will fund and procure these requirements for the entire season that include practices, rehearsals, and competitions.

**3.2.3.2.** Weather, emergency, and alert condition information are available on all PAC Region Installation's web sites and social media. The Armed Forces Network (AFN) provides updates on the Commander's Channel or on their social media site. The Event Director or Principal of the host school for District events, in coordination with their District Academics, Athletics, and JROTC Programs Coordinator Liaison and the DoDEA FEAP, IAP, or JROTC Programs Coordinator, will inform all participants of the installation commander's directions on what specific actions must be taken. For sports practices, the Principals and the Coach in coordination with their Superintendent will be familiar and monitor installation weather and alert warnings that include visible flag warnings. The Principal will inform Coaches and their AD on whether practices need to be suspended or cancelled.

### **3.2.4. EVENT RESPONSIBILITIES**

#### **3.2.4.1. DoDEA PAC Region Far East FEAP, IAP, JROTC, and District Athletics and JROTC Activities Host Schools**

**3.2.4.1.1.** The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will identify schools that will host DoDEA PAC Region Far East FEAP, IAP, and JROTC and JROTC District activities prior to the start of the school year. The PAC Region FEAP, IAP, and the JROTC Programs Coordinators will complete an initial host site capability assessment with the AcaD, AD, and Coaches before the Principal approves hosting a Far East and JROTC District event. Principals will approve hosting these activities in coordination with their AD (including JROTC), AcaD, and their Superintendent. The DoDEA PAC Region FEAP, IPA, and JROTC Programs Coordinators will list approved Far East host schools on the DoDEA PAC Region Far East FEAP, IAP, and JROTC Master Schedule.

**3.2.4.1.2.** For District IAP and JROTC non-athletic activities, the District Superintendent will approve and disseminate the District athletic and JROTC District activity schedule to their assigned schools and the PAC Region IAP and JROTC Programs Coordinators.

**3.2.4.1.3.** The FEAP, IAP, and JROTC Far East Event Director or Co-Directors will be assigned at the FEAP, IAP, or JROTC FE activity host location to provide an onsite point of contact for billeting, logistics, school, and other facility support for the activity.

#### **3.2.4.2. Participant Costs**

Event Director(s) in coordination with the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators should minimize student participant costs to attend an event. Students bear their costs for billeting, food, and any other event participation costs. For FEAP events, the student's cost should be included as part of the application process. One source for funds to offset student costs are fund raisers, which must meet installation and DoDEA Student Activity Fund requirements and protocols.

#### **3.2.4.3. Event Information**

The Event Director(s) or an Event ISS will provide information on billeting, medical facilities, dining facilities, transportation, anticipated expenses, schedules (*locations with times*), and other relevant event information. This information should include maps to direct participants to event and transportation locations. The Event Director(s) or the event ISS should provide this information as soon as

possible but not later than **four weeks** prior to travel or start of the event. The Event Director(s) or the event ISS should provide this information to all adults and students, District office staff, contractors providing event services, school Principals, the host AD or AcaD, Coaches, Academic Event Sponsors, and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators. For District athletic and JROTC events, the AD or Coach of the host school will provide this information, in coordination with the District Academics and Athletic Program Liaison, to the participants. All adults acting in an official capacity for FE and District activities must comply with instructions and provide requested information no later than the suspense date set by the Event Director, the ISS, AcaD, or AD.

#### **3.2.4.4. Transportation**

**3.2.4.4.1.** The District Student Transportation Officer (STO) will schedule, in accordance with District policies, and procedures, the most cost effective transportation using District local and long haul bus transportation to support FEAP, IAP, and JROTC activities. The STO will determine whether school vans are available. Only DoDEA employees can drive school vans and must meet all license and District transportation operation requirements.

**3.2.4.4.2.** The PAC Region FEAP, IAP, and JROTC Programs Coordinators request commercial air using travel BPAs for PAC Region FEAP, IAP, and JROTC activities. The District requests commercial air using travel BPAs for PAC District IAP, and JROTC non-athletic activities.

**3.2.4.4.3.** The Event Director(s), AcaD, or AD of the event host school requests and updates in Antiterrorism Event, Extracurricular Activity and Trip Tracking System (AETS) the transportation needed during the FEAP, IAP, or JROTC event. The Coach and AES of the traveling team in coordination with their AD or AcaD requests and updates in AETS the transportation needed to transport their students and authorized adults from and to the event host's servicing airport, train station, and ferry station and to and from the event billeting. The Coach and AES of the traveling team in coordination with their AD and AcaD requests and updates their commercial flight itinerary in AETS.

**3.2.4.4.4.** Participants may walk to or from event activities or billeting within a reasonable walking distance as defined by the District STO, weather permitting. Transportation will be arranged if an installation shuttle is not available.

**3.2.4.4.5.** DoDEA PAC Region Coaches, vetted volunteers, and all adults traveling in an official capacity will not secure their own transportation

during any FEAP, IAP, or JROTC event. This includes rental vehicles and loaned private vehicles. The FEAP, IAP, or the JROTC Programs Coordinator must approve and procure commercial vehicles for FEAP, IAP, and JROTC funded activities. The District Superintendent will approve and procure commercial vehicles for District funded FEAP, IAP, or JROTC activities.

**3.2.4.4.6.** Individuals not serving in an event's official capacity as authorized on Official Travel Orders, DoDEA students not participating in an event, and non-DoDEA students are not authorized to use government provided transportation to and from the airport, event location, and billeting during the event. Contractors who are serving as event instructors must secure their own transportation, unless otherwise specified in the contract.

**3.2.4.4.7.** Coaches and adults who are authorized to serve in an event's official capacity, and participating students may not change the transportation schedule to include any additional stops during the event. If any changes are needed regarding transportation, authorized adults must contact the Event Director or host AD. The Event Director or host AD will then contact the FEAP, IAP, or JROTC Programs Coordinator immediately for FE activities and their local District Student Travel Office prior to any changes being made in coordination with their Principal. For District activities, only the host AD can request a change in accordance with their District policies. No changes may occur without prior coordination and approval.

### **3.2.4.5. Event Activities**

For scheduling of any additional events beyond the intended purpose of the activity, the Event Director or ISS must clearly show that the events are purposeful, are aligned with DoDEA educational and athletic standards, and are approved in advance. For FE FEAP, IAP, and JROTC events, the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator must approve in coordination with the host Principal, the Superintendent, and the Event Director or ISS any additional event activities. Approved additional events are funded by the participant(s) or the Event Director using Student Activity Funds and the host District for transportation to support the additional event. For District activities, the Superintendent approves in coordination with the Principal the additional event. Scheduling of additional event activities for an FEAP, IAP, or JROTC activity are not normally permitted. Additional events includes field trips to museums, host country sites, amusement parks or other similar locations, unless they are approved, scheduled, and entered in AETS no later than **four weeks** in advance of the activity.

### **3.2.4.6. Student Night Behavior and Emergency Monitor Services Contract**

**3.2.4.6.1.** For **all overnight** DoDEA PAC Region and District FEAP, IAP, and JROTC activities, a contracted employee will serve as a Student Night

Behavior and Emergency Monitor. This includes District Superintendent approved non-DoDEA or Intra-District sponsored official IAP (includes JROTC) and academics activities (**Enclosure 7**).

**3.2.4.6.2.** The contracted Student Night Behavior and Emergency Monitor will monitor students from **2200-0600** and report for duty not later than **2130**. The Student Night Behavior and Emergency Monitor will immediately identify student behavior incidents to the assigned on-site DoDEA adult(s) supervising their assigned student(s) for appropriate action(s). The **Student Night Behavior and Emergency Monitor does not have student supervision authority**. Students reported being out of their assigned rooms without justification or who violate their signed Student Code of Conduct form will be considered for return to home station at sponsor expense. The Student Night Monitor Program Services Contract Manager and the DoDEA PAC Region FEAP, IAP, and JROTC Coordinators will provide and update the names and contact information for the contracted Student Night Behavior and Emergency Monitor and the DoDEA point(s) of contact assigned for each event. For District events, the designated District Student Night Monitor Program Services POC will provide the same for District events to the Student Night Behavior and Emergencies Monitor Program Contract Manager. The Coach or adults traveling in an official capacity and assigned student supervisory responsibilities will ensure that the assigned contracted Student Night Behavior and Emergency Monitor has current room numbers for all students and the adults during the **2130** meeting or upon late arrival and check-in. Specific performance requirements, duty protocols, and contractor and DoDEA responsibilities are outlined in the Student Night Behavior and Emergency Monitor Services Contract Performance Work Statement.

### **3.2.5. EVENT PROCEDURES**

#### **3.2.5.1. Billeting**

**3.2.5.1.1.** Principals should establish partnerships with their installation and community leaders and agencies to obtain logistic support, billeting, and all the requirements needed for an academic challenging FEAP activity and competitive athletic event prior to requesting to host a FE event.

**3.2.5.1.2.** Host school Principals should have sufficient on base billeting or school billeting capacity, event facilities, and Event Director(s) candidates when requesting to host an FEAP, IAP, or JROTC event. The Event Director or the host school AD will reserve for FE or District

activities on-base billeting unless billeting is not available or the event venue requires off-base billeting. On-base billeting includes school gymnasiums and classrooms which provide segregated billeting and hygiene facilities for male students, female students, and adults traveling in an official capacity. The host school Principal will approve as acceptable the use of barracks, excess installation housing, classrooms, community centers, transit living quarters, or gymnasiums for billeting. All billeting must meet all occupant safety, security, and hygiene requirements and standards. When on base or school billeting is not available, Principals should direct assessment of off base billeting in coordination with their Installation Billeting Office to ensure they meet all safety, hygiene, and lodging standards. The Installation Billeting Office must approve all off-base commercial lodging facilities to be used when on-base billeting is not available.

**3.2.5.1.3.** Travelers will confirm but are not allowed to make their own billeting reservations. They will reserve billeting as instructed by the Event Director or the host AD and provide what is needed to finalize room reservations and room assignments. Travelers, to include students, will not reside in private residences during academic, athletic, and JROTC activities. The Event Director or host school AD will provide information on what billeting will be used, the cost, room occupancy limitations, adult responsibilities, and the process to pay for billeting, as part of the information packet as soon as possible but not later than **four weeks** prior to travel or start of the event.

**3.2.5.1.4.** Students must pay their own billeting and meal costs. The student's billeting cost is reduced by sharing rooms. The exact details vary based on the availability of rooms, lodging occupancy requirements, and location of the event. The Installation Billeting Office establishes occupancy policies, payment procedures, and lodging rates. Students will not change their room assignments. Each student will stay in their assigned room and location due to supervision and safety reasons.

**3.2.5.1.5.** Students attending any overnight event must have their own individual sleeping location. All attempts will be made to obtain a room with two beds. No students are authorized to share a bed. However, students may share rooms, have a cot, extra bedding on the floor, air mattress or any other "individual" sleeping location in the room as long as it meets the billeting or hotel's occupancy and compliance policies that meet fire, occupancy, and safety codes.

**3.2.5.1.6.** The Coach, Academic Event Sponsor, or the vetted volunteer traveling will billet in the same lodging facility where students are billeted and supervise student(s) at all times. If billeting is assigned in multiple

billeting locations, a designated adult must reside in each of the assigned billeting facilities.

### **3.2.5.2. Dining**

The Event Director or host school AD will ensure that meals are available for all participants at a reasonable cost. Options, such as the military dining facility, on-base restaurants, and the school cafeteria will be considered. The Event Director or host school AD will explore pizza parties, alternative meals, or a final day dinner often combined with a culminating awards ceremony. If there are costs for these meals, the Event Director or the host school AD can use registration fees or charge the participants for the meal. The adult traveling in an official capacity and assigned primary student supervisory responsibilities will inform their AcaD or their AD of any special dietary restrictions that they, other authorized adults, or participating students need during the event. The AcaD or AD should share this information with the Event Director at least **three weeks prior to arrival** at the event.

### **3.2.5.3. Registration Fees**

**3.2.5.3.1.** The FEAP, IAP, or JROTC Programs Coordinator will approve the maximum registration fee amount for IAP and JROTC activities and the specific amount for FEAP activities. The host school AD will approve the registration fee amount for District events up to the maximum District registration fee as stated below. For IAP and JROTC events, all participating schools to include DoDEA and International teams will pay **no more** than a **\$100.00** registration fee by team for a Far East event and **no more** than **\$50.00** by team for a District event. For FEAP events, the PAC Region FEAP Coordinator will determine if a registration fee will be charged and the amount per participant. This amount should be stated in the event application approved by the PAC Region FEAP Coordinator.

**3.2.5.3.2.** The Event Director or host AD may charge registration fees to cover funding of FEAP, IAP, and JROTC activities that must directly benefit the student participants. All event registration fee receipts, donations or contributions, other income, and disbursements will be handled in accordance with **Administrative Instruction 1015.01, Student Activity Funds Management and Administration**. The Event Director or host school AD cannot use registration fees to purchase items like Event T-shirts and then sell them to raise funds. The Event Director or host AD can identify a company that can provide T-shirts for the event. The Event Director or host AD will then provide ordering instructions and T-shirt specifications to the Coaches or adults authorized primary student supervision responsibilities. The Coaches or adults authorized primary student supervision responsibilities can then place orders and pay for their students T-shirt orders. For FEAP activities, ordering and payment for T-shirts will be outlined in the application process.

**3.2.5.3.3.** The Event Director or host school AD will publish an itemized budget **45 days** prior to the event to justify the registration fee amount and forward it to the PAC Region FEAP, IAP, or JROTC Programs Coordinators for review, approval, and dissemination to participants.

**3.2.5.3.4.** The Event Directors or host school AD will provide an invoice or receipt to all the participating teams or groups, which can serve as a receipt for registration fees that are collected. The Coach or adults authorized primary student supervision responsibilities will need this signed receipt to request reimbursement from their school's Student Activity Fund (SAF).

**3.2.5.3.5.** If a school must cancel their participation after payment of their registration fee, the registration fee will not be refunded unless the Event Director in coordination with the PAC Region FEAP, IAP, or JROTC Programs Coordinator approves the amount that will be refunded for validated reason(s) for PAC Region FEAP, IAP, and JROTC funded activities. District Superintendent will establish for District events registration refund policies.

**3.2.5.3.6.** Participating teams and groups will forward their registration fees to the Event Director or host school AD no later than **30 days** before the event.

#### **3.2.5.4. Contact Capability**

**3.2.5.4.1.** The Principal will ensure that they can contact the Coach or the adult authorized to travel with primary student supervision responsibilities and the students any time during the event.

**3.2.5.4.2.** The Principal should issue the school cell phone procured for this purpose, to the Coach or the adult authorized to travel with student supervision responsibilities to provide communication capability for the event.

**3.2.5.4.3.** The Coach or the adult authorized to travel with student supervision responsibilities should provide the Principal with their personal cell phone number, email address, the Event Director's contact information, the FEAP, IAP, or the JROTC Programs Coordinator's contact information, the student sponsors' contact information, and the students' contact information. This information is FOR OFFICIAL USE ONLY and will be protected as PII.

**3.2.5.4.4.** The Coach or the adult authorized to travel with student supervision responsibilities must have the capability to notify their school Principal, sponsors, DTRs, Transportation Office, DoDEA PAC Region FEAP, IAP, or the JROTC Programs Coordinator, and other points of contact to request assistance or to communicate an emergency. This information is FOR OFFICIAL USE ONLY and will be protected as PII.

### **3.2.5.5 Non-DoDEA School and Student Invitations to PAC Region FEAP, IAP and JROTC Activities**

**3.2.5.5.1.** DoDEA PAC Region FEAP, IAP, and JROTC athletic competitions and tournaments and FEAP activities, provide education and competition opportunities for PAC Region DoDEA students. Whereas, these competitions and academic events provide education and competition opportunities for DoDEA PAC Region students, extending these opportunities to non-DoDEA students is valuable for both non-DoDEA students and PAC Region DoDEA students. These opportunities expand and enhance athletic competitions, and create cultural exchanges and education experiences.

**3.2.5.5.2.** The PAC Region FEAP, IAP and JROTC Programs Coordinators, based on event capacity, event scope, athletic competitiveness, education benefits, previous participation, and amount of funding for the event, will determine how many non-DoDEA students or teams can be invited to a FEAP, IAP, or JROTC activity or competition. The PAC Region FEAP, IAP, and JROTC Coordinators will invite non-DoDEA students or teams as soon as possible to these activities or competitions since the timeliness of a decision may affect the ability for these students or teams to attend the activity.

### **3.3. DODEA PAC REGION AND DISTRICT ACADEMIC, ATHLETICS, AND JROTC ACTIVITIES FUNDING**

**3.3.1.** The DoDEA PAC Region Director of Student Excellence approves schedules and funds for DoDEA PAC Region FEAP, IAP, and JROTC activities. The PAC Region FEAP, IAP, and JROTC Programs Coordinators use the DoDEA Zero Based Budget (ZBB) funding process to identify and justify funding requirements for commercial air travel, per diem, Extracurricular Duty Assignments, contracts, awards, equipment, and logistics for PAC Region FEAP, IAP, and JROTC FE and designated District activities and programs. The PAC Region FEAP, IAP and JROTC Programs Coordinators obtain guidance, direction, and submission deadlines from the designated PAC Region RM Budget Analyst assigned FE responsibilities.

**3.3.2.** The DoDEA PAC Region District Superintendents fund bus transportation for PAC Region and District FEAP, IAP, and JROTC activities. This includes transportation from and to local servicing airports for PAC Region FEAP, IAP, and JROTC activities; long haul bus transportation to and from the activity site for PAC Region FEAP, IAP, and JROTC activities hosted by one of their District schools; and transportation during the activity hosted by one of their District schools.

**3.3.3.** The DoDEA PAC Region District Superintendents submit funding requirements for District FEAP, IAP, and JROTC non-athletic activities' support in accordance with the ZBB process requirements. This includes funding for travel, per diem, transportation, Extracurricular Duty Assignments compensation, Coach Certification Classes,

Cardiopulmonary Resuscitation (CPR) Training, First Aid Training, equipment, referees, and logistics.

### **3.4. DODEA PAC REGION FAR EAST TRAVEL AND PROCESS GUIDELINES, FE PROGRAMS MASTER SCHEDULE, AND DISTRICT ATHLETIC AND JROTC SCHEDULES**

**3.4.1.** The PAC Region Director of Student Excellence established PAC Region Travel Guidelines in the Director Memorandum dated (**Enclosure 7**) for PAC Region FEAP, IAP, and JROTC activities and programs. The DoDEA PAC Region Director of Student Excellence approves DoDEA PAC Region Far East and designated District FEAP, IAP, and JROTC activities. The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators create and update the DoDEA PAC Region Far East and designated District activities Master Schedule each school year. PAC Region Public Affairs publishes the Master Schedule on the DoDEA PAC Region FE and social media web sites. The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators use the Master Schedule as a planning document for PAC Region FEAP, IAP, and JROTC activities that they manage.

**3.4.2.** PAC Region District Superintendents approve the District IAP and JROTC non-athletic schedule and coordinate the schedule with the DoDEA PAC Region IAP and JROTC Programs Coordinators.

#### **3.4.3. EVENTS TRAVEL LIMITATIONS:**

**3.4.3.1.** For all Far East and District academic, athletic, and JROTC activities, participants will arrive no more than one day before the start of the event and return no later than one day after the conclusion of the event.

**3.4.3.2.** For non-DoDEA or intra-District academic, athletic, and JROTC activities, schools can miss no more than one day of school.

**3.4.3.3. PAC East District.** The Director of Student Excellence signed a DoDEA Pacific Athletic and Activity Travel Guidance Memorandum for the PAC East District (**Enclosure 9**). This Memorandum addresses policies and procedures for PAC East District overnight travel.

#### **3.4.4. EXAMINATIONS AND TESTING SCHEDULING CONSIDERATIONS:**

**3.4.4.1.** Principals will not approve or schedule any athletic competitions or academic activities during the week of semester exams until after completion of all exams. No overnight trips will be scheduled the weekend immediately preceding semester exams.

**3.4.4.2.** Principals can approve practices or academic event preparation meetings during the week of semester exams but they should be no longer than one hour per day. The Coach or the Academic Event Sponsor will excuse students choosing to study or to finish school work in lieu of practice. The Coach or

Academic Event Sponsor must balance time for practice and event preparation with final exam preparation.

**3.4.4.3.** The first two full weeks of May are reserved for Advanced Placement (AP) exams. Overnight trips will not occur the weekend before and the weekend during AP exams. Local athletic competitions with no travel may be scheduled after the end of school on Friday of the first week of AP exams and after the end of school on Wednesday of the second week of AP exams.

**3.4.4.4.** District Academics, Athletics, and JROTC Liaison and PAC Region FEAP, IAP, and JROTC Programs Coordinators will attempt to schedule PAC Region FEAP, IAP, and JROTC, District activities and competitions that do not conflict with ACT or SAT testing dates. When there are activities conflicting with these testing dates, Coaches or Academic Event Sponsors will not penalize students who miss a game, a practice, an academic preparation session, or who arrive late.

**3.4.4.5.** PAC Region FEAP, IAP, and JROTC activity funding is used to transport students for the sole purpose to compete in a PAC Region FEAP, IAP, and JROTC Far East or District activity. Students will not be withdrawn or transported from a PAC Region FE or District academic or athletic event to take any standardized test that includes the ACT or SAT at an alternative testing site. Students will take the standardized test at their assigned school's testing site and not at an alternative testing site, such as another DoDEA high school. Students may have to decide whether to participate in the PAC Region or District FEAP, IAP, or JROTC activity or take the standardized test at their home school testing site.

**3.4.4.6.** District Academics, Athletics, and JROTC Liaisons and the PAC Region FEAP, IAP, and JROTC Programs Coordinators will attempt not to schedule FEAP, IAP, or JROTC Region or District activities during the last week of the quarter and the week just prior to winter and spring recess.

**3.4.4.7.** District Academics, Athletics, and JROTC Liaisons and the PAC Region FEAP, IAP, and JROTC Programs Coordinators will not schedule PAC Region or District FEAP, IAP, and JROTC activities during test administration of DoDEA-wide assessments published on the DoDEA Comprehensive Assessment Program Calendar.

### **3.5. SAFETY AND SECURITY TRAVEL REQUIREMENTS**

**3.5.1.** Coaches, Academic Event Sponsors, adults authorized to travel, vetted volunteers, and students must complete the required safety and security training for travel within the PAC region, prior to traveling. The PAC Region and District Force Protection Officers (FPO) will inform all travelers of safety and security training requirements for the Pacific Theatre. Examples of required training are Antiterrorism Training and South Korea Theatre Training. Travelers will maintain certificates of training completion and provide this documentation to authorize official travel as requested. For all PAC Region and

District official travel, the assigned PAC Region and District FPO is the primary contact for information and guidance on accomplishing safety and security travel requirements.

**3.5.2.** All travelers should periodically review the United States State Department and the PAC Region Safety and Security Manager’s advisories and alerts prior to traveling and throughout the duration of the activity. Travelers should also review local command travel restrictions and comply with all health condition mitigation strategies.

### **3.6. AWARDS**

**3.6.1.** The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will manage funds for student awards that recognize performance excellence at DoDEA PAC Region FEAP, IAP, and JROTC activities and designated District activities. These activities are approved and shown on the DoDEA PAC Region FEAP, IAP, and JROTC Master Schedule. The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will provide the awards for FE and designated District activities. Event Directors should not purchase any additional awards for FE events without approval of the PAC Region FEAP, IAP, or JROTC Programs Coordinators.

**3.6.2.** PAC Region District Superintendents will determine award criteria and fund District FEAP, IAP, and JROTC activities.

**3.6.3.** Awards recognize top performance and create student and team pride in receiving the award. Awards should recognize the top finishing teams and individuals, members of the championship and runner-up teams, all-tournament teams, and academic excellence. PAC Region and District FEAP, IAP, and JROTC Programs Coordinators and Event Directors, or hosting ADs will only order the number of awards that are authorized for the activity or event. If Coaches would like to order more medals, plaques or banners they are authorized to contact the vendor. Not all participants will receive an award or participation recognition at a Region or District academic, athletic, or JROTC activity or event.

### **3.7. EXTRACURRICULAR DUTY ASSIGNMENT (EDA)**

The PAC Region FEAP, IAP, and JROTC Program Coordinators will publish FEAP, IAP, and JROTC EDA positions selection criteria, duty responsibilities, and compensation levels for designated PAC Region FEAP, IAP, and JROTC activities. These EDA positions include the PAC Region FEAP, IAP, and JROTC Event Directors, AcaDs, and ADs. The PAC Region FEAP, IAP, and JROTC Program Coordinators may request dependent on funding approval, additional EDAs for PAC Region FEAP, IAP, and JROTC activities.

#### **3.7.1. SELECTION**

**3.7.1.1.** The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will send to Principals the EDA Memorandums of Understanding (MOU) templates for the PAC Region FEAP, IAP, and JROTC Event Directors, AcaDs, and ADs. The Principal will execute and sign EDAs for their school

specific EDAs using their school procedures that include Coaches and Academic Event Sponsors. Principal can add but not delete any duty requirements on the EDA MOU template for the ADs, AcaDs, and Event Directors. Principals should coordinate with the PAC Region FEAP, IAP, and JROTC Programs Coordinators the final EDA MOU prior to signature for these EDAs. Since for example, the AD performs duties that support PAC Region IAP and JROTC activities but the AD also performs duties that support their school's athletic program.

**3.7.1.2.** The host event Principal must advertise and select, in coordination with the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators and their Superintendents, individuals selected to receive EDAs for PAC Region FEAP, IAP, and JROTC designated activities requiring Event Directors. All Principals must advertise and select in coordination with the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators AcaDs and ADs. The Principal must complete, execute, and retain EDA documents for the length of time designated in EDA regulatory guidance. EDA documentation supports EDC payment upon completion of EDA duties and requirements designated on the signed EDA MOU.

**3.7.1.3.** The DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators funds PAC Region FE FEAP, IAP, and JROTC Event Directors, AcaDs, and ADs at a designated amount, which will be divided if there are Co-Directors based on documented and validated hours that they perform their assigned duties.

**3.7.1.4.** All Principals will validate and sign assigned AcaD, AD, and Event Directors Extracurricular Duty Compensation (EDC) payment documents and forward them to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators for final review and approval. The DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators will then enter the pay documentation into the PAC Region Resource Management EDC pay processing site for forwarding and payment by the Defense Finance Accounting System.

### **3.7.2. EDA COMPENSATION**

The PAC Region FEAP, IAP, and JROTC Programs Coordinators and Principals fund EDAs that support PAC Region FEAP, IAP, and JROTC and District activities dependent on approved requirements and the amount of their EDA targets which for School EDAs are determined by their District guidelines. Assignment of EDAs complies with the DoDEA Procedural Guide 14-PGRMD-020, Processes for Extra Duty Compensation and Extracurricular Duty Assignment, dated August 27, 2014. The PAC Region FEAP, IAP, and JROTC Programs Coordinators fund and manage the EDA funding targets for FE Event Directors, AcaDs, and ADs. The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will compensate FE Event Directors, AcaDs, and ADs recipients

at a level they set, using regulatory Guidelines for EDA compensation and union negotiated agreements for Guam EDAs. As a minimum the individual, awarded the EDA, will submit the following documents for payment of compensation **within ten working days** after the conclusion of the event or completion of the assigned duties, whichever comes sooner, to their Principal:

**3.7.2.1. EDA Memorandum of Understanding (MOU) properly executed**

**3.7.2.2. EDA Memorandum for Payment**

The Principal executed the pay memorandum after verifying the hours recorded that justify payment at the established amount. For Guam EDAs, the Principal will certify that the required hours have been completed and that all EDA responsibilities have been completed.

**3.7.2.3. Event Budget and Spend Plan**

For PAC Region FEAP, IAP, and JROTC designated activities, if registration fees or any authorized student activity funds to include approved donations are collected, the Event Director will complete a budget and an activity spend plan that shows all itemized expenditures, a beginning and ending balance, and the amount of income and source that will be collected. The Event Director forwarded the budget and activity spend plan to the PAC Region FEAP, IAP, or JROTC Programs Coordinator for review and approval **prior** to determining the event registration amount. The spend plan reflects credits and debits and what funds were expended to support the activity and the students. A description of expenditures should be annotated and should justify the amount that was collected from each school or participant which is completed on a prorated basis. Collection and expenditure of funds must comply with all regulatory guidance on the collection and obligation of non-appropriated funds and use of student activity funds accounts. The activity financial statement from the student activity fund (SAF) with the SAF sponsor name and signed should also be included as part of the spend plan.

**3.7.2.4. After Action Report (AAR)**

The Event Director, AcaD, and AD will submit no later than **ten working days** after their assigned EDA duties concludes to their Principal, the After-Action Report (AAR). The Principal will review and forward the AAR to the DoDEA PAC Region FEAP, IAP and JROTC Programs Coordinator for final approval and inclusion in the EDC payment documentation. The Principal will not certify payment of the Event Director, AcaD, or AD EDA until the AAR is reviewed and approved by the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator. The AAR, as a minimum, will adhere to an Event Director, AcaD, and AD template provided to the Principal by the DoDEA PAC Region FEAP, IAP and JROTC Program Coordinator, to present to the Event Director, AcaD, and AD upon signing of their EDA MOU which will include the following:

**3.7.2.4.1.** Copy of official invitation letter sent to all participating schools

**3.7.2.4.2.** Participating schools, educators, and academic directors, with email addresses, and telephone numbers

**3.7.2.4.3.** Detailed agenda or schedule to include evening activities, with a description of events, study trips, activities, etc.

**3.7.2.4.4.** The detailed agenda which should include the numbers of adult participating and their roles and responsibilities

**3.7.2.4.5.** Details addressing the supervision of students during the evenings (metrics or charts)

**3.7.2.4.6.** Results of all academic events

**3.7.2.4.7.** Names of teams and individuals receiving awards or making presentations

**3.7.2.4.8.** Copies of evaluation forms or a compilation of the responses on these forms

**3.7.2.4.9.** Copies of data-collection tools used for students and adult participants

**3.7.2.6.10.** Analysis of AAR using data to support future recommendations

**3.7.2.4.11.** Comments, recommendations, observations from the Event Director and host school Principal as appropriate

**3.7.2.4.12.** A financial statement if required which will include the following details: entry fees, registration fees, income, itemized expenses, detailed receipts, beginning/ending balance of SAF account used for the event, and explanation of any financial discrepancies

**3.7.2.5.** Principals are highly encouraged to establish and award additional school funded EDAs for academic, athletic, and JROTC duties that directly support academic, athletic, or JROTC school programs.

### **3.7.3 COACHING CLUB, PRIVATE, CLUB, OR YOUTH SPORTS TEAM**

Coaches who sign an athletic EDA MOU will not Coach another high school team, club team, private team, or youth sports team in the same sport and in the same season they are receiving DoDEA PAC Region EDA EDC compensation.

## **3.8. TRAVEL PROCEDURES AND PROTOCOLS**

### **3.8.1. GENERAL**

This section of the Guide addresses the process that the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators use to obtain PAC Region FEAP, IAP, and JROTC official travel. The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators manage travel with the PAC Region high school Principals, District staff, DTRs, and travel order specialists; with the PAC Region and District RM budget and procurement specialists to establish and administer travel, services, and equipment contracts; and with the DoDEA PAC Region District Academic, Athletic, and JROTC Liaison to obtain travel for adults and students. The District DTR in coordination with the District STO duplicates the same process for District academic, athletic, and JROTC travel. The Superintendent or their designated representative will establish procedures in coordination with key District staff assigned travel responsibilities, Principals, and high school AcaDs and ADs.

### **3.8.2. PASSPORTS, VISAS, STATUS OF FORCE AGREEMENTS (SOFA), EXIT AND RE-ENTRY STAMPS, INSTALLATION ACCESS, AND IDENTIFICATION CARDS**

**3.8.2.1.** Principals will ensure that their Coaches, Academic Event Sponsors, chaperones, all adults authorized to travel on official travel, and students have valid travel documents to depart and return to their duty location and to travel to and from the event's host location. All travelers must have a valid passport, must have valid SOFA and exit and re-entry stamps, and meet the visa entry requirements of the visiting event host nation in order to be placed on the final travel roster. The Coach or Academic Event Sponsor will inspect students' documents to ensure they meet all exit and re-entry requirements that include valid passports, visas, exit and re-entry stamps, and SOFA stamps well in advance of travel to an event that include processing times to obtain any travel documentation. Coach or Academic Event Sponsor will make copies of the passports prior to travel preferably at the required initial meeting with sponsors and secure them since the copies contain Personally Identifiable Information (PII). This passport reference file contains copies of the passports for all students participating in PAC Region FEAP, IAP, and JROTC and District activities and events. This file must be controlled and secured since it contains PII data. At the conclusion of the last trip of the school year these passport copies should be destroyed in accordance with PII policy as identified in the annual required DoDEA Privacy Act Training. The Coaches, AcaD, AD, and the Academic Event Sponsors will complete a final validation check that all required travel documents are valid and available not later than ten days prior to departure. Coaches, AcaD, AD, and the Academic Event Sponsors should immediately provide instructions to the sponsor on who they should contact to obtain the needed travel documents that include passports and visas which should allow for processing time to complete. Information should

include embassy or consulate locations, telephone numbers, and email addresses to obtain guidance, instructions, processing appointments, and application documents. All students should have a current DOD Identification Card (ID) with a picture in addition to the passport. If the student does not have a DOD ID Card, they must contact the Event Director or the host AD to identify alternative ID Cards with a picture along with any additional documents that must be completed to meet the ID Card requirement. Ultimately it is a sponsor's responsibility that all passport and identification documents are current.

**3.8.2.2.** All participants must have a valid passport with an expiration date at least **two weeks** after the expected return date. All participants are strongly encouraged to carry a passport with them when traveling for safety reasons, even if travel exists in the same country. The Pacific Theatre is prone to natural disasters and emergency situations can quickly develop which may require an unplanned evacuation to maintain the safety and welfare for all travelers.

**3.8.2.3.** Coaches and Academic Event Sponsors should have all students and chaperones report to the school a minimum of one hour prior to departure to the airport or departure on a "long haul" bus. Coaches and Academic Event Sponsors will collect and secure all student passports and validate them one last time. The Coach and the Academic Event Sponsor should return the passport to the student to clear airline check-in and airport security and then collect them for safekeeping. The Coach and the Academic Event Sponsor will give the passport to the student for access on base and then collect and secure them. The process will be repeated for the return trip or when passports are needed for a specific reason.

### **3.8.3. FINAL TRAVELER ROSTERS AND TRAVEL PROCESS**

**3.8.3.1. Final Travel Roster.** The DoDEA Trip Coordinator is the PAC Region School Teacher, Athletic Director, Coach, Academic Event Sponsor, or any personnel employed by DoDEA sponsoring a school trip, event, or extracurricular activity. The PAC Region Trip Coordinator will submit in AETS the final traveler rosters for PAC Region FEAP, IAP, and JROTC and District activities and events after the academic check has been performed, which is normally no later than the fifth Wednesday at 1500 prior to the first day of travel for FEAP, IAP, and JROTC designated activities. The AcaD or the AD prior to submission of the final traveler roster will ensure that a quality check is performed on travel documents and special orders to ensure that names are spelled correctly as shown on the passports and the travel orders, that SOFA re-entry stamps are valid, and that visas (if required) are valid.

**3.8.3.2.** The DTR, with approval of the District Academic, Athletic, and JROTC Liaison, will publish instructions on the preparation and submission of final traveler rosters in AETS for their District. For PAC Region FEAP, IAP, and JROTC designated activities and events, the DTR in coordination with the DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will publish and disseminate instructions on the preparation and submission of final traveler rosters.

The DTR will post final traveler rosters in the PAC Region FE Final Traveler Rosters Folders for use by the PAC Region Academics, Athletic, or JROTC Programs Coordinators. The DTR will contact the PAC Region Academics, Athletic, or JROTC Programs Coordinator to approve all changes to the final traveler roster prior to posting it in the PAC Region FE Final Travelers Rosters Folders.

**3.8.3.3.** For PAC Region FEAP, IAP, and JROTC designated activities and events, the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator will use the final traveler roster to request quotes from approved vendors for air or rail travel, to provide a funding Purchase Request (PR), and to request issuance of a Travel Service Blanket Purchase Agreement (BPA). The DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator normally provides minimum of three calendar days for the vendor to provide their bid. The DTR will provide the most current final travel roster and any approved updated rosters to the vendor awarded the BPA after any changes are approved by the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator. The DTR will follow the same process for District academic, athletic, and JROTC non-athletic activities and events which must be approved by the District Academic, Athletic, and JROTC Liaison.

**3.8.3.4.** For PAC Region FEAP, IAP, and JROTC designated activities and events, the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator will request a Purchase Request (PR) from the PAC Region RM Budget Technician for air or rail travel by entering the PR request and all the supporting travel bid documents into the Procurement Pathway database. The PAC Region RM Budget Technician will create and approve funding for the PR as provided by the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator. Once the PR is approved, the PAC Region procurement specialist supported by the bid documents, will then process a BPA for each trip, award the BPA to the vendor based primarily on the lowest quote, issue the BPA, and provide copies of the BPA to the DTR and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator. The DTR will follow the same process for District academic, athletic, and JROTC non-athletic activities and events except the DTR will contact the District Academic, Athletic, and JROTC Liaison for approval in coordination with the District travel POCs using District processes and protocols. The DTR for District events or the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator for FEAP, IAP, and JROTC activities, will request and purchase only round trip tickets to and from the event locations for all travel.

**3.8.3.5.** For PAC Region FEAP, IAP, and JROTC designated activities and events, the DTR will contact the Principal of the traveler and their PAC Region District Academic, Athletic, and JROTC Liaison to validate any requested change, the reason(s) for the change, and costs which will be provided to the PAC Region FEAP, IAP, or JROTC Programs Coordinator for approval. The PAC Region FEAP, IAP, or JROTC Programs Coordinator will coordinate with the District Academic, Athletic, and JROTC Liaison, Region Resource Management Liaison, and the Region Procurement Liaison prior to approval. For District academic,

athletic and JROTC non-athletic travel, the DTR should notify the Principal of the traveler to identify any requested change, the reason(s) for the change, and costs that the DTR will provide to their District PAC Region District Academic, Athletic, and JROTC Liaison to approve any changes. Changes to the BPA once issued are normally based on an emergency or approved justified reasons(s).

**3.8.3.6.** The DTRs will contact the vendor awarded the BPA to ensure that they have the current final traveler roster prior to issuance of tickets. The DTR will notify the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator immediately to resolve and approve changes that must be completed before the BPA is issued. Only the DTR can communicate with the vendor not the Coach, the PAC Region Trip Coordinator, or any other adult authorized to travel.

**3.8.3.7.** The vendor awarded the travel BPA for Region or District academic, athletic, and JROTC activities and events will issue electronic air or rail tickets and provide itineraries to the DTR **no later than seven days prior to travel.** The DTR will forward the tickets to the AcaD or AD. The AcaD or AD will complete a final quality control check to ensure the correct number of tickets have been received and then forward them to the Coach or Academic Event Sponsor. The Coach or Academic Event Sponsor will review passports, SOFA stamps, re-entry stamps, and visas when required, ensure that names are spelled correctly, and that the information as shown on the passports and all travel documents match and are correct. All airline tickets are non-changeable and nonrefundable.

**3.8.3.8.** During travel, the Coach or the adult authorized to travel will immediately notify their Principal to resolve any situations negatively impacting travel. The Principal will contact the Superintendent or the PAC Region District Academic, Athletic, and JROTC Liaison to assist in resolving the situation. If it is a PAC Region FEAP, IAP, JROTC designated activity or event, the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator should be contacted immediately. If the situation involves travel, the DTR should be contacted so they can contact the vendor to request changes with costs after coordinating changes with the PAC Region FEAP, IAP, or JROTC Programs Coordinator for PAC Region academic, athletic, and JROTC designated activities and events to approve any changes before they are accomplished. The PAC Region FEAP, IAP, or JROTC Programs Coordinator will contact the PAC Region RM and Region Procurement Liaisons before the change is approved. For District academic, athletic, and JROTC non-athletic activities and events, the DTR should contact the District Academics, Athletics, and JROTC Liaison for approval of any changes before they are accomplished.

### **3.8.3.9. Advance Absence Form and Return from Absence**

**3.8.3.9.1.** Coaches and Academic Event Sponsors must complete a school Advance Absence form to inform all classrooms teachers of all students that are academically eligible and are scheduled to attend an academic, athletic, or JROTC activity or event who will miss classes. This includes all students of the school that is hosting the activity or event who will miss classes.

Teachers will assign academic work that must be completed during the student's absence.

**3.8.3.9.2.** After an absence, the student will contact their teachers to receive, complete, and return make-up work. Failure to do so may result in a failing grade. Each individual teacher will determine class make-up procedures. The time allowed for make-up work is one day for each day a student was absent from a class period.

**3.8.3.9.3.** Coaches will inform all sponsors and team members on who made the final travel roster.

### **3.8.4. INSTALLATION ACCESS**

**3.8.4.1.** All travelers must have valid government identification cards (ID) with a photo to enter installations where they will be billeted and to access activity venues and support agencies during their stay. If the traveler does not possess a valid government ID with photo, the AD or AcaD will contact the Event Director or the PAC Region District Academic, Athletic, and JROTC Liaison with coordination with the PAC Region FEAP, IAP, or JROTC Programs Coordinator to identify an alternative form of valid picture ID to meet access and travel requirements.

**3.8.4.2.** The Event Director or host AD will provide information to all travelers and collect data necessary to complete all access protocols to gain access to installations. These protocols vary by location and require long lead times to complete.

**3.8.4.3.** The Event Director or host AD will contact their installation Pass/ID at **least six weeks** before the activity begins to obtain installation passes. The Event Director or host AD will communicate these requirements to traveling schools in a timely manner so they can complete all required documents needed to get access to the installation and commissaries. Access to some installation facilities may be denied due to ration control rules and other restrictions.

**3.8.4.4.** Prior to travel, the Coach or AES must check current security and Health Protection Conditions which may negatively affect access to military installations or that will mandate mitigation strategies.

## SECTION 4: ACADEMIC PROGRAMS CO-CURRICULAR ACTIVITIES PROCESSES AND PROCEDURES

### 4.1. FEAP ACTIVITIES

The DoDEA PAC Region Director Student Achievement has approved the following DoDEA PAC Region FEAP co-curricular activities for the DoDEA PAC Region:

STEMinar	Journalism	Linguafest
Honor Music	Culinary Arts	Drama and Performing Arts
Junior Science and Humanities Symposium	Jazz and Modern Music	Creative Expressions

The DoDEA PAC Region FEAP Coordinator may modify, restructure, add, or remove FEAP activities as approved by the DoDEA PAC Region Director of Student Excellence. Principals will forward requests with detailed justifications to their District Superintendent for additional FEAP activities not listed above. District Superintendent will review and forward these requests to the DoDEA PAC Region Director of Student Excellence, in coordination with the DoDEA PAC Region FEAP Coordinator, for review and approval. FEAP activities must align to the DoDEA Blueprint for Continuous Improvement.

### 4.2. APPLICATIONS AND NOTIFICATIONS

**4.2.1.** The PAC Region FEAP Coordinator will work with the school AcaDs and Event Directors to invite students to FEAP events using open applications, auditions, or team participation. Interested students and adults will submit an application to participate in the FEAP. Event applications have transitioned to an online application and may require an audition.

**4.2.2.** The AcaD will advertise and promote all academic events throughout the school year in their assigned school. Strategically, the AcaD aligns advertising and the collection or submission of documents to support maximum and quality student participation in all events. The AcaD will work closely with school educators to provide team or solo auditions for events such as Honor Music or Jazz & Modern Music or to track application scores for students when applying for events such as LinguaFest.

**4.2.3.** The PAC Region FEAP Coordinator will approve adults and students participation and schedules for FEAP events. The AcaD will receive notification of student and adult participation from the FEAP Coordinator via the Event Director.

### **4.3. STUDENT PARTICIPANTS**

**4.3.1.** Students must apply or audition to participate in FEAP individual or team academic events. Timelines for the submission of the applications or auditions vary by event. Students will be provided ample time to prepare auditions and applications to meet the deadline specified in the application.

**4.3.2.** Student selection to participate is determined on the goals of the event and the academic needs of the students. In most cases, a selection committee chaired by the PAC Region FEAP Coordinator will determine which students will be selected. Student selection for some events is determined by an adjudication committee or at the school level by the Principal in coordination with their AcaD.

**4.3.3.** The PAC Region FEAP Coordinator may or may not replace students who are selected to participate and then determine if they will be replaced and with who will replace them.

### **4.4. ADULT PARTICIPANTS**

**4.4.1.** Adults must apply to participate in all FEAP events. There may be rare exceptions to this expectation when adults are designated to support student travel, safety and supervision requirements. The School Principal and the District Superintendent must approve adult participation in any FEAP event in coordination with the PAC Region FEAP Coordinator.

**4.4.2.** An application will be provided to educators to support the FEAP event. A rubric designed to assess applicants will be attached with the application.

**4.4.3.** An educator selection committee will determine educator participation based on “blind” anonymous applications and the selection process which is highly confidential. Selection factors include the gender and school of the adults authorized to travel. The educator selection committee is comprised of above-school level specialists who are not affiliated with the specific event. The educator selection committee will provide their ratings to the PAC Region FEAP Coordinator to compile and create a rating summary.

**4.4.4.** The Principal of the adult assigned to their school must approve the adult’s participation in and travel to the event. The Principal may determine if an adult cannot apply or participate at any time and should convey their reasons to the educator before they are selected and prior to any allocation of travel funding. Once the adults are selected and the Principal approves their selection, the District Superintendent reviews the list and approves the adults’ selection and travel as the final approval authority. The Principal can then officially notify the adults of their selection with coordination with the PAC Region FEAP Coordinator.

**4.4.5** For some academic events, such as Junior Science and Humanities Symposia (JSHS), the Principal pre-selects with coordination with the PAC Region FEAP Coordinator an educator based on an Extracurricular Duty Assignment to educationally support students in that particular content area.

**4.4.6.** Educators may be selected to help support the teacher studio ratio and to balance the gender ratio. Principal in coordination with the PAC Region FEAP Coordinator follows the process outlined in **paragraph 4.4.6** above.

## **4.5. EVENT LEADERSHIP**

**4.5.1.** The PAC Region FEAP Coordinator, the Event Director(s), and Instructional Systems Specialists (ISSs) are the primary event leaders who ensure that students' safety is of the highest priority and that the event creates student academic success and opportunities during the FEAP activity application process and during the event. The Event Director(s) and ISSs will provide continuous feedback to the PAC Region FEAP Coordinator for the event that will improve or adapt the event and the process to changes in the academic and career environment and DoDEA education strategies. The PAC Region FEAP Coordinator, the Event Director(s), and Instructional Systems Specialists (ISSs) will gather input from the event planning committee throughout the entire event planning cycle.

**4.5.2.** The PAC Region FEAP Coordinator manages and is responsible for all FEAP events, monitors and supervises the support by the AcaDs, manages the budget requirements for the event, and coordinates and approves travel with support from the District Transportation Representatives (DTRs). The PAC Region FEAP Coordinator ensures the overall event agenda and schedule are academically sound; are safe for students; comply with DoDEA regulations and policies; support the DoDEA Strategic Plan; and align with the DoDEA Mission.

**4.5.3.** The FEAP Event Director or Co-Directors will continuously monitor the success of the event as exhibited by actively engaged students, full adult participation, a challenging schedule, needed logistics that is provided, a positive and engaged academic climate, and participant feedback. The Event Director will manage any funds at the event location to pay for billeting or scheduled meals. All fund transactions will be executed by two DoDEA adults. The Event Director will not be an instructor or presenter during the FEAP event unless an unexpected situation develops during the event.

**4.5.4.** The Academic Content ISS will support and attend most events. The ISS's role is to strengthen the academic rigor of the event as well as develop capacity with other schools on strategic exemplars learned at the event. The ISS may serve in dual roles as an Event Director or Co-Director (with an educator), an instructor at the event, or as a traveling adult to chaperone students. An ISS who participates in the academic event is the lead spokesperson for decision-making and problem-solving based on DoDEA policy and guidance. The ISS serves as the liaison to collaborate with the PAC Region FEAP Coordinator to address event planning and operations.

## **4.6. EVENT PLANNING COMMITTEE**

**4.6.1.** A planning committee will comprise of at least one academic content ISS from the Region or District, previous Event Directors, past teacher participants, and potential AESs. The planning committee will analyze the event AARs to continuously improve the academic event.

**4.6.2.** The purpose of the planning committee is to recommend to the PAC Region FEAP Coordinator ways to improve the event that enhance alignment of the event with academic standards and to positively affect student learning. Specific areas of improvement could relate to the student applications, event schedules, and awards after analyzing historical performance and feedback data from adults authorized to travel, District ISSs, and students.

## **4.7. TIMELINES**

**4.7.1.** Far East Event Directors, ISSs, and AcaDs will follow the timeline identified below:

**4.7.1.1.** The PAC Region FEAP Coordinator will publish the PAC FE Programs Master Schedule in the spring of the preceding school year (SY) to promote FE academic events and to provide a tentative planning and implementation schedule.

**4.7.1.2.** The Principal and Superintendent will identify and approve FEAP Event Directors with PAC Region FEAP Coordinator coordination, as early in the School Year (SY) as possible, usually prior to the conclusion of the previous SY.

**4.7.1.3.** **Sixty days prior** to the event, the AcaD will actively promote the upcoming academic event via their school publicity protocols that include websites, newsletters, or advertisements.

**4.7.1.4.** The Event Director will email the activity outline to the PAC Region FEAP Coordinator. The outline includes participating schools and the daily schedule of events. The DoDEA PAC Region FEAP Coordinator will either approve the activity outline or will work with the Event Director and ISS (if assigned) to make modifications. The Event Director is responsible for team photos and rosters for the event program. The DoDEA PAC Region FEAP Coordinator can provide to the Event Director a template for the activity outline along with additional information.

**4.7.1.5.** The Event Director and DoDEA PAC Region FEAP Coordinator will review and finalize all travel, billeting, costs and other details which are event-specific.

## **4.8. EVENT DIRECTOR EVENT INFORMATION PACKET**

**4.8.1.** The Event Director will provide detailed information at least **45 days prior to the event** to the schools to plan their participation and to conduct parent or sponsor meetings prior to the event. The Event Director will provide an information packet. This packet will contain substantial information and the format will vary by event and may include a PowerPoint presentation, SharePoint site, Google Drive site, or an Event Program Guide. The information packet will include: required arrival and departure dates, starting dates and times for events, and event location(s). The Event Director will be identified with their telephone/FAX number, e-mail address, host school address, and other information necessary for participants to contact them and confirm participation. The Event Director will provide suspense dates to submit program rosters and student photos if appropriate.

**4.8.2.** The AcaDs will conduct their pre-departure meeting prior to travel using the information packet. The AcaD or AES will present and share the information packet with students, parents or guardians, Academic Event Sponsors (AES), and all educators authorized to travel. The AcaD may lead the pre-meeting or the AES may lead the meeting but both the AcaD and AES must be present at the pre-departure meeting.

**4.8.3.** All participants will arrive the day prior to the first session of the event and depart the day the event concludes unless available travel requires a later departure. The host PAC Region District Superintendent in coordination with the PAC Region FEAP Coordinator will approve exceptions to these dates.

**4.8.4** All participants and authorized traveling educators will attend the opening or closing ceremonies; attendance is not optional. The opening ceremony may be held the evening before the event or on the first day of the event.

**4.8.5.** The Event Director will include in the information packet:

- Security Regulations
- Evening Activities Options
- Billeting Information
- Dining Options
- Local Transportation Availability and Arrangements
- Availability Medical Support
- Emergency telephone numbers (cell and landline)
- Key event personnel contact information
- Instructions on the use of on and off installation phones

- Installation and local maps
- Airport reporting location(s) and instructions
- Bus, subway, train maps and instructions
- Customs and airport security clearance requirements
- Training requirements (based on area where event is conducted)
- Directions for students' contacting parents in a different country from their home base

**4.8.6.** The Event Director will include in the information packet all projected out-of-pocket expense(s) for each participant to include billeting costs.

# SECTION 5: DoDEA PAC REGION INTERSCHOLASTIC ATHLETIC PROGRAMS (IAP) PROCESSES AND PROCEDURES

## 5.1. INTERSCHOLASTIC ATHLETICS

Interscholastic Athletic Programs (IAP) are an important part of the DoDEA PAC Region secondary school environment and provide outstanding athletic opportunities to military connected students. Athletics enhance academic, physical, and character development of students. Programs will adhere to Title IX of the Education Amendments of 1972, 20 U.S.C. which directs providing participation opportunities for all enrolled students to participate in sports on an equitable basis.

## 5.2. DoDEA PAC REGION SPORTS

The DoDEA PAC Region Director of Student Achievement approved the following sports which may be implemented in DoDEA PAC Region high schools:

Baseball	Football	Soccer	Volleyball
Basketball	Golf	Softball	Wrestling
Cheerleading	Marksmanship (JROTC)	Swimming (PAC West)	
Cross Country	Paddling (Guam)	Tennis	
Drill (JROTC)	Rugby (Guam)	Track and Field	

Principals will determine in coordination with their Superintendents which sports are offered at their high school. Offerings will be based on student interest, availability of qualified Coaches, and availability of athletic equipment and facilities. Principals will forward requests with detailed justifications to their District Superintendent for exceptions to these requirements for an athletic team or for additional sports not listed above. District Superintendent will review and forward these requests to the DoDEA PAC Region Director of Student Excellence, in coordination with the DoDEA PAC Region IAP Coordinator, for review and approval/disapproval.

## 5.3. PARTICIPATION WITH NON-DoDEA PAC REGION SCHOOLS

Principals may approve that their high school join, in coordination with their District Superintendent and the PAC Region IAP Coordinator, International Athletic Conferences with private and international schools based on their geographical location and student enrollment. The District Superintendent will fund membership fees and participate in Conference meetings with their Principals. Games with PAC Region schools will have preference over games scheduled with non-DoDEA schools. If any competition is with or against participants 19 years or older, the Coach will notify the sponsor prior to the start of the sport season where competition is scheduled to obtain their approval.

If the sponsor approves their student-athlete playing in this competition, the student-athlete and sponsor will sign the Competition with Participants Older than 19 Years forms (**Enclosure 8**).

This document must be signed before the student-athlete practices, competes in competitions, or attends any PAC Region athletic activity.

#### **5.4. ATHLETIC COMPETITIONS**

The DoDEA PAC Region Director of Student Excellence will approve the number of fall, winter, and spring sports season competitions for each approved sport. Any adjustments, changes, or modification should be announced before the end of the previous School Year (SY). The DoDEA PAC Region IAP Coordinator will publicize to all PAC Region Districts the number of regular season competitions by sport and by May of the previous SY.

#### **5.5. ATHLETIC CAMPS**

The Principal in coordination with their AD and the DoDEA PAC Region IAP Coordinator will approve athletic camps or clinics. These camps or clinics can be conducted the week after conclusion of all the PAC Region Spring Season's FE IAP athletic competitions. Athletic camps or clinics can start on the following Saturday after the PAC Region Spring Season's FE IAP athletic competitions conclude and must be completed by the following Thursday of the week following the PAC Region Spring Season's FE IAP athletic competitions conclusion. These camps or clinics can be no more than five days and are open to students currently enrolled in grades eighth through eleven. All participants must have a current sports physical on file at their school. Coaches for these camps or clinics must have coached the camps or clinics sport during the current school year (SY) or have signed an EDA to Coach the next SY. All volunteer Coaches must be vetted and have volunteered during the current SY. The only equipment authorized for a football camp is a football helmet. There will not be any scrimmages or direct contact with other student athletes attending the athletic camp or clinic. Camps or clinics can only include teams from the same District.

#### **5.6. PHYSICAL EXAMINATIONS (“SPORTS PHYSICAL”)**

Coaches and their AD will ensure that all student athletes trying out for an athletic team and managers have completed a physical examination commonly referred to as a “Sports Physical”, before participating in any athletic tryouts or practices. This physical examination is completed by a physician, physician's assistant, or certified nurse practitioner. Principals will ensure that these physicals are filed and secured in a designated location. Physical examinations are valid for one year from the date of the exam. Principals will ensure that current physicals are also completed, filed, and secured in a designated location for Athletic camps or clinics, conditioning programs, weight training, JROTC cadets participating in Principal and JROTC military service approved activities requiring physical activity, and other programs which are either sponsored or endorsed by the school.

#### **5.7. INSTALLATION MEDICAL SUPPORT FOR DoDEA PAC REGION IAP**

Per DOD Regulation 1342.6-M and OSD Memorandum, Policy Memorandum: Medical Support for the Department of Defense Education Activity (DoDEA) Interscholastic Athletic Program, 14 October 1998, annual sports physical examinations and medical support for athletic contests should be provided by all overseas Military Treatment Facilities (MTFs), to support students and schools involved in DoDEA PAC Region IAP. However, this medical support, which should be free of any remuneration, is dependent on availability. Thus the sponsor assumes financial responsibility for physical exams, medical insurance, or medical expenses. The Principal in

coordination with their AD should work with the MTF senior medical officer to obtain physical examinations (sports physicals) or identify off installation medical facilities that can perform these physicals at sponsor expense. Local installation commanders, supporting medical personnel, and school personnel may schedule, on an ad hoc basis, physical exams to be conducted in the schools, the community centers, or the MTFs. The school Principal or the host school Principal for all athletic competitions will arrange with the local MTF adequate medical support, as determined by the senior medical officer for that location, for all interscholastic athletic contests. It is recommended that this medical support be reflected in some type of formal agreement. The local MTF shall provide emergency medical service during sports competitions which should recognize that onsite medical support or medical emergency response may not be immediately available but is available within a medically determined reasonable response time as stated in a formal agreement.

## **5.8. CONCUSSIONS**

Coaches and all DoDEA designated adults with student supervisory responsibilities in an activity where concussions are a possibility, are required to complete the free NFHS concussion course annually. If a student-athlete shows any signs or symptoms of a concussion, Coaches and all DoDEA designated adults must immediately notify their Principal of the situation. Activities may be athletic or any activity where concussions are a possibility. Thus, Coaches and all DoDEA designated adults with student supervisory responsibility must be familiar with concussion indicators. School Principals in coordination with their District Superintendents will create a School Concussion Awareness and Prevention Program. The PAC Region IAP Coordinator can provide guidance on establishing this mandated program. When a student-athlete experiences a possible concussion, the Coach and any DoDEA designated adult with student supervisor responsibilities will immediately assume student supervisory responsibility, will have the student athlete transported from the activity to a medical treatment facility or clinic for an evaluation, and will notify the sponsor as soon as possible. If a concussion has been diagnosed, the attending physician will state the approximate time that the student athlete must refrain from engaging in practices, activities, competitions, or in an activity where concussions are a possibility. The attending physician must also provide to the Principal written permission before a student athlete can return to the athletic field or activity where they were diagnosed with a concussion.

## **5.9. FIRST AID AND CARDIOPULMONARY RESUSCITATION (CPR) TRAINING**

DoDEA Regulation 2720.1, First Aid/Emergency Care, states that the District Superintendent will fund all materials and training needed to certify their school staff in First Aid and CPR Training. The Principal will ensure that all Coaches and designated staff members have a valid certification in CPR and First Aid. Coaches that need this training will need to complete an SF 182, Request, Authorization, and Certification of Training, and send it to their Principal for review and final approval. CPR Certification is valid for two years. First Aid Training is a onetime requirement.

## **5.10. TRANSFER STUDENTS PLACEMENT AND PRACTICE**

Students transferring from another high school who have participated in a varsity or junior varsity sport at their former school are not guaranteed placement on a PAC Region athletic team based solely on their past athletic experience. Furthermore, transferring students are eligible to participate in a sport on the day of enrollment as long as no more than ten calendar days have

passed since withdrawing from their previous school. The Coach will decide whether to place a student on an athletic team based on their evaluation of the student's athletic skills. They must have been participating in a sport at their former school to meet the PAC Region ten day practice requirement. If more than ten days have passed, the student must engage in ten practices before participating in an athletic contest.

## **5.11. ATHLETIC TEAM PARTICIPATION ELIGIBILITY**

### **5.11.1. PARTICIPATION**

**5.11.1.1.** A student athlete who competes in a sport's first scheduled game or competition, can only participate in that DoDEA PAC Region sport. Student athletes can only participate in one DoDEA PAC Region sport per season. However, a student athlete may simultaneously participate in a youth or "sports club" sport and a DoDEA PAC Region sport.

**5.11.1.2.** If a student athlete decides to change sports before their current sport's first competition and has completed ten days of practice, they can participate in the new sport. If the student has not completed their ten days of practice, they must do so before they can participate in the new sport.

**5.11.1.3.** Student athletes must participate in all of a sport's scheduled PAC Region athletic competitions and practices. The Principal will notify a student athlete who participates in a non-DoDEA competition or practice in lieu of a scheduled PAC Region competition or practice, that they forfeit their continued participation on the DoDEA team for that sport and all other DoDEA sports for that season.

**5.11.1.4.** After the first PAC Region scheduled sport competition, the Principal in coordination with the DODEA PAC Region District Academics, Athletics, and JROTC liaison, the PAC Region IAP Coordinator, the Coach, and their AD can conduct open school-wide tryouts for student athletes who were currently enrolled in school prior to the start of the sport season and who have requested consideration to be allowed to participate in a sport. However, The Principal must consider the impact on student athletes who have been participating in a sport and are now "cut" by a student who just decided to try out for the team in an open try-outs.

### **5.11.2. AMATEUR STANDING**

Each student to represent their high school in any sanctioned contest, will be and remain an amateur athlete. Amateur athletes will participate and always have participated under their own name. An amateur athlete will not compete for money or receive other monetary compensation with the following exceptions:

**5.11.2.1.** Student athletes may receive awards but not cash with a value not to exceed **\$50.00**.

**Example:** Shooting baskets at half time at a professional basketball game.

**5.11.2.2.** A PAC Region student athlete, who has lost their amateur standing in any PAC Region IAP sport, loses their amateur standing in that sport for a maximum of one full calendar year from the date of discovery of the infraction or until reinstated by the PAC Region IAP Coordinator in coordination with the Principal.

### **5.11.3. PERMANENT CHANGE OF STATION (PCS) RELOCATION AND WITHDRAWAL**

On the day that a sponsor withdraws their dependent from school, the dependent is no longer eligible to participate in any DoDEA PAC Region IAP competitions or practices.

### **5.11.4. ABSENCES**

Students not attending a full day of school will not participate in or attend any athletic school-sponsored event on the day they were absent. The Principal can authorize attendance if the student athlete has an excused absence. The Principal can also authorize attendance at a PAC Region District or FE activity or competition, if the student athlete has an excused absence in coordination with the PAC Region IAP Coordinator.

### **5.11.5. VARSITY AND JUNIOR VARSITY (JV) TEAM SELECTION**

The DoDEA PAC Region IAP Coordinator will not determine the selection criteria for Varsity or JV teams. Coaches, with the approval of their Principal, will determine the selection criteria which should be documented and publicized during the initial sponsor, student, and Coach meeting to student athletes and their sponsors. Seniors are not authorized to participate on JV teams.

**5.11.5.1.** PAC Region and District varsity teams are the only teams allowed to travel on overnight trips. Junior varsity teams may travel with District Superintendent approval.

**5.11.5.2** Junior varsity teams are not authorized to participate in PAC Region Far East IAP Competitions.

### **5.11.7. AWARDS AND RECOGNITION**

Student athletes participating in interscholastic athletics should receive recognition for the successful sport completion and their athletic performance.

**5.11.7.1.** PAC Region Athletic varsity and junior varsity high school letters may be awarded to student athletes who meet the Coach's lettering criteria. The Coach must certify that a student athlete earning a letter has been a team member in good standing for the entire season for an authorized PAC Region sport but not intramurals. Coach can grant exceptions for student athletes who have been injured or who are absent due to an emergency leave. The Coach should inform

all the student athletes and their sponsors of their sport's varsity letter and other recognition procedures at the beginning of the sports season. No more than one varsity or junior varsity high school letter at the same school will be awarded. Once awarded the varsity letter it is only awarded once at the same school. Participation earned in subsequent years for the same or different sport will be recognized with sport pins or bars.

**5.11.7.2.** PAC Region Athletic Varsity and Junior Varsity high school letters may be earned by student athletes for non-DoDEA PAC Region sports. The Coach in coordination with their Principal must notify their AD that there is a formal executed memorandum of understanding between the PAC Region School Principal and the sponsor of the non-DoDEA PAC Region sport, which authorizes award of a PAC Region Athletic Varsity and Junior Varsity high school letter. However, PAC Region Athletic Varsity and Junior Varsity high school letters will not be provided to student athletes competing on base youth sports teams for sports that the PAC Region offers. For sports that the PAC Region does not offer, the Principal must execute a Memorandum of Understanding in coordination with the PAC Region IAP Coordinator and the Installation Sponsor of the sport that Region does not offer. When approved, students participating must comply with all PAC Region IAP eligibility rules. At the end of the sport season, the Coach will provide a written confirmation to the student athlete's AD that the student athlete competed on the team, completed the sport season in good standing with no behavior incidents, and is recommended to receive a PAC Region Athletic varsity or junior varsity high school letter which is funded along with subsequent sport pins or bars by the Principal.

**5.11.7.3.** Students may receive merchandise or awards such as medals, plaques, or trophies at a School Sports Banquet or Ceremony, which recognize athletic sportsmanship excellence, as long as the retail value does not exceed **\$50.00**.

**5.11.7.4. PAC Region All-Academic Team (including JROTC Drill and Marksmanship):**

For selection to the PAC Region All-Academic Team, Coaches will verify and notify their AD of those student athletes who have a 3.5 GPA through the third quarter, who have no documented student misbehavior incidents, and who have successfully completed the whole sport season on a varsity level athletic team. The school's AD will print PAC Region All-Academic Team certificates using an award template that the PAC Region IAP Coordinator provides. The Principal will conduct a PAC Region All-Academic Team Ceremony at the end of each school year.

**5.11.7.5. DoDEA Pacific Region Athletes of the Year:**

High School Principals from all three PAC Region Districts will nominate one male athlete and one female athlete for this award. Students must have participated in **two or more** sports during the current School Year

(SY). Nomination and selection award information will be sent to all PAC Region ADs at the beginning of the SY. The PAC Region IAP Coordinator will contact the Stars and Stripes PAC Region Athletic POC and the PAC Region Public Affairs Officer to announce and recognize the winners of the **DoDEA Pacific Region Athletes of the Year**.

## **5.12. SPECTATOR CONDUCT**

**5.12.1.** Spectators, both students and adults, are an important part of DoDEA PAC Region athletic events. They validate the positive values learned through athletic competition and visually support student athletes' efforts and successes. It is a privilege, not a right, for parents and spectators to observe interscholastic athletic and extracurricular events. Any behavior that degrades a player, coach, referee, school official or other parent or spectator is subject to disciplinary action by school personnel.

**5.12.2.** The host school Coach or the DoDEA PAC Region IAP Event Director should immediately contact the host school Principal to identify any conduct violations and decide what action(s) should be taken, which includes removal from the event or for continued misbehavior, a ban from future academic, athletic, or JROTC events. At all DoDEA PAC Region athletic events, spectators, although the list is not all inclusive, will not:

Be Violent

Be Obscene, including displaying obscene gestures

Harass Officials

Abuse verbally fans, players, officials, or Coaches

Possess or use alcohol and tobacco

Use illegal substances

Vandalize or throw objects

**5.12.3.** Anyone who engages in misconduct as described above will be subject to the following:

Verbal warning by officials, the head coach, and/or school administration

Written warning administered by school administration

Immediate expulsion from an athletic event where the violation takes place

Suspension from attendance at any upcoming athletic events for a period of up to three (3) months as determined by school administration,

commencing from the date of the last committed offense, as documented by the Principal

Suspension from attendance at any school athletic event until the end of the School Year as documented by the Principal

### **5.13. NOISEMAKERS AND BAND PERFORMANCE**

**5.13.1.** Spectators or any PAC Region participants will not use artificial noise makers. Artificial noise makers, include but are not limited to air horns, trumpets, drums, and cowbells, are not permitted to be used before, during, and after DoDEA PAC Region athletic events.

**5.13.2.** Under the direction of the PAC Region school music department conductor, a school band may perform at half times, timeouts, between quarters, and before and after athletic games.

### **5.14. SPORTSMANSHIP**

Coaches, players, managers, cheerleaders, and spectators must always display and model sportsmanship at PAC Region athletic practices and competitions. Sportsmanship is most visible during athletic competitions but sportsmanship begins at the first team practice and lasts through the entire season. Coaches must always model sportsmanship for players, parents, spectators, and opponents. Coaches, sponsors, and volunteers will sign and abide by the Far East Academic/Adult Participant and the National Federation of High Schools (NFHS) Codes of Ethics (**Enclosures 2 and 5**).

## **5.15. EJECTIONS OF A COACH OR STUDENT-ATHLETE**

### **5.15.1 CONSEQUENCES**

5.15.1.1. When a Coach or student-athlete is ejected from a game, the Coach or student-athlete will be ineligible to participate in the next scheduled game. If an ejection occurs at the end of a season and no games remain, the penalty is carried over to the next sport in which the student-athlete or Coach participates. A second ejection during the same season by the same student-athlete or Coach will result in their removal from the team. **5.15.1.2.** An ejected Coach must leave the area of play immediately and remain out of sight of the area of play until the competition is completed. If, as the result of an ejection, there is no Coach for the remainder of the competition, the game is forfeited by the Coach's team.

**5.15.1.3.** An ejected student-athlete will leave the area of play unless this results in the student-athlete not having adult supervision. In this case, the Coach may place the student athlete away from the team but within clear view of the Coach, for example at the far end of the bench or team area.

**5.15.1.4.** The Coach will immediately report any ejection to their Principal and their AD immediately following the game. After being notified by the Coach, the Principal will forward the ejection report to the District Superintendent and the DoDEA PAC Region IAP Coordinator.

### **5.15.2 CONTESTING AN EJECTION FROM A CONTEST**

**5.15.2.1.** The Coach will write a report of the situation leading to the ejection with justification that supports the reason(s) for requesting a review of the ejection. This request must be received within two calendar days of the ejection.

**5.15.2.2.** The Principal will review the ejection report and either approve or disapprove the ejection review request. The Principal should provide a copy of the ejection report to the PAC Region IAP Coordinator. If disapproved, the Principal will return the ejection rebuttal to the Coach with justification for their decision.

**5.15.2.3.** If approved, the Principal will explain and justify their decision and send this explanation and all supporting documents to their District Academic, Athletic, and JROTC Programs Coordinator Liaison.

**5.15.2.4.** The District Academic, Athletic, and JROTC Programs Coordinator Liaison will review and approve/disapprove the ejection rebuttal. The District Academic, Athletic, and JROTC Programs Coordinator Liaison in coordination with the PAC Region IAP Coordinator will send disapproved requests to the Principal.

The District Academic, Athletic, and JROTC Programs Coordinator Liaison in coordination the PAC Region IAP Coordinator will send the approved rebuttal to the Head of the Official Association for the sport where the ejection occurred to review or reject the rebuttal request.

**5.15.2.5.** The Official Association has the right to approve or reject the rebuttal request. The Head of the Official Association will contact the District Academic, Athletic, and JROTC Programs Coordinator Liaison and inform them of the Official Association's final ruling on the rebuttal.

**5.15.2.6.** The District Academic, Athletic, and JROTC Programs Coordinator Liaison will inform the requesting school Principal and the PAC Region IAP Coordinator of the Official Association's final decision.

## **5.16. COACH DUTIES AND CERTIFICATIONS**

### **5.16.1. NATIONAL FEDERATION HIGH SCHOOL (NFHS)**

**5.16.1.1** All PAC Region Coaches must be NFHS Coach certified and be registered in the NFHS database for all courses taken. The DoDEA PAC Region has an affiliate membership with NFHS. The PAC Region IAP Coordinator uses NFHS to obtain sport rules, rules interpretation, Coach Certification Courses, and other resources which will improve Coaching skills and ensure the safety and welfare of student athletes. For example, NFHS courses include training on concussions, which is a special DoDEA PAC Region special emphasis item and is required for all Coaches.

**5.16.1.2.** Coaches will submit all of their required courses to their Principal to file as part of their Coach EDA application. The PAC Region IAP Coordinator identifies all required Coach Certification Courses. Each PAC Region District will fund required Coach Certification Courses.

**5.16.1.3.** Coaches will fill out the SF 182, Authorization, Agreement and Certification of Training, requesting enrollment in required Coach Certification Courses. The Coach will submit the SF 182 to their AD who will then send this document to their school Principal for their signature. The Principal will use their Government Commercial Purchase Card (GCPC) to order the required Coach Certification classes using their District funding Line of Accounting. To be paid their Coach EDA, the AD will certify that the Coach has completed all required Coach Certification courses. To meet the First Aid training requirement, Coaches can submit completion certificates for either the Red Cross First Aid course or the NFHS course "First Aid, Health, and Safety" Class. The AD will update the Google Sheet provided by the DoDEA PAC Region IAP Coordinator which documents that all Coaches' having completed the required NFHS courses. Volunteer Coaches must complete the concussion, heat, and sudden cardiac arrest NFHS courses which are no cost NFHS courses.

### **5.16.2. DISTRICT FUNDED REQUIRED COACH AND NO COST REQUIRED VOLUNTEER COACH COURSES:**

NFHS Fundamental of Coaching – District funded – Complete Once

NFHS First Aid, Health & Safety – District funded – Complete Once

Red Cross CPR, First Aid, and AED – PAC District Funded – Complete Every Two Years after the NFHS First Aid, Health & Safety Course Completed

AACCA Spirit Safety Certification – District funded – Complete Once

Blocking and Defeating Blocks, Shoulder – District funded – Complete Once

COVID-19 for Coaches and Administrators – Free – Completed Every Year

Concussions – Free – Complete Every Year to Include Volunteer Coaches

Heat Illness – Free – Complete Every Year to Include Volunteer Coaches

Sudden Cardiac Arrest – Free – Complete Every Year to Include Volunteer Coaches

Bully, Hazing and Inappropriate Behaviors – Free – Complete Every Year

Introduction to Pitch Smart - Free (Baseball and Softball) – Complete Every Year

### **5.17. NFHS AND NATIONAL ASSOCIATION OF SPORTS PUBLIC ADDRESS ANNOUNCERS (NASPAA)**

NFHS has an affiliate membership with the National Association of Sports Public Address Announcers (NASPAA). NASPAA has clear expectations on what a public-address announcer should and should not do when working at the high school level. The NASPAA code can be found in **(Enclosure 10)** of this Guide. The Principal will certify that all announcers at DoDEA PAC Region athletic contests have signed and will abide by this code. The Principal will ensure that signed forms are kept on file at their high school for the duration that an individual is certified by the Principal to serve as a public address announcer.

### **5.18. SPORTS SEASONS**

The PAC Region Director of Student Excellence will approve PAC Region Sports Seasons. The DoDEA PAC Region IAP Coordinator will publish the starting and ending dates for each sports season, the minimum and maximum number of players for each sport, and the maximum number of competitions per sport. The start date for the fall athletic season will be published during the spring of the previous school year. Coaches must sign an EDA which will be on file at the school before conducting sponsor and

student athlete meetings, training, practices, or competitions. A volunteer Coach must be vetted and have successfully completed all Coach Certification requirements and an application with the Principal to serve as a Volunteer Coach.

**5.18.1. MINIMUM AND MAXIMUM NUMBER OF PLAYERS**

Sport	Minimum # required to offer sport	Max # of participate in Far East
Baseball	11	13
Basketball	7	9
Cheer	5	9
Cross Country	Individual	(Qualifiers) 5 Boys and 5 Girls
Drill	11	11
Football -11M	18	22
Football – 9M	15	18
Golf	Individual	N/A
Marksmanship	6	6
Sport	Minimum # required to offer sport	Max # of participate in Far East
Soccer	13	15
Softball	11	13
Tennis	Individual	4 Boys and 4 Girls
Track and Field	Individual	Qualifiers
Volleyball	8	9
Wrestling	Individual	13

When determining if a sport can be offered, the Principal, AD, and Coach must have the minimum number of student athletes as outlined in the above table for each DoDEA PAC Region approved sport. If a school does not have the minimal number of required student athletes to field a sports team, the Principal must inform their PAC Region District Academic, Athletic, and JROTC Liaison and the PAC Region IAP Coordinator.

### 5.18.2. DISTRICT MAXIMUM COMPETITIONS

Sport	Competition/Week	Games/Matches/Meets/Season	Additional Information
NTE-Not to Exceed			
Football	NTE 1 Game per week	NTE 7 Games	JV - NTE 6 games/season
Tennis	NTE 2 Competition/week	NTE 20 Matches	NTE 3 matches/day
Cross-Country	NTE 2 meets/week ( <i>meet = run</i> )	NTE 8 Meets	NTE 5000 Meters in a day
Volleyball	NTE 3 Competitions/week	NTE 20 Matches	NTE 2 Matches a day
Basketball (Boys /Girls)	NTE 3 Competitions/week	NTE 20 Games	NTE 2 Games a day
Wrestling	NTE 2 Competition/week	NTE 20 Matches	NTE 4 Matches a day
Softball/Baseball	NTE 3 Competitions/week	NTE 20 Games	NTE 2 Games a day
Soccer (Boys/Girls)	NTE 3 Competitions/week	NTE 20 Games	NTE 2 Games a day
Track	NTE 2 Meet/week	NTE 8 Meets	NTE 4 Events in a day

#### NOTES.

**Competitions.** PAC Region District Superintendents are authorized to reduce the number of competitions that they can fund. The PAC Region athletic schedule takes precedent over any local league schedule.

**Tournaments** equal three competitions which counts towards the maximum number of competitions. The maximum number of tournaments for each sport is two. If travelling to an athletic event with multi-teams and it is not a tournament, each game will count as one competition.

### **5.18.3. District Transportation**

Principals will ensure that all transportation to scheduled games has at least one DoDEA PAC Region adult who is authorized to supervise student athletes. Coaches and student athletes have priority seating on the bus before any Volunteer Coaches. Different sports teams can “piggyback” with each other and share transportation whenever possible. District will determine how the available seats will be prioritized for assignment. Using the District prioritization, Coaches will share on an equitable basis the number of seats that are available. If additional seats become available, the Principal(s) of the schools riding the bus will determine who will fill those seats.

### **5.18.4. PRACTICE DAYS**

For the safety of the students, the Coach will ensure that student athletes have a minimum of **ten days** of team practice under the direction of the **Head Coach** before they can participate in an athletic competition. The Coach may conduct a two-a-day practices during the first week of try-outs but each two-a-day practice will count as one practice. A team cannot have a practice on the same day as a game.

**5.18.4.1.** There will not be any student-to-student contact during the first three days of football practice and the only football equipment issued during a player’s first three days of football practice is a helmet. The Coach may conduct two practices in one day for pre-season football tryouts and conditioning. The Coach is permitted to conduct two practices in one day during the first two weeks of football practices. However, the Coach may conduct two-a-day practices no more than three days during the first two weeks of football practices, for a total of six days of two-a-day practices during this period.

### **5.18.5. ATHLETIC FE POST SEASON**

The week (Monday - Wednesday) immediately following the FE competitions in the fall, winter, and spring sport seasons is designated as the FE Post Season Period. The Coach will not conduct practices, tryouts, camps, clinics, or conditioning with student athletes during the FE Post Season Period. Coaches can post a sign-up sheet outside of their classroom or in their school’s main office for those students desiring to try out for a sport in the next PAC Region athletic season. This will allow time for the student athletes to focus on academics, to catch up on missed class work, and to rest if they participated in the previous athletic season before the start of the new athletic season. The new athletic season or time for spring camps or clinics may officially begin the Saturday following the FE Post Season Period. There may be an Academic or Athletic Event from the previous season that must be conducted during the FE Post Season Period for a scheduling, facility support, or other justifiable reason.

## **5.18.6. OFF-SEASON COACHING OR ATHLETIC INSTRUCTION**

**5.18.6.1.** Coaches are authorized to Coach the same PAC Region sport that they coached in the current SY during the designated off-season(s) for that sport. This applies to any member of the Coaching staff. Participation in off-season conditioning is completely voluntary. The Coach cannot make off-season conditioning or spring athletic camps a mandatory condition for team selection.

**5.18.6.2.** Principals can approve EDAs for athletic camps, weight training, or conditioning.

## **5.18.7. WEIGHT TRAINING AND CONDITIONING**

Weight training and conditioning can be conducted at any time of the school year. Weight training and conditioning must be open to all high school students and training must not focus on a specific sport. If using school facilities, Principal must ensure that a DoDEA adult authorized to supervise students is present at all times to monitor the training.

## **5.18.8. SCRIMMAGES**

Scrimmages are authorized and defined as a pre-season competition and is limited to two scrimmages per sport. Scrimmages are allowed five days after the first official practice of the season. Scrimmages must be approved by the District Superintendent. Scrimmages will only be between local teams at schools which are in close proximity to each other. There will not be any PAC Region District or Region funding for officials, overnight travel, and travel expenses. It does though provide an unfunded training opportunity for officials to train in an unofficial capacity. Scores and statistics are not recorded or reported. Scrimmages are held prior to the first regularly scheduled game of the sport season and do not count towards maximum competitions allowed for each sport.

## **5.19. DISTRICT IAP SCHEDULES AND PAC REGION DIVISION ONE AND DIVISION TWO CONFERENCES**

### **5.19.1 DoDEA DISTRICT ATHLETIC SCHEDULES**

ADs will develop their school's athletic schedule for the entire school year in time for the annual budget call and forward it to their Principal to approve. The District Academics, Athletics, and JROTC Liaison will establish submission suspense dates. The Principal will then forward the athletic schedule to the District Academics, Athletics, and JROTC Liaison to review and to obtain the Superintendent's approval. The District Master Athletic Schedule will meet all DoDEA PAC Region athletic competition requirements which includes not exceeding the maximum number of competitions for each sport. Every attempt will be made to limit the loss of instructional time due to travel, number of students absent for the same period to attend Academic, athletic and JROTC events, and the length of the competition. The District Master Athletic Schedule should include all competitions by sport that include Superintendent approved competitions. The District Academics, Athletics, and JROTC Liaison will forward the approved the District Athletic Schedule to all District staff functions, such as the District transportation officer, force

protection officer, budget technician, and contracting officer representative, and to the DoDEA PAC Region IAP Coordinator **no later than 1 June**.

### **5.19.2. PAC REGION DIVISION ONE AND DIVISION TWO ATHLETIC CONFERENCES**

The DoDEA PAC Region Director of Student Excellence will approve the placement of PAC Region high schools in either the Division One or Division Two Athletic Conference for designated sports. The PAC Region IAP Coordinator will assess high school student enrollment across the PAC Region, decide whether the sport warrants a Division One or Division Two classification, and assign the high schools into Division One and Division Two Conferences. The PAC Region IAP Coordinator will forward this information to the District Academics, Athletics, and JROTC Liaison and the Superintendents. The PAC Region IAP Coordinator approves Non-DoDEA high schools' choice to compete in either the Division One or Division Two Conference.

### **5.19.3. FOOTBALL REGULAR SEASON AND CHAMPIONSHIP GAME**

**5.19.3.1.** For both Division One and Division Two football teams, the number one team will host the number two team. In the case of a tie in either Division, the tie breaker process will be used to determine the teams that will play in the championship game.

#### **5.19.3.1.1. District Authorized Football Coaches and Players Regular Season**

22 players (11 Person Football) or 18 players (9 Person Football)

Two Coaches

Three Vetted Volunteer Coaches

#### **5.19.3.1.2. PAC Region Football Division One and Division Two Championship Game - Authorized Coaches and Players:**

22 players (11 Person Football) or 18 players (9 Person Football)

Two Coaches

Three Vetted Volunteer Coaches

### **5.19.3.2. Football Games**

**5.19.3.2.1. Homecoming Game.** Due to transportation restrictions, the Principal should schedule homecoming games with in-District teams to avoid travel issues. If scheduling is not possible with an in-District team, then the homecoming game will have to be scheduled on Saturday. Principals of the competing teams will establish the start time of the game using the safety of the student athletes as a priority.

**5.19.3.2.2. Nine Person Football.** Principals of Division Two high schools will declare if their high school is going to play nine person or eleven person football no later than the end of the first week of school. Once the Principal has decided to play nine person or eleven person football, their football team will play either nine or eleven person football for the whole football season. When a high school football team that is playing nine person football plays a school that is playing 11 person football, the 11 person football team must play nine person football for the entire game.

**5.19.3.2.3. Six Quarter Rule.** For both Division 1 and Division 2 football games, players can play no more than a total of six quarters in scheduled varsity and junior varsity football games on the same day. A week is considered Monday – Saturday.

### **5.19.4. PAC REGION FAR EAST IAP COMPETITIONS**

**5.19.4.1.** The host school Principal will supervise the PAC Region Far East IAP designated FE Event Director in coordination with their AD. The Event Director should not Coach a team participating in the tournament. The Principal must approve exemptions to this Coach restriction to serve as the Event Director in coordination with the PAC Region IAP Coordinator.

**5.19.4.1.2.** The Event Director after approval of the PAC Region IAP Coordinator can invite high schools to DoDEA PAC Region IAP competitions using the following invitation priority:

PAC Region high schools

Schools with the most recent participation in the event

Schools participating in the event the preceding year

Schools in Athletic Conferences such as the Japan Kanto Plains Association of Secondary School Principals (KPASSP), Korean-American Interscholastic Activities Conference (KAIAC), Okinawa Athletic Conference (OAC), Western Japan Activities (WJAA), and the Independent Interscholastic Athletic Association of Guam (IIAAG)

Athletic demonstration of level of competitiveness using win-loss record and competitiveness of the teams they have played

**5.19.4.1.3. Criteria to participate in DoDEA PAC Region FE IAP Events:**

Must be in the same sport season as the PAC Region sport

Must follow the PAC Region maximum participation and number of competitions guidelines

**5.20. OFFICIATING**

**5.20.1.** PAC Region will use athletic officials who are qualified and certified by each sport's official governing association. Except for tennis and wrestling, which use United States Tennis Association and United World Wrestling Association respectively, the remainder of PAC Region sports will use NFHS rules except for PAC Region JROTC drill and marksmanship competitions. JROTC will comply with NFHS Coaching guidelines. PAC Region JROTC Drill Meet Event Directors will train and use local active military members to judge drill. PAC Region JROTC Marksmanship Match Event Directors will use Civilian Marksmanship Program, sanctioning organization for all JROTC marksmanship programs, policies and procedures for all PAC Region marksmanship matches. The host school Event Director or AD will schedule competitions times and forward them to the Administrative Officer (AO) who is assigned primary official officials contract responsibilities. The AO will contact the Official Contract vendor to schedule officials, identify any schedule changes, identify performance or contract compliance concerns, and notify the PAC Region IAP Coordinator of required contract actions.

**5.20.2.** Officials will not officiate competitions when they have family members participating. However, if there is a situation where they do have a family member participating and there is no alternative resolution, the Coaches of both teams will be informed and why before the game begins, when officials with family connections have to be used.

**5.20.3.** Coaches and student athletes will not address officials using unprofessional behavior or will not excessively question an official's call or their judgment. Failure to abide by this expectation can result in ejection from a game. An official can ask the home school Coach, Principal, or official school representative to remove a spectator who exhibits unprofessional behavior from the competition area. The Coach will inform their Principal, AD, District athletic POC and DoDEA PAC Region IAP Coordinator as soon as possible but not later than the next day when a spectator is removed when requested by an official.

**5.20.4.** Officials’ calls and rulings during the game are final and not subject to appeal.

**5.20.5. ATHLETIC RULES AND GOVERNING ATHLETIC ASSOCIATIONS**

Sport	Rules/Regulations Guidelines
Volleyball	NFHS
Cheerleading	NFHS (Spirit)
Football	NFHS
Basketball	NFHS
Wrestling	United World Wrestling & Supplemental
Tennis	United States Tennis Association (USTA)
Cross Country	NFHS - 5K/3.1 Miles - DoDEA Required
Soccer	NFHS
Baseball	NFHS
Softball	NFHS
Track	NFHS
Drill	NFHS/US Military Service Drill Manuals
Marksmanship	NFHS/Civilian Marksmanship Program

**5.20.6. NFHS RULE BOOKS**

DoDEA PAC Region IAP Coordinator will fund, purchase, and ship the NFHS Rules Books for all authorized sports being competed in the PAC Region, prior to the next school year for all PAC Region High Schools. The PAC Region IAP Coordinator will send out any updates and changes prior to the athletic season for each sport. The District Superintendent will budget and purchase any score books or supplemental athletic materials other than rule books or direct that their High School Principals purchase them.

## **5.21. PAC REGION AND DISTRICT IAP COMPETITION GUIDELINES**

### **5.21.1 BASEBALL POOL PLAY GUIDELINES**

Win-Loss Record

Head-To-Head Competition

Fewest Runs Allowed

Run Differential with Maximum of 15 runs per Game

Single-Elimination Tournament

Semi and Finals will play seven innings and use the mercy rule for runs only

No time limit

### **5.21.2. BASKETBALL – POOL PLAY GUIDELINES**

In any situation where two teams are tied, PAC Region Event Director will use the following format:

Head-to-Head competition between the teams will determine the winner

If more than two teams tie, a point differential tiebreaker will be applied. The point differentials of the teams involved in the tie are totaled. Teams are then ranked according to the sum of the point differential, with the highest number placing above the second highest point total, and the third highest point totals. The maximum points that a team can be awarded and still gain an advantage is 20 points.

If two teams are still tied after the application of the formula, go back to Head-to-Head competitions to break the tie. If more than two teams are still tied after the application of the formula, the point differentials of the team(s) not involved in the tie are added, and the results recalculated. The score of all forfeits shall be 20-0. If there is still a three way tie, a three way flip of the coin will determine team placement.

### **5.21.2.1. Six Quarter Rule**

For both Division 1 and Division 2 basketball games, players can play no more than a total of six quarters in scheduled varsity and junior varsity games on the same day.

### **5.21.3. CHEERLEADERS**

**5.21.3.1.** Cheerleaders can attend PAC Region IAP and District activities under the following criteria:

**5.21.3.1.1.** The DoDEA PAC Region IAP Coordinator funds travel for PAC Region IAP activities for authorized students and adults, per diem for authorized adults authorized to travel, and the contract for a cheerleader clinic to enhance the skills of school cheerleaders and Coaches. Coaches must certify the Cheerleaders to attend in the season of the event.

**5.21.3.1.2.** The Principal in coordination with the Principal of the host school can approve attendance at local competitions where there is transportation available at no additional cost and where the cheerleaders do not stay overnight.

**5.21.3.1.3.** The Principal can forward a request to their Superintendent for approval for the cheerleaders to attend Intra-District IAP or Inter-District activities requiring an overnight stay and accomplishment of travel orders in accordance with Enclosure 7.

**5.21.3.1.4.** The following criteria for cheerleader travel apply:

**5.21.3.1.4.1.** All participating schools must have cheerleader teams at the event. If any school does not have a cheerleader team participating in the event then no cheerleaders will travel.

**5.21.3.1.4.2.** Cheerleader teams must travel with the athletic team and their information recorded using District AETS procedures.

**5.21.3.1.4.3.** The District Superintendent will determine whether travel for cheerleaders is authorized to travel to District athletic events. If the District Superintendent approves this travel, the Superintendent will fund travel, per diem for authorized adults authorized to travel.

**5.21.3.1.4.4.** There will be a Night Monitor assigned for all overnight events

#### **5.21.4. CROSS COUNTRY**

##### Scoring Results

All PAC Region DoDEA schools will use **Athletic.net** <https://www.athletic.net/> to record all cross country results

##### District and Far East Starting procedures:

No mass starts with all student-athletes

Boys or girls may start first

Middle school students (District ONLY)

##### Far East Division 1 and Division 2

Individuals and Teams must qualify for Far East

Qualification Times will be used as established by the DoDEA PAC Region IAP Coordinator

Five Boys and Five Girls – Maximum number of student-athletes

If teams are tied at the end of the event, the PAC Region Cross Country Event Director will look at the highest finishing non-scoring runner's time. For both divisions, this will be the fifth runner. If the teams do not have a fifth runner competing, then they will look at the fourth place finisher's time.

#### **5.21.5. FOOTBALL REGULAR SEASON AND CHAMPIONSHIP GAMES TIES**

##### **5.21.5.1. REGULAR SEASON AND CHAMPIONSHIP GAMES**

If the game is tied after regulation, the format used to break the tie is outlined in the NFHS Federation Football Rulebook.

##### **5.21.5.2. TIE IN DIVISION STANDINGS**

The winning game percentage will be computed to determine a conference champion. This is computed by dividing the games won by the games played. If two teams are tied, the winner of the head-to-head game will determine the division champion and placement for post-season play. If three or more teams are tied, the teams with the best head-to-head record against the tying schools will advance to the playoffs.

If one school cannot be eliminated in a three-way tie, the following criteria will be used:

Total point differentials of head-to-head competitions between tied teams only - not to exceed 20 points per game.

Bills	10	Raiders	17	Browns	6
Browns	0	Bills	7	Raiders	0
<b>Totals:</b>	<b>Bills +0</b>	<b>Raiders +4 (Win)</b>	<b>Browns -4</b>		

Once one team is removed from the three way tie, immediately return to the head- to-head results with the remaining two teams. In this case, the Raiders won the point differential, the Bills and Browns now remain. The Bills defeated the Browns head-to-head so the Bills finish 2nd, Browns 3<sup>rd</sup>.

**Final results of the three way tie is 1<sup>st</sup> – Raiders, 2<sup>nd</sup> Bills, and 3<sup>rd</sup> Browns**

**5.21.5.3.** If after computing the point differentials of the three tying teams a tie still exists, the point differentials (not to exceed 20 points per game) of all league competition will be computed next. Again, once one of the three tied teams is eliminated, the remaining two teams return to the results of the head-to-head competition to determine the winner. If the three teams are still tied, the following situations will be used to break the tie.

Fewest points allowed between the three teams

Total points scored between the three teams

Teams will be placed in a hat and the names randomly drawn out will determine the final standing

Top two teams from this standing will determine the winner by Head-to-Head

### **5.21.6. MANAGERS**

The District Superintendent will approve any travel for managers traveling to District events. If the District Superintendent approves this travel, the District will fund it. Managers are not authorized to travel and participate in PAC Region Far East activities.

### **5.21.7. SOCCER – Pool Play**

#### **5.21.7.1. POOL PLAY POINTS**

3 points are awarded for each win

1 point is awarded for a draw

0 points for a loss

Teams with the most points in each pool will advance as the number 1 seed

#### **5.21.7.2. POOL PLAY TIE BREAKERS**

Head-to-Head

Goal differential with a maximum of 5 per match (this prevents teams from running up the score)

Example a 3-2 win would be +1. A 5-2 win would be +3, a 5-0 win would be +5, and a 6-0 win would be 5 (because of the cap on running up the score)

Fewest goals allowed

If there is still a tie, a coin-toss will determine the higher seed

### **5.21.8. SOFTBALL POOL PLAY**

Win-Loss Record

Head-to-Head Competition

Fewest Runs Allowed

Run Differential with Maximum of 15 per Game

Single-Elimination Tournament

Semi and Finals will play seven innings and will only use the mercy rule for run differential

No time limit

### **5.21.9. TENNIS DIVISION 1 AND DIVISION 2**

For the boys' or the girls' division, the team with the most individual champions will be the team champion. If there is a tie between the teams, the PAC Region Tennis Event Director will identify the team with the most second, third, fourth and then fifth place finishes to determine the team champion.

### **5.21.10. TRACK AND FIELD**

Scoring Results:

All DoDEA schools will use **Athletic.net** <https://www.athletic.net/> to record their results.

Far East

Individuals must qualify for the FE East track meet using the qualification standards provided by the DoDEA PAC Region IAP Coordinator

To determine the team champion, the team with most individual champions will win the event. If there is a tie between the teams, the PAC Region Event Director will identify the team with the most second, third, fourth and then fifth place finishes to determine the team champion.

### **5.21.11. VOLLEBALL – POOL PLAY**

Head-to-Head results between teams tied

Total sets won versus total lost versus all pool play teams

Total point differential against all pool play teams

If three or more teams are tied in match record, the ties are broken by applying the following steps, in order, without repeating any step

Head-to-head results will not be used at any time in breaking a three-way tie

Determine each team's set percentage (divide each team's total sets won in the pool by the total sets played). The team with the highest set percentage is first.

If some or all of the teams have the same set percentage, then determine the point percentage of the teams that are still tied (divide each team's total points scored by the total points scored by all the team's opponents in that pool)

If the teams are still tied, the team with the highest point percentage has the next highest finish in the pool (finishes either first or second, depending on the outcome of the set percentage)

If two or more teams are still tied then have a Coin toss.

### **5.21.12. WRESTLING**

To determine the team champion, the team with the most individual champions will win the event. If there is a tie between the teams, the PAC Region Wrestling Event Director will identify the team with the most second, third, fourth and then fifth place finishes to determine the final champion.

## **5.22. MERCY RULES**

The following mercy rules will be used in all DoDEA PAC Region and District athletic competitions between DoDEA schools for the designated sports. It may be used in competitions involving non-DoDEA schools if agreed to in advance of the competition. The DoDEA PAC Region District Academic, Athletic, and JROTC liaison is authorized to modify these mercy rules but must inform the DoDEA PAC Region IAP Coordinator:

### **5.22.1. BASEBALL**

Game will end when:

A Team is ahead by 15 runs after 3 innings

A Team is ahead by 10 runs after 5 innings

Time – 1 Hour 30 Minutes or 7 Innings

**NOTE. The PAC Region District Academic, Athletic, and JROTC Liaison can contact the PAC Region IAP Coordinator for additional time**

#### **5.22.2. BASKETBALL**

When the point difference meets or exceeds 30 points  
Running Clock stops for:

Time-Outs

Injuries

Officials determine necessary

Play resumes to normal play when score reaches 20

#### **5.22.3. FOOTBALL**

Point difference meets or exceeds 30 points

Running Clock stops for:

Time-Outs

Injuries

Change of Possession

After a Score

Officials determine necessary

Play resumes to normal play when score reaches 21

If a team has a score of 49 point or more at halftime, or if either team has a lead of 49 points at any time during the second half, the game is ended immediately.

#### **5.22.4. SOCCER**

When point differential is greater than eight

Leading team will substitute starters

When the goal difference reaches 5 normal play resumes

#### **5.22.5. SOFTBALL**

Game will end when:

A Team is ahead by 15 runs after 3 innings

A Team is ahead by 10 runs after 5 innings

Time – 1 Hour 30 Minutes or 7 Innings

**NOTE. PAC Region District Academic, Athletic, and JROTC Liaison can contact the PAC Region IAP Coordinator for additional time**

#### **5.23. BASEBALL PITCHING LIMITATIONS**

##### **5.23.1. DISTRICT BASEBALL GAMES**

Days of Rest	Number of Pitches
0	1-40
1	41-60
2	61-80
3	81- 110
	Maximum Pitches 110

### **5.23.2. PAC REGION BASEBALL GAMES**

Days of Rest	Number of Pitches
0	1-49
1	50-75
2	76-105
3	106-125

A pitcher may not pitch more than 125 total pitches for a three day competition.

## **SECTION 6: JUNIOR RESERVE OFFICERS TRAINING CORPS (JROTC) CO-CURRICULAR ACTIVITIES**

**“Children need to get a high-quality education, avoid violence and the criminal-justice system, and gain jobs. But they deserve more. We want them to learn not only reading and math but fairness, caring, self-respect, family commitment, and civic duty.”**

**- Colin Powell**

### **6.1. JROTC CO-CURRICULAR ACTIVITIES**

JROTC co-curricular activities are aligned to the JROTC curriculum, which is standards-based and developed and fielded by Army JROTC, Air Force JROTC, Marine Corps JROTC, and Navy JROTC curriculum managers. In the DoDEA PAC Region, we have all military services represented. Thus, the majority of our JROTC co-curricular activities will have cadets who represent all the programs. JROTC co-curricular activities develop, through competition and involvement, leadership skills that support College and Career Ready Standards. It is these skills, attitude, and character development that support student achievement and success in the student’s personal, educational, and professional pursuits after graduation from high school.

### **6.2 DRILL**

The DoDEA PAC Region JROTC Programs Coordinator will develop and field an instruction Memorandum with Standard Operating Procedure (SOP) and Drill Cards for the PAC Region JROTC FE and District drill meets that will optimize drill opportunities for the cadets.

### **6.3. MARKSMANSHIP**

**6.3.1.** The DoDEA PAC Region JROTC Programs Coordinator will develop and field a PAC Region Guide for the PAC Region JROTC FE and District marksmanship matches that will optimize marksmanship opportunities for the cadets. The PAC Region Marksmanship Program is certified by the Civilian Marksmanship Program (CMP) which certifies all JROTC marksmanship programs. The National Three-Position Air Rifle Council publishes the National Standards Three-Position Air Rifle Rules in coordination with all of our JROTC Programs Coordinator Managers. The purpose of these Rules is to establish a national standard rulebook for Three-Position Air Rifle match competitions in the United States extended to the DoDEA PAC Region.

**6.3.2.** If a non-JROTC student requests to participate in a PAC Region JROTC Marksmanship Program, they should be allowed to do so unless the Senior JROTC Instructor has defensible reason(s) why the non-JROTC student cannot participate, such as a specific military service JROTC prohibition(s). The Senior JROTC Instructor should develop a participation memo that the student and their sponsor signs which outlines all of the CMP, the National Three-Position Air Rifle Council, and JROTC Program requirements that apply to all marksmanship participants.

#### **6.4. CADET LEADERSHIP TRAINING (CLT)**

Leadership training is the third “tier” of the PAC Region JROTC co-curricular program. Cadet leadership development is a primary learning objective of the JROTC program. The PAC Region JROTC Programs Coordinator will develop and field a SOP for the PAC Region JROTC Leadership Development Program which will optimize leadership development marksmanship opportunities for the cadets.

#### **6.5. PAC REGION JROTC PROGRAMS MANAGEMENT**

**6.5.1. BOND COVERAGE.** Based on a DoDEA legal review, the federal government does not generally maintain private insurance or bonds, but rather is completely self-insured under the Federal Tort Claims Act (FTCA). Under the FTCA, the federal government acts as a self-insurer, and recognizes liability for the negligent or wrongful acts or omissions of its employees acting within the scope of their official duties. The U.S. is liable to the same extent an individual would be in like circumstances.

**6.5.1.1.** The FTCA substitutes the U.S. as the defendant in any such suit, and the U.S., not the individual employee, bears any resulting liability.

**6.5.1.2.** The JROTC instructors are DoDEA employees. Under the FTCA, the federal government assumes liability for any negligent or wrongful acts or omissions of those JROTC instructors acting within the scope of their official duties. Thus, coverage under the FTCA should nullify any need for a bond as required by Military Services JROTC Program Managers

**6.5.2. FORMAL MILITARY ACTIVITIES TRANSPORTATION.** Formal JROTC military functions include military balls, dining-ins, dining-outs, parades, and other military activities or formation addressed in the JROTC curriculum. PAC Region JROTC Districts should fund these events as requested and approved by the School Principal.

**6.5.2.1.** Formal military activities are included as a learning objective in the JROTC curriculum for all the JROTC Programs Coordinator. Thus, the military services JROTC Program Managers highly encourage and credit formal military activities as part of the criteria to designate exemplary Distinguished Units.

**6.5.2.2.** JROTC cadets plan and execute the entire plan to conduct a formal military activity such as a military ball. Cadets learn and demonstrate planning, management, and budget development skills. The event is completely student centered, contributes to retaining a significant historical event rooted in each military service's heritage, and is overall a valuable learning experience for the cadets that attend.

**6.5.2.3.** It is highly encouraged but not required that these events be conducted as a joint unit function attended by several units located in relatively close proximity to each other. This allows for the integration of all the military services' aspects of the function which are reflected in each military service's heritage. Further school enrollment which impacts JROTC Program enrollment may not be sufficient to support this type of event but consolidating several schools provides the cadet base to warrant the event.

**6.5.2.4.** The senior JROTC instructor will enter the event into AEIS and provide justification to support the request which is forwarded to the Principal for review and approval.

**6.5.3. JROTC FORMAL ASSESSMENTS.** Each JROTC has a formal assessment process which is administered by an assigned JROTC Program assessor. Frequency and specific requirement are determined by each JROTC Program. Request reports be forwarded to the PAC Region JROTC Program Manager. Reports will be reviewed to ensure that all requirements of the formal Memorandum of Understanding between DoDEA and the military service are met. Review will also provide the means to maximize resource application and to provide needed guidance to Superintendents and Principals to meet DoDEA JROTC program, to include instructor management responsibilities, within DoDEA authority.

**6.5.4. JROTC DISCUSSION, FOCUSED COLLABORATION, AND PROJECT MANAGEMENT.** PAC Region JROTC Program Manager will facilitate focused collaboration recurring sessions using appropriate digital communications. Sessions will focus on the JROTC curriculum and JROTC program management that includes co-curricular activities and instructor management. Compliance with DoDEA Focused Collaboration requirements, Superintendent and Principal Direction and Guidance, and maximum exchange between of the instructors to identify and measure ways to improve application of the JROTC curriculums and mentorship to improve student achievement

will be the focus of these sessions. The PAC Region JROTC Instructors will serve as the JROTC Steering Committee of Tiger Teams to research and develop plans for JROTC projects.

**FEPPG REVISION 3 ADDENDUM**  
**OVERVIEW OF CHANGES AND ADDITIONS**

**1 DECEMBER 2020**

**REVISION 3 ADDENDUM CHANGE OVERVIEW:**

The following Addendum to the FEPPG Revision 3 dated 1 December 2020 provides an overview of the major changes to this Guide. There were substantial word changes, format changes, corrections, designation of responsibilities and tasks, and who is tasked to complete them that are not cited in this addendum. Thus, it is highly recommended that all DoDEA PAC Region personnel with responsibilities for DoDEA PAC Region FEAP, IAP and JROTC review the entire Guide.

**REVISION 3 MAJOR CHANGES AND ADDITIONS STATED BY THE DESIGNATED GUIDE PARAGRAPHS:**

**1.1 AUTHORITY.** Updated with current references.

**2.2. DoDEA PAC (PAC) REGION FAR EAST ACADEMIC PROGRAMS (FEAP) COORDINATOR.** Added:

To create outreach opportunities and partnerships with commercial enterprises, higher education, and professional organizations to enhance academic activities and align them with current standards

To research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment.

**2.3. DODEA PAC (PAC) REGION INTERSCHOLASTIC ATHLETICS PROGRAMS (IAP) COORDINATOR.** Added:

Identifies professional development opportunities and resources for Coaches and Volunteers such as the National Federation High School (NFHS)

Serves as the Contract Officer Representative for PAC Region Officials contracts

Research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment

**2.4. DODEA PAC (PAC) REGION JROTC PROGRAMS COORDINATOR.** Added:

Research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment

**2.9. ATHLETIC COACH (INCLUDES JROTC).** Added:

Supervises all authorized volunteer coaches, chaperones, and students when they attend athletic (includes JROTC) activities. Coaches to include Volunteer Coaches must sign an Adult Code of Conduct and abide by all conduct and supervision requirements during the activity which includes travel to and from the event and during any travel delay to ensure that there is no broken chain of custody for students. Coaches must supervise students at all times during travel.

**2.10. ACADEMIC EVENT SPONSOR (AES).** Added:

Verifies passport data and validity, enters all trips with required documents that include flight itineraries in the Antiterrorism Event, Extracurricular Activity, and Trip Tracking System (AETS), completes travel rosters, completes all requests for travel orders and transportation in AETS or as directed by their Principal and Districts, and receives and validates commercial air tickets and final travel itinerary which must be updated in AETS

AES must sign an Adult Code of Conduct and abide by all conduct requirements during the activity which includes travel to and from the event and during any travel delay to ensure that there is no broken chain of custody for students. AES must supervise students at all times during travel.

**2.11. DISTRICT TRAVEL REPRESENTATIVE (DTR).** Added:

The DTR verifies posting of required travel rosters in AETS; posts final travel rosters in the FE Program Office travel roster folder; coordinates with the District Force Protection Officer security, travel, and Area (Korea) required screening and training; verifies completion of travel orders; and verifies passport validity that includes any visas, SOFA stamps, Exit and Re-entry Stamps that are required for airport, airline and customs screening

**2.12. DISTRICT STUDENT TRANSPORTATION OFFICER (STO).** Added:

Provides bus transportation requirements to support Academics, Athletics, and JROTC activities  
Processes bus transportation identified in AETS

**2.13. DISTRICT FORCE PROTECTION OFFICER (FPO).** Added:

Reviews Antiterrorism Event, Extracurricular Activity, and Trip Tracking System (AETS) requests to ensure if there are any off installation activities there are no specific threats at the location

Assists for Far East and District JROTC Events, the Far East Programs Coordinators navigate through the AETS process

Receives feedback from the Region FE Programs staff and the FE Coordinators on improvements to the AETS process to ensure that any future enhancements to the system include FE Programs inputs

**3.1.6. TRANSGENDER.** Added the HQ DoDEA transgender definition, policies, and treatment compliance requirements.

**3.1.7.5. Permanent Change of Station (PCS).** Clarified that Students are eligible to participate in academic, athletic, and JROTC activities until the day and time the sponsor withdraws their student from the DoDEA school they are enrolled.

**3.1.7.7. Academic Eligibility Check.** Added:

An ineligible student may not practice, try out for a sport or academic event, compete in games, or attend academic event preparation sessions during the period of ineligibility which extends to the next weekly academic check. Ineligible student-athletes will not be in uniform for games or travel with the team to games.

**3.1.7.7.7.** Extenuating circumstances impacting eligibility and a student's participation may be the basis for an appeal. A Coach or Academic Event Sponsor can initiate an appeal with supporting documentation and forward it to their Principal in coordination with their AD or AcaD and the PAC Region IAP or FEAP Coordinator, for the Principal to review and approve or disapprove. The Superintendent may establish procedures for further review as the final approval authority. The deadline for this appeal coincides with the due date of the Final Travel Roster.

**3.1.7.9. Removal from an Activity.** Principal will remove a student from the activity who is academically ineligible for three consecutive weeks. Student is ineligible to participate in any other athletic activity in that sport season.

**3.1.8.2.** Eligible and approved students enrolled in seventh and eighth grades in a DoDEA PAC Region Middle School must have a current sports physical on file at the high school which is accomplished each school year.

**3.1.8.3.** Clarified statement that they must be academically eligible to participate in practices.

**3.1.9.2. Clarified:**

Adults Authorized to Travel with approved roles and responsibilities for a FE or District academic, athletic, or JROTC event will not bring their dependents to the events. The only exceptions are if their dependent is participating in the event, if the dependent is serving in an approved official capacity in the event such as a chaperone or Coach, or if the dependent is a spectator.

**3.1.9.3.5. Volunteer Coaches. Added:**

All volunteer Coaches must complete all volunteer clearance requirements and perform all volunteer responsibilities requirements that include student supervision for overnight trips.

If the Coach or volunteer is a DoDEA employee, they must use their personal leave to attend this event.

**3.1.9.3.6. Changed to extend forms maintenance to least two school years after conclusion of the current school year.**

**3.1.9.3.7. Changed to require a volunteer meeting initially and then each school year thereafter. Requires the Principal to conduct the meeting for annual recertification.**

**3.1.9.3.8. Changed:**

Parents, military active duty members, students, and other community members who do not have student supervision responsibility may support event activities in a non-reimbursable capacity as a Non-specified volunteer. Examples include adults who provide logistical support and refreshments. The Event Director, AcaD, or AD will contact the host school Principal who authorizes these Non-specified volunteers to perform their duties. Principal will ensure that all required documentation to include school access and supervision responsibilities is completed and assigned.

**3.1.10.1. Changed:**

One DoDEA employee or one vetted volunteer will accompany every ten students attending a FEAP, athletic, or JROTC activity. The DoDEA PAC Region FEAP, Athletic, or JROTC Programs Coordinator will approve any deviations to the 10:1 student to adult ratio for PAC Region FE activities that includes all JROTC activities in coordination with the District Academic, Athletic, and JROTC Liaison. The Superintendent will approve deviations to the 10:1 student to adult ratio for District activities.

**3.1.10.4. Changed:**

District will issue an official travel order for all adults authorized to travel funded by the PAC Region FE Office or District Superintendent. Coach or AES will ensure in consultation with their AD or AcaD that students in accordance with District procedures are listed on an official no cost memorandum to be used for customs, installation and airline clearance and possess valid passports and visas as required.

**3.1.11.2. Adult Code of Conduct and Responsibilities.** Changed to extend forms maintenance to least two school years after conclusion of the current school year.

**3.1.11.3. National Federation of High School (NFHS) Coaches Code of Ethics NFHS Code of Ethics.** Changed signature requirements to each school year.

**3.1.11.4.1. Changed:**

Students participating in DoDEA PAC Region Far East or District FEAP, IAP, and JROTC events must sign the **DoDEA PAC Region Student Code of Conduct & Cancellation Policy (Enclosure 4)**. For athletic and JROTC events, the Coach will ensure that the Student Code of Conduct is completed by each team member.

For Academic FEAP events, the AcaD will ensure the Student Code of Conduct is completed as part of the academic event application and certified again no later than 10 calendar days before departure to an event.

**3.1.11.4.2.** Changed to extend attendance forms maintenance to least two school years after conclusion of the current school year.

**3.1.11.5. Departure.** Added:

Review need for valid passports, visas, and entry and re-entry SOFA stamps

Compare all travel documents to airline tickets and flight itineraries to ensure all traveler information is correct and match

Exchange emergency contact numbers

**3.1.11.6. Team and Group Travel Requirements.** Clarified. The Principal will review and approve/disapprove any sponsor requests for deviations to this policy with coordination with their Superintendent.

**3.1.11.7.1. Clarified.** Student withdrawal from an activity is defined as withdrawal after tickets have been issued or after student costs have been determined, withdrawal during the event for cause, and withdrawal after the event concludes.

**3.1.11.7.2. Clarified.** Sponsors will identify the reason(s) for withdrawal to the school Principal on the **Student FE Withdrawal Form (Enclosure 5)** in coordination with the Coach and AD or the AES and AcaD. Principal will review, approve, or disapprove the withdrawal request to approve the student release and determine whether the student release is for a validated cause and whether to waive the costs. If requested by the sponsor, Principal can forward the request to their Superintendent for review and final approval. This request will be forwarded to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator for Region FEAP, Region IAP, and JROTC Region and District athletic events to review the student release, make recommendations, and determine whether the student release is for a validated reason and whether sponsor is liable for cancellation costs. The Student Code of Conduct includes a cancellation policy statement with examples of *unjustifiable* and *justifiable* reasons for student release.

**3.1.11.7.7. Temporary Release during Event. Added.** The Coach or AES should notify the Event Director, host Coach, and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator if the request (temporary release) is approved.

**3.1.12.8.1. Student Behavior. Clarified:**

For any act or report of student behavior incidents, the Event Director or Host, Coach, AES, AcaD, AD, or the Instructional System Specialist(s) must report the incident no later than the next day after the incident to the student's Principal, the event host school Principal, the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator.

Principal will determine whether a formal investigation is required or will administer appropriate discipline upon the student(s) return, which may be but is not limited to a warning, suspension, or removal from future participation in FEAP, IAP, or JROTC activities for a specified period of time but not to extend beyond the current school year.

**3.1.12.8.2. Adult Behavior. Clarified:**

For adults, the Event Director, AcaD, AD, or the Instructional System Specialist(s) must report any incident or report of adult misbehavior to the Principal who supervises the adult, to the event host school Principal, to the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator no later than the next day after the incident. After the initial notification, the Event Director, AcaD, AD, or the Instructional System Specialist(s) should continue to gather facts and circumstances and

forward to the Principal who supervises the adult, to the event host school Principal, to the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator.

**3.2.3.1. Clarified.** Due to weather, environment conditions, military contingencies, evacuations, emergencies, health conditions, or installation alerts, the District Superintendent may cancel, shorten, or reschedule FEAP, IAP, or JROTC activities in coordination with the PAC Region Director of Student Excellence. The Installation Commander has the authority to direct school cancellations in their areas of responsibility.

**3.2.3.1.1. COVID 19. Added.**

Principals and Coaches will follow the guidance from HQ DoDEA, JROTC Program Managers, Center of Disease Control and Prevention (CDC), the National Federation High School (NFHS) guidelines, and their local military command policy for COVID 19. DoDEA will follow the most restrictive policy when there is conflicting guidance. Coaches, Academic Event Sponsors, Event Directors will forward their detailed plans for practices and games with their school administration for approval. Plans will meet the published COVID 19 mitigation strategies from HQ DoDEA, JROTC Program Managers, CDC, NFHS and the local command. Schools will need to make sure that their Coaches have enough thermometers, cleaning supplies, hand sanitizer, etc., to support each of their programs. After these plans have been approved by the school administrator, they will need to contact their local military command for approval before sending them to their district liaison for approval. This all must happen before the athletic season or event begins.

**3.2.3.1.2. Health Protection Condition Levels (HPCON) Equipment. Added.**

Coaches and Academic Event Sponsors will identify equipment to include personal protective equipment (masks, cleaning supplies, thermometers et al) to comply with Health Protection Condition Levels (HPCON) guidelines to their Principals. Principals in coordination with their Superintendents will fund and procure these requirements for the entire season that include practices, rehearsals, and competitions.

**3.2.4.1.2. Clarified:**

For District IAP and JROTC non-athletic activities, the District Superintendent will approve and disseminate the District athletic and JROTC District activity schedule to their assigned schools and the PAC Region IAP and JROTC Programs Coordinators.

**3.2.4.4.2. Clarified:**

The PAC Region FEAP, IAP, and JROTC Programs Coordinators request commercial air using travel BPAs for PAC Region FEAP, IAP, and JROTC activities. The District requests commercial air using travel BPAs for PAC District IAP, and JROTC non-athletic activities.

**3.2.4.4.3. Clarified:**

The Event Director(s), AcaD, or AD of the event host school requests and updates in Antiterrorism Event, Extracurricular Activity and Trip Tracking System (AETS) the transportation needed during the FEAP, IAP, or JROTC event. The Coach and AES of the traveling team in coordination with their AD or AcaD requests and updates in AETS the transportation needed to transport their students and authorized adults from and to the event host's servicing airport, train station, and ferry station and to and from the event billeting. The Coach and AES of the traveling team in coordination with their AD and AcaD requests and updates their commercial flight itinerary in AETS.

**3.2.4.5. Event Activities. Clarified:**

Approved additional events are funded by the participant(s) or the Event Director using Student Activity Funds and the host District for transportation to support the additional event.

Additional events includes field trips to museums, host country sites, amusement parks or other similar locations, unless they are approved, scheduled, and entered in AETS no later than **four weeks** in advance of the activity.

**3.2.5.1.2. Clarified.** When on base or school billeting is not available, Principals should direct assessment of off base billeting in coordination with their Installation Billeting Office to ensure they meet all safety, hygiene, and lodging standards.

**3.2.5.3.5. Clarified approval of refunds for District Events.** District Superintendent will establish for District events registration refund policies.

**3.2.5.4.3. Clarified** that required personal information is FOR OFFICIAL USE ONLY and will be protected as PII.

**3.2.5.4.4. Clarified** that required personal information is FOR OFFICIAL USE ONLY and will be protected as PII.

### **3.2.5.5.1. Clarified:**

DoDEA PAC Region FEAP, IAP, and JROTC athletic competitions and tournaments and FEAP activities, provide education and competition opportunities for PAC Region DoDEA students. Whereas, these competitions and academic events provide education and competition opportunities for DoDEA PAC Region students, extending these opportunities to non-DoDEA students is valuable for both non-DoDEA students and PAC Region DoDEA students. These opportunities expand and enhance athletic competitions, and create cultural exchanges and education experiences.

### **3.2.5.5.2. Clarified:**

The PAC Region FEAP, IAP and JROTC Programs Coordinators, based on event capacity, event scope, athletic competitiveness, education benefits, previous participation, and amount of funding for the event, will determine how many non-DoDEA students or teams can be invited to a FEAP, IAP, or JROTC activity or competition. The PAC Region FEAP, IAP, and JROTC Coordinators will invite non-DoDEA students or teams as soon as possible to these activities or competitions since the timeliness of a decision may affect the ability for these students or teams to attend the activity.

### **3.3.1. Clarified:**

The PAC Region FEAP, IAP and JROTC Programs Coordinators obtain guidance, direction, and submission deadlines from the designated PAC Region RM Budget Analyst assigned FE responsibilities.

### **3.3.2. Clarified:**

The DoDEA PAC Region District Superintendents fund bus transportation for PAC Region and District FEAP, IAP, and JROTC activities. This includes transportation from and to local servicing airports for PAC Region FEAP, IAP, and JROTC activities; long haul bus transportation to and from the activity site for PAC Region FEAP, IAP, and JROTC activities hosted by one of the District schools; and transportation during the activity hosted by one of the District schools.

**3.4.1.** Updated dated of cited Memorandum to October 21, 2019 and assigned publication of the FE Master Schedule on the FE social media sites to PAC Region Public Affairs.

**3.4.3.1.** Added for all Far East and District academic, athletic, and JROTC activities, participants will arrive no more than one day before the start of the event and return no later than one day after the conclusion of the event.

**3.4.3.2.** Added for non-DoDEA or intra-District academic, athletic, and JROTC activities, schools can miss no more than one day of school.

**3.4.3.3. PAC East District.** Added the Director of Student Excellence signed a DoDEA Pacific Athletic and Activity Travel Guidance Memorandum for the PAC East District dated January 16,

2020 (**Enclosure 9**). This Memorandum addresses policies and procedures for PAC East District overnight travel.

**3.5.2.** Added all travelers should periodically review the United States State Department and the PAC Region Safety and Security Manager’s advisories and alerts prior to traveling and throughout the duration of the activity. Travelers should also review local command travel restrictions and comply with all health condition mitigation strategies.

**3.6.3.** Clarified that PAC Region and District FEAP, IAP, and JROTC Programs Coordinators and Event Directors, or hosting ADs will only order the number of awards that are authorized for the activity or event.

**3.7. EXTRACURRICULAR DUTY ASSIGNMENT (EDA).** Added. The PAC Region FEAP, IAP, and JROTC Program Coordinators may request dependent on funding approval, additional EDAs for PAC Region FEAP, IAP, and JROTC activities.

**3.7.1.1.** Clarified:

The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will send to Principals the EDA Memorandums of Understanding (MOU) templates for the PAC Region FEAP, IAP, and JROTC Event Directors, AcaDs, and ADs. The Principal will execute and sign EDAs for their school specific EDAs using their school procedures that include Coaches and Academic Event Sponsors. Principal can add but not delete any duty requirements on the EDA MOU template for the ADs, AcaDs, and Event Directors. Principals should coordinate with the PAC Region FEAP, IAP, and JROTC Programs Coordinators the final EDA MOU prior to signature for these EDAs. Since for example, the AD performs duties that support PAC Region IAP and JROTC activities but the AD also performs duties that support their school’s athletic program.

**3.7.1.4.** Clarified:

All Principals will validate and sign assigned AcaD, AD, and Event Directors Extracurricular Duty Compensation (EDC) payment documents and forward them to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators for final review and approval. The DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators will then enter the pay documentation into the PAC Region Resource Management EDC pay processing site for forwarding and payment by the Defense Finance Accounting System.

**3.7.2.4. After Action Report (AAR).** Clarified:

The Event Director, AcaD, and AD will submit no later than **ten working days** after their assigned EDA duties concludes to their Principal, the After-Action Report (AAR). The Principal will review and forward the AAR to the DoDEA PAC Region FEAP, IAP and JROTC Programs Coordinator for final approval and inclusion in the EDC payment documentation.

**3.7.3. COACHING CLUB, PRIVATE, CLUB, OR YOUTH SPORTS TEAM.** Clarified:

Coaches who sign an athletic EDA MOU will not Coach another high school team, club team, private team, or youth sports team in the same sport and in the same season they are receiving DoDEA PAC Region EDA EDC compensation.

**3.8.2.1. Clarified:**

Coach or Academic Event Sponsor will make copies of the passports prior to travel preferably at the required initial meeting with sponsors and secure them since the copies contain Personally Identifiable Information (PII).

At the conclusion of the last trip of the school year these passport copies should be destroyed in accordance with PII policy as identified in the annual required DoDEA Privacy Act Training.

The Coaches, AcaD, AD, and the Academic Event Sponsors will complete a final validation check that all required travel documents are valid and available not later than ten days prior to departure.

Sponsors should immediately provide instructions to the sponsor on who they should contact to obtain the needed travel documents that include passports and visas which should allow for processing time to complete. Information should include embassy or consulate locations, telephone numbers, and email addresses to obtain guidance, instructions, processing appointments, and application documents.

**3.8.2.2. Added.** All participants must have a valid passport with an expiration date at least **two weeks** after the expected return date.

**3.8.2.3. Clarified:**

Coaches and Academic Event Sponsors will collect and secure all student passports and validate them one last time. The Coach and the Academic Event Sponsor should return the passport to the student to clear airline check-in and airport security and then collect them for safekeeping. The Coach and the Academic Event Sponsor will give the passport to the student for access on base and then collect and secure them. The process will be repeated for the return trip or when passports are needed for a specific reason.

**3.8.3.5. Clarified:**

For PAC Region FEAP, IAP, and JROTC designated activities and events, the DTR will contact the Principal of the traveler and their PAC Region District Academic, Athletic, and JROTC Liaison to validate any requested change, the reason(s) for the change, and costs which will be provided to the PAC Region FEAP, IAP, or JROTC Programs Coordinator for approval.

**3.8.3.6. Clarified:**

The DTR will notify the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator immediately to resolve and approve changes that must be completed before the BPA is issued.

**3.8.3.8. Clarified:**

During travel, the Coach or the adult authorized to travel will immediately notify their Principal to resolve any situations negatively impacting travel.

The PAC Region FEAP, IAP, or JROTC Programs Coordinator will contact the PAC Region RM and Region Procurement Liaisons before the change is approved.

**3.8.3.9.1. Added:**

Coaches and Academic Event Sponsors must complete a school Advance Absence form to inform all classrooms teachers of all students that are academically eligible and are scheduled to attend an academic, athletic, or JROTC activity or event who will miss classes. This includes all students of the school that is hosting the activity or event who will miss classes. Teachers will assign academic work that must be completed during the student's absence.

**3.8.3.9.2. Added:**

After an absence, the student will contact their teachers to receive, complete, and return make-up work. Failure to do so may result in a failing grade. Each individual teacher will determine class make-up procedures. The time allowed for make-up work is one day for each day a student was absent from a class period.

**3.8.3.9.3. Added.** Coaches will inform all sponsors and team members on who made the final travel roster.

**3.8.4.4. Added.** Prior to travel, the Coach or AES must check current security and Health Protection Conditions which may negatively affect access to military installations or that will mandate mitigation strategies.

#### **4.1. FEAP ACTIVITIES.** Clarified:

The DoDEA PAC Region FEAP Coordinator may modify, restructure, add, or remove FEAP activities as approved by the DoDEA PAC Region Director of Student Excellence. Principals will forward requests with detailed justifications to their District Superintendent for additional FEAP activities not listed above. District Superintendent will review and forward these requests to the DoDEA PAC Region Director of Student Excellence, in coordination with the DoDEA PAC Region FEAP Coordinator, for review and approval. FEAP activities must align to the DoDEA Blueprint for Continuous Improvement.

**4.2.1.** Clarified. Event applications have transitioned to an online application and may require an audition.

#### **5.8. CONCUSSIONS.** Clarified:

School Principals in coordination with their District Superintendents will create a School Concussion Awareness and Prevention Program.

**5.11.5.1.** Clarified. PAC Region and District varsity teams are the only teams allowed to travel on overnight trips. Junior varsity teams may travel with District Superintendent approval.

**5.11.7.2.** PAC Region Athletic Varsity and Junior Varsity high school letters may be earned by student athletes for non-DoDEA PAC Region sports. The Coach in coordination with their Principal must notify their AD that there is a formal executed memorandum of understanding between the PAC Region School Principal and the sponsor of the non-DoDEA PAC Region sport, which authorizes award of a PAC Region Athletic Varsity and Junior Varsity high school letter. However, PAC Region Athletic Varsity and Junior Varsity high school letters will not be provided to student athletes competing on base youth sports teams for sports that the PAC Region offers. For sports that the PAC Region does not offer, the Principal must execute a Memorandum of Understanding in coordination with the PAC Region IAP Coordinator and the Installation Sponsor of the sport that Region does not offer. When approved, students participating must comply with all PAC Region IAP eligibility rules. At the end of the sport season, the Coach will provide a written confirmation to the student athlete's AD that the student athlete competed on the team, completed the sport season in good standing with no behavior incidents, and is recommended to receive a PAC Region Athletic varsity or junior varsity high school letter which is funded along with subsequent sport bins or bars by the Principal.

#### **5.12.1.** Clarified:

It is a privilege, not a right, for parents and spectators to observe interscholastic athletic and extracurricular events. Any behavior that degrades a player, coach, referee, school official or other parent or spectator is subject to disciplinary action by school personnel.

**5.12.2. Clarified:**

The host school Coach or the DoDEA PAC Region IAP Event Director should immediately contact the host school Principal to identify any conduct violations and decide what action(s) should be taken, which includes removal from the event or for additional misbehavior, a ban from future academic, athletic, or JROTC events.

**5.12.3. Anyone who engages in misconduct as described above will be subject to the following:**

Verbal warning by officials, the head coach, and/or school administration

Written warning administered by school administration

Immediate expulsion from an athletic event where the violation takes place

Suspension from attendance at any upcoming athletic events for a period of up to three (3) months as determined by school administration, commencing from the date of the last committed offense, as documented by the Principal

Suspension from attendance at any school athletic event until the end of the School Year as documented by the Principal

**5.16.1.3. Clarified that Volunteer Coaches must complete the concussion, heat, and sudden cardiac arrest NFHS courses which are no cost NFHS courses.**

**5.16.2. DISTRICT FUNDED REQUIRED COACH AND NO COST REQUIRED VOLUNTEER COACH COURSES:**

NFHS Fundamental of Coaching – District funded – Complete Once

NFHS First Aid, Health & Safety – District funded – Complete Once

Red Cross CPR, First Aid, and AED – PAC District Funded – Complete Every Two Years after the NFHS First Aid, Health & Safety Course Completed

AACCA Spirit Safety Certification – District funded – Complete Once

Blocking and Defeating Blocks, Shoulder – District funded – Complete Once

COVID-19 for Coaches and Administrators – Free – Completed Every Year

Concussions – Free – Complete Every Year to include Volunteer Coaches

Heat Illness – Free – Complete Every Year to include Volunteer Coaches

Sudden Cardiac Arrest – Free – Complete Every Year to Include Volunteer Coaches

Bully, Hazing and Inappropriate Behaviors – Free – Complete Every Year

Introduction to Pitch Smart - Free (Baseball and Softball) – Complete Every Year

**5.17. NFHS AND NATIONAL ASSOCIATION OF SPORTS PUBLIC ADDRESS ANNOUNCERS (NASPAA).** Clarified:

The Principal will certify that all announcers at DoDEA PAC Region athletic contests have signed and will abide by this code. The Principal will ensure that signed forms are kept on file at their high school for the duration that an individual is certified by the Principal to serve as a public address announcer.

**5.18. SPORTS SEASONS.** Clarified. The PAC Region Director of Student Excellence will approve PAC Region Sports Seasons. The DoDEA PAC Region IAP Coordinator will publish the starting and ending dates for each sports season, the minimum and maximum number of players for each sport, and the maximum number of competitions per sport.

**5.18.2. DISTRICT MAXIMUM COMPETITIONS.** Added:

**NOTES.**

**Competitions.** PAC Region District Superintendents are authorized to reduce the number of competitions that they can fund. The PAC Region athletic schedule takes precedent over any local league schedule.

**Tournaments** equal three competitions which counts towards the maximum number of competitions. The maximum number of tournaments for each sport is two. If travelling to an athletic event with multi-teams and it is not a tournament, each game will count as one competition.

**5.18.3. District Transportation.** Clarified:

District will determine how the available seats will be prioritized for assignment. Using the District prioritization, Coaches will share on an equitable basis the number of seats that are available. If additional seats become available, the Principal(s) of the schools riding the bus will determine who will fill those seats.

#### **5.18.4. PRACTICE DAYS:**

For the safety of the students, the Coach will ensure that student athletes have a minimum of **ten days** of team practice under the direction of the **Head Coach** before they can participate in an athletic competition. The Coach may conduct a two-a-day practices during the first week of try-outs but each two-a-day practice will count as one practice. A team cannot have a practice on the same day as a game.

##### **5.18.4.1. Clarified:**

There will not be any student-to-student contact during the first three days of football practice and the only football equipment issued during a player's first three days of football practice is a helmet. The Coach may conduct two practices in one day for pre-season football tryouts and conditioning. The Coach is permitted to conduct two practices in one day during the first two weeks of football practices. However, the Coach may conduct two-a-day practices no more than three days during the first two weeks of football practices, for a total of six days of two-a-day practices during this period.

##### **5.18.5. ATHLETIC FE POST SEASON. Clarified:**

The week (Monday - Wednesday) immediately following the FE competitions in the fall, winter, and spring sport seasons is designated as the FE Post Season Period. The Coach will not conduct practices, tryouts, camps, clinics, or conditioning with student athletes during the FE Post Season Period. Coaches can post a sign-up sheet outside of their classroom or in their school's main office for those students desiring to try out for a sport in the next PAC Region athletic season. This will allow time for the student athletes to focus on academics, to catch up on missed class work, and to rest if they participated in the previous athletic season before the start of the new athletic season. The new athletic season or time for spring camps or clinics may officially begin the Saturday following the FE Post Season Period. There may be an Academic or Athletic Event from the previous season that must be conducted during the FE Post Season Period for a scheduling, facility support, or other justifiable reason.

**5.18.6.1. Clarified.** Coaches are authorized to Coach the same PAC Region sport that they coached in the current SY during the designated off-season(s) for that sport.

**5.18.7. WEIGHT TRAINING AND CONDITIONING. Clarified.** If using school facilities, Principal must ensure that a DoDEA adult authorized to supervise students is present at all times to monitor the training.

**5.18.8. SCRIMMAGES. Clarified.** Scrimmages are authorized and defined as a pre-season competition and is limited to two scrimmages per sport. Scrimmages are allowed five days after the first official practice of the season.

**5.19.2. PAC REGION DIVISION ONE AND DIVISION TWO ATHLETIC CONFERENCES.** Clarified:

The DoDEA PAC Region Director of Student Excellence will approve the placement of PAC Region high schools in either the PAC Region Division One or Division Two Athletic Conference for designated sports. The PAC Region IAP Coordinator will assess high school student enrollment across the PAC Region, decide whether the sport warrants Division One or Division Two classification, and assign the high schools into Division One and Division Two Conferences. The PAC Region IAP Coordinator will forward this information to the District Academics, Athletics, and JROTC Liaison and the Superintendents. The PAC Region IAP Coordinator approves Non-DoDEA high schools' choice to compete in either the Division One or Division Two Conference.

**5.19.3.2.3. Six Quarter Rule.** Clarified. For both Division 1 and Division 2 football games, players can play no more than a total of six quarters in scheduled varsity and junior varsity football games on the same day. A week is considered Monday – Saturday.

**5.19.4.1.** Clarified. The host school Principal will supervise the PAC Region Far East IAP designated FE Event Director in coordination with their AD. The Event Director should not Coach a team participating in the tournament. The Principal must approve exemptions to this Coach restriction to serve as the Event Director in coordination with the PAC Region IAP Coordinator.

**5.19.4.1.2.** Added. Athletic demonstration of level of competitiveness using win-loss record and competitiveness of the teams they have played.

**5.20.1.** Clarified:

The host school Event Director or AD will schedule competitions times and forward them to the Administrative Officer (AO) who is assigned primary official officials contract responsibilities. The AO will contact the Official Contract vendor to schedule officials, identify any schedule changes, identify performance or contract compliance concerns, and notify the PAC Region IAP Coordinator of required contract actions.

**5.20.2.** Clarified. Officials will not officiate competitions when they have family members participating. However, if there is a situation where they do have a family member participating and there is no alternative resolution, the Coaches of both teams will be informed and why before the game begins, when officials with family connections have to be used.

**5.20.3.** Clarified. An official can ask the home school Coach, Principal, or official school representative to remove a spectator who exhibits unprofessional behavior from the competition area. The Coach will inform their Principal, AD, District athletic POC and DoDEA PAC Region IAP Coordinator as soon as possible but not later than the next day when a spectator is removed when requested by an official.

**5.20.5. ATHLETIC RULES AND GOVERNING ATHLETIC ASSOCIATIONS.** Added:

Drill	NFHS/US Military Service Drill Manuals
Marksmanship	NFHS/Civilian Marksmanship Program

**5.20.6. NFHS RULE BOOKS.** Changed:

DoDEA PAC Region IAP Coordinator will fund, purchase, and ship the NFHS Rules Books for all authorized sports being competed in the PAC Region, prior to the next school year for all PAC Region High Schools. The PAC Region IAP Coordinator will send out any updates and changes prior to the athletic season for each sport. The District Superintendent will budget and purchase any score books or supplemental athletic materials other than rule books or direct that their High School Principals purchase them.

**5.21.2.1. Six Quarter Rule.** Changed:

For both Division 1 and Division 2 basketball games, players can play no more than a total of six quarters in scheduled varsity and junior varsity games on the same day.

**5.21.3. CHEERLEADERS.** Changed:

**5.21.3.1.** Cheerleaders can attend PAC Region IAP and District activities under the following criteria:

**5.21.3.1.1.** The DoDEA PAC Region IAP Coordinator funds for PAC Region IAP travel for authorized students and adults, per diem for authorized adults authorized to travel, and the contract for a cheerleader clinic to enhance the skills of school cheerleaders and Coaches. Coaches must certify the Cheerleaders to attend in the season of the event.

**5.21.3.1.2.** The Principal in coordination with the Principal of the host school can approve attendance at local competitions where there is transportation available at no additional cost and where the cheerleaders do not stay overnight.

**5.21.3.1.3.** The Principal can forward a request to their Superintendent for approval for the cheerleaders to attend Intra-District IAP or Inter-District activities requiring an overnight stay and accomplishment of travel orders in accordance with Enclosure 7.

**5.21.3.1.4.** The following criteria for cheerleader travel apply:

**5.21.3.1.4.1.** All participating schools must have cheerleader teams at the event. If any school does not have a cheerleader team participating in the event then no cheerleaders will travel.

**5.21.3.1.4.2.** Cheerleader teams must travel with the athletic team and their travel information recorded using District AETS procedures.

**5.21.3.1.4.3.** The District Superintendent will determine whether travel for cheerleaders is authorized to travel to District athletic events. If the

District Superintendent approves this travel, the Superintendent will fund travel and per diem for authorized adults authorized to travel.

**5.21.3.1.4.4.** There will be a Night Monitor assigned for all overnight events

**6.5.2. FORMAL MILITARY ACTIVITIES TRANSPORTATION.** Formal JROTC military functions include military balls, dining-ins, dining-outs, parades, and other military activities or formation addressed in the JROTC curriculum. PAC Region JROTC Districts should fund these events as requested and approved by the School Principal.

**6.5.3. JROTC FORMAL ASSESSMENTS.** Each JROTC has a formal assessment process which is administered by an assigned JROTC Program assessor. Frequency and specific requirement are determined by each JROTC Program. Request reports be forwarded to the PAC Region JROTC Program Manager. Reports will be reviewed to ensure that all requirements of the formal Memorandum of Understanding between DoDEA and the military service are met. Review will also provide the means to maximize resource application and to provide needed guidance to Superintendents and Principals to meet DoDEA JROTC program, to include instructor management responsibilities, within DoDEA authority.

**6.5.4. JROTC DISCUSSION, FOCUSED COLLABORATION, AND PROJECT MANAGEMENT.** PAC Region JROTC Program Manager will facilitate focused collaboration recurring sessions using appropriate digital communications. Sessions will focus on the JROTC curriculum and JROTC program management that includes co-curricular activities and instructor management. Compliance with DoDEA Focused Collaboration requirements, Superintendent and Principal Direction and Guidance, and maximum exchange between of the instructors to identify and measure ways to improve application of the JROTC curriculums and mentorship to improve student achievement will be the focus of these sessions. The PAC Region JROTC Instructors will serve as the JROTC Steering Committee of Tiger Teams to research and develop plans for JROTC projects.

## **FEPPG REVISION 3 ADDENDUM**

### **OVERVIEW OF CHANGES AND ADDITIONS**

**1 DECEMBER 2020**

#### **REVISION 3 ADDENDUM CHANGE OVERVIEW:**

The following Addendum to the FEPPG Revision 3 dated 1 December 2020 provides an overview of the major changes to this Guide There were substantial word changes, format changes, corrections, designation of responsibilities and tasks, and who is tasked to complete them that are not cited in this addendum. Thus, it is highly recommended that all DoDEA PAC Region personnel with responsibilities for DoDEA PAC Region FEAP, IAP and JROTC review the entire Guide.

**REVISION 3 MAJOR CHANGES AND ADDITIONS STATED BY THE DESIGNATED GUIDE PARAGRAPHS:**

**1.1 AUTHORITY.** Updated with current references.

**2.2. DoDEA PAC (PAC) REGION FAR EAST ACADEMIC PROGRAMS (FEAP) COORDINATOR.** Added:

To create outreach opportunities and partnerships with commercial enterprises, higher education, and professional organizations to enhance academic activities and align them with current standards

To research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment.

**2.3. DODEA PAC (PAC) REGION INTERSCHOLASTIC ATHLETICS PROGRAMS (IAP) COORDINATOR.** Added:

Identifies professional development opportunities and resources for Coaches and Volunteers such as the National Federation High School (NFHS)

Serves as the Contract Officer Representative for PAC Region Officials contracts

Research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment

**2.4. DODEA PAC (PAC) REGION JROTC PROGRAMS COORDINATOR.** Added:

Research and attend professional development training that will improve job skills needed to accomplish the job in a rapidly changing work environment

**2.9. ATHLETIC COACH (INCLUDES JROTC).** Added:

Supervises all authorized volunteer coaches, chaperones, and students when they attend athletic (includes JROTC) activities. Coaches to include Volunteer Coaches must sign an Adult Code of Conduct and abide by all conduct and supervision requirements during the activity which includes travel to and from the event and during any travel delay to ensure that there is no broken chain of custody for students. Coaches must supervise students at all times during travel.

**2.10. ACADEMIC EVENT SPONSOR (AES).** Added:

Verifies passport data and validity, enters all trips with required documents that include flight itineraries in the Antiterrorism Event, Extracurricular Activity, and Trip Tracking System (AETS), completes travel rosters, completes all requests for travel orders and transportation in AETS or as directed by their Principal and Districts, and receives and validates commercial air tickets and final travel itinerary which must be updated in AETS

AES must sign an Adult Code of Conduct and abide by all conduct requirements during the activity which includes travel to and from the event and during any travel delay to ensure that there is no broken chain of custody for students. AES must supervise students at all times during travel.

**2.11. DISTRICT TRAVEL REPRESENTATIVE (DTR).** Added:

The DTR verifies posting of required travel rosters in AETS; posts final travel rosters in the FE Program Office travel roster folder; coordinates with the District Force Protection Officer security, travel, and Area (Korea) required screening and training; verifies completion of travel orders; and verifies passport validity that includes any visas, SOFA stamps, Exit and Re-entry Stamps that are required for airport, airline and customs screening

**2.12. DISTRICT STUDENT TRANSPORTATION OFFICER (STO).** Added:

Provides bus transportation requirements to support Academics, Athletics, and JROTC activities  
Processes bus transportation identified in AETS

**2.13. DISTRICT FORCE PROTECTION OFFICER (FPO).** Added:

Reviews Antiterrorism Event, Extracurricular Activity, and Trip Tracking System (AETS) requests to ensure if there are any off installation activities there are no specific threats at the location

Assists for Far East and District JROTC Events, the Far East Programs Coordinators navigate through the AETS process

Receives feedback from the Region FE Programs staff and the FE Coordinators on improvements to the AETS process to ensure that any future enhancements to the system include FE Programs inputs

**3.1.6. TRANSGENDER.** Added the HQ DoDEA transgender definition, policies, and treatment compliance requirements.

**3.1.7.5. Permanent Change of Station (PCS).** Clarified that Students are eligible to participate in academic, athletic, and JROTC activities until the day and time the sponsor withdraws their student from the DoDEA school they are enrolled.

**3.1.7.7. Academic Eligibility Check.** Added:

An ineligible student may not practice, try out for a sport or academic event, compete in games, or attend academic event preparation sessions during the period of ineligibility which extends to the next weekly academic check. Ineligible student-athletes will not be in uniform for games or travel with the team to games.

**3.1.7.7.7.** Extenuating circumstances impacting eligibility and a student's participation may be the basis for an appeal. A Coach or Academic Event Sponsor can initiate an appeal with supporting documentation and forward it to their Principal in coordination with their AD or AcaD and the PAC Region IAP or FEAP Coordinator, for the Principal to review and approve or disapprove. The Superintendent may establish procedures for further review as the final approval authority. The deadline for this appeal coincides with the due date of the Final Travel Roster.

**3.1.7.9. Removal from an Activity.** Principal will remove a student from the activity who is academically ineligible for three consecutive weeks. Student is ineligible to participate in any other athletic activity in that sport season.

**3.1.8.2.** Eligible and approved students enrolled in seventh and eighth grades in a DoDEA PAC Region Middle School must have a current sports physical on file at the high school which is accomplished each school year.

**3.1.8.3.** Clarified statement that they must be academically eligible to participate in practices.

### **3.1.9.2. Clarified:**

Adults Authorized to Travel with approved roles and responsibilities for a FE or District academic, athletic, or JROTC event will not bring their dependents to the events. The only exceptions are if their dependent is participating in the event, if the dependent is serving in an approved official capacity in the event such as a chaperone or Coach, or if the dependent is a spectator.

### **3.1.9.3.5. Volunteer Coaches. Added:**

All volunteer Coaches must complete all volunteer clearance requirements and perform all volunteer responsibilities requirements that include student supervision for overnight trips.

If the Coach or volunteer is a DoDEA employee, they must use their personal leave to attend this event.

### **3.1.9.3.6. Changed to extend forms maintenance to least two school years after conclusion of the current school year.**

### **3.1.9.3.7. Changed to require a volunteer meeting initially and then each school year thereafter. Requires the Principal to conduct the meeting for annual recertification.**

### **3.1.9.3.8. Changed:**

Parents, military active duty members, students, and other community members who do not have student supervision responsibility may support event activities in a non-reimbursable capacity as a Non-specified volunteer. Examples include adults who provide logistical support and refreshments. The Event Director, AcaD, or AD will contact the host school Principal who authorizes these Non-specified volunteers to perform their duties. Principal will ensure that all required documentation to include school access and supervision responsibilities is completed and assigned.

### **3.1.10.1. Changed:**

One DoDEA employee or one vetted volunteer will accompany every ten students attending a FEAP, athletic, or JROTC activity. The DoDEA PAC Region FEAP, Athletic, or JROTC Programs Coordinator will approve any deviations to the 10:1 student to adult ratio for PAC Region FE activities that includes all JROTC activities in coordination with the District Academic, Athletic, and JROTC Liaison. The Superintendent will approve deviations to the 10:1 student to adult ratio for District activities.

**3.1.10.4. Changed:**

District will issue an official travel order for all adults authorized to travel funded by the PAC Region FE Office or District Superintendent. Coach or AES will ensure in consultation with their AD or AcaD that students in accordance with District procedures are listed on an official no cost memorandum to be used for customs, installation and airline clearance and possess valid passports and visas as required.

**3.1.11.2. Adult Code of Conduct and Responsibilities.** Changed to extend forms maintenance to least two school years after conclusion of the current school year.

**3.1.11.3. National Federation of High School (NFHS) Coaches Code of Ethics NFHS Code of Ethics.** Changed signature requirements to each school year.

**3.1.11.4.1. Changed:**

Students participating in DoDEA PAC Region Far East or District FEAP, IAP, and JROTC events must sign the **DoDEA PAC Region Student Code of Conduct & Cancellation Policy (Enclosure 4)**. For athletic and JROTC events, the Coach will ensure that the Student Code of Conduct is completed by each team member.

For Academic FEAP events, the AcaD will ensure the Student Code of Conduct is completed as part of the academic event application and certified again no later than 10 calendar days before departure to an event.

**3.1.11.4.2.** Changed to extend attendance forms maintenance to least two school years after conclusion of the current school year.

**3.1.11.5. Departure.** Added:

Review need for valid passports, visas, and entry and re-entry SOFA stamps

Compare all travel documents to airline tickets and flight itineraries to ensure all traveler information is correct and match

Exchange emergency contact numbers

**3.1.11.6. Team and Group Travel Requirements.** Clarified. The Principal will review and approve/disapprove any sponsor requests for deviations to this policy with coordination with their Superintendent.

**3.1.11.7.1. Clarified.** Student withdrawal from an activity is defined as withdrawal after tickets have been issued or after student costs have been determined, withdrawal during the event for cause, and withdrawal after the event concludes.

**3.1.11.7.2. Clarified.** Sponsors will identify the reason(s) for withdrawal to the school Principal on the **Student FE Withdrawal Form (Enclosure 5)** in coordination with the Coach and AD or the AES and AcaD. Principal will review, approve, or disapprove the withdrawal request to approve the student release and determine whether the student release is for a validated cause and whether to waive the costs. If requested by the sponsor, Principal can forward the request to their Superintendent for review and final approval. This request will be forwarded to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator for Region FEAP, Region IAP, and JROTC Region and District athletic events to review the student release, make recommendations, and determine whether the student release is for a validated reason and whether sponsor is liable for cancellation costs. The Student Code of Conduct includes a cancellation policy statement with examples of *unjustifiable* and *justifiable* reasons for student release.

**3.1.11.7.7. Temporary Release during Event. Added.** The Coach or AES should notify the Event Director, host Coach, and the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator if the request (temporary release) is approved.

**3.1.12.8.1. Student Behavior. Clarified:**

For any act or report of student behavior incidents, the Event Director or Host, Coach, AES, AcaD, AD, or the Instructional System Specialist(s) must report the incident no later than the next day after the incident to the student's Principal, the event host school Principal, the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator.

Principal will determine whether a formal investigation is required or will administer appropriate discipline upon the student(s) return, which may be but is not limited to a warning, suspension, or removal from future participation in FEAP, IAP, or JROTC activities for a specified period of time but not to extend beyond the current school year.

**3.1.12.8.2. Adult Behavior. Clarified:**

For adults, the Event Director, AcaD, AD, or the Instructional System Specialist(s) must report any incident or report of adult misbehavior to the Principal who supervises the adult, to the event host school Principal, to the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator no later than the next day after the incident. After the initial notification, the Event Director, AcaD, AD, or the Instructional System Specialist(s) should continue to gather facts and circumstances and

forward to the Principal who supervises the adult, to the event host school Principal, to the Superintendent(s), and to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator.

**3.2.3.1. Clarified.** Due to weather, environment conditions, military contingencies, evacuations, emergencies, health conditions, or installation alerts, the District Superintendent may cancel, shorten, or reschedule FEAP, IAP, or JROTC activities in coordination with the PAC Region Director of Student Excellence. The Installation Commander has the authority to direct school cancellations in their areas of responsibility.

**3.2.3.1.1. COVID 19. Added.**

Principals and Coaches will follow the guidance from HQ DoDEA, JROTC Program Managers, Center of Disease Control and Prevention (CDC), the National Federation High School (NFHS) guidelines, and their local military command policy for COVID 19. DoDEA will follow the most restrictive policy when there is conflicting guidance. Coaches, Academic Event Sponsors, Event Directors will forward their detailed plans for practices and games with their school administration for approval. Plans will meet the published COVID 19 mitigation strategies from HQ DoDEA, JROTC Program Managers, CDC, NFHS and the local command. Schools will need to make sure that their Coaches have enough thermometers, cleaning supplies, hand sanitizer, etc., to support each of their programs. After these plans have been approved by the school administrator, they will need to contact their local military command for approval before sending them to their district liaison for approval. This all must happen before the athletic season or event begins.

**3.2.3.1.2. Health Protection Condition Levels (HPCON) Equipment. Added.**

Coaches and Academic Event Sponsors will identify equipment to include personal protective equipment (masks, cleaning supplies, thermometers et al) to comply with Health Protection Condition Levels (HPCON) guidelines to their Principals. Principals in coordination with their Superintendents will fund and procure these requirements for the entire season that include practices, rehearsals, and competitions.

**3.2.4.1.2. Clarified:**

For District IAP and JROTC non-athletic activities, the District Superintendent will approve and disseminate the District athletic and JROTC District activity schedule to their assigned schools and the PAC Region IAP and JROTC Programs Coordinators.

**3.2.4.4.2. Clarified:**

The PAC Region FEAP, IAP, and JROTC Programs Coordinators request commercial air using travel BPAs for PAC Region FEAP, IAP, and JROTC activities. The District requests commercial air using travel BPAs for PAC District IAP, and JROTC non-athletic activities.

**3.2.4.4.3. Clarified:**

The Event Director(s), AcaD, or AD of the event host school requests and updates in Antiterrorism Event, Extracurricular Activity and Trip Tracking System (AETS) the transportation needed during the FEAP, IAP, or JROTC event. The Coach and AES of the traveling team in coordination with their AD or AcaD requests and updates in AETS the transportation needed to transport their students and authorized adults from and to the event host's servicing airport, train station, and ferry station and to and from the event billeting. The Coach and AES of the traveling team in coordination with their AD and AcaD requests and updates their commercial flight itinerary in AETS.

**3.2.4.5. Event Activities. Clarified:**

Approved additional events are funded by the participant(s) or the Event Director using Student Activity Funds and the host District for transportation to support the additional event.

Additional events includes field trips to museums, host country sites, amusement parks or other similar locations, unless they are approved, scheduled, and entered in AETS no later than **four weeks** in advance of the activity.

**3.2.5.1.2. Clarified.** When on base or school billeting is not available, Principals should direct assessment of off base billeting in coordination with their Installation Billeting Office to ensure they meet all safety, hygiene, and lodging standards.

**3.2.5.3.5. Clarified approval of refunds for District Events.** District Superintendent will establish for District events registration refund policies.

**3.2.5.4.3. Clarified** that required personal information is FOR OFFICIAL USE ONLY and will be protected as PII.

**3.2.5.4.4. Clarified** that required personal information is FOR OFFICIAL USE ONLY and will be protected as PII.

### **3.2.5.5.1. Clarified:**

DoDEA PAC Region FEAP, IAP, and JROTC athletic competitions and tournaments and FEAP activities, provide education and competition opportunities for PAC Region DoDEA students. Whereas, these competitions and academic events provide education and competition opportunities for DoDEA PAC Region students, extending these opportunities to non-DoDEA students is valuable for both non-DoDEA students and PAC Region DoDEA students. These opportunities expand and enhance athletic competitions, and create cultural exchanges and education experiences.

### **3.2.5.5.2. Clarified:**

The PAC Region FEAP, IAP and JROTC Programs Coordinators, based on event capacity, event scope, athletic competitiveness, education benefits, previous participation, and amount of funding for the event, will determine how many non-DoDEA students or teams can be invited to a FEAP, IAP, or JROTC activity or competition. The PAC Region FEAP, IAP, and JROTC Coordinators will invite non-DoDEA students or teams as soon as possible to these activities or competitions since the timeliness of a decision may affect the ability for these students or teams to attend the activity.

### **3.3.1. Clarified:**

The PAC Region FEAP, IAP and JROTC Programs Coordinators obtain guidance, direction, and submission deadlines from the designated PAC Region RM Budget Analyst assigned FE responsibilities.

### **3.3.2. Clarified:**

The DoDEA PAC Region District Superintendents fund bus transportation for PAC Region and District FEAP, IAP, and JROTC activities. This includes transportation from and to local servicing airports for PAC Region FEAP, IAP, and JROTC activities; long haul bus transportation to and from the activity site for PAC Region FEAP, IAP, and JROTC activities hosted by one of the District schools; and transportation during the activity hosted by one of the District schools.

**3.4.1.** Updated dated of cited Memorandum to October 21, 2019 and assigned publication of the FE Master Schedule on the FE social media sites to PAC Region Public Affairs.

**3.4.3.1.** Added for all Far East and District academic, athletic, and JROTC activities, participants will arrive no more than one day before the start of the event and return no later than one day after the conclusion of the event.

**3.4.3.2.** Added for non-DoDEA or intra-District academic, athletic, and JROTC activities, schools can miss no more than one day of school.

**3.4.3.3. PAC East District.** Added the Director of Student Excellence signed a DoDEA Pacific Athletic and Activity Travel Guidance Memorandum for the PAC East District dated January 16,

2020 (**Enclosure 9**). This Memorandum addresses policies and procedures for PAC East District overnight travel.

**3.5.2.** Added all travelers should periodically review the United States State Department and the PAC Region Safety and Security Manager’s advisories and alerts prior to traveling and throughout the duration of the activity. Travelers should also review local command travel restrictions and comply with all health condition mitigation strategies.

**3.6.3.** Clarified that PAC Region and District FEAP, IAP, and JROTC Programs Coordinators and Event Directors, or hosting ADs will only order the number of awards that are authorized for the activity or event.

**3.7. EXTRACURRICULAR DUTY ASSIGNMENT (EDA).** Added. The PAC Region FEAP, IAP, and JROTC Program Coordinators may request dependent on funding approval, additional EDAs for PAC Region FEAP, IAP, and JROTC activities.

**3.7.1.1.** Clarified:

The DoDEA PAC Region FEAP, IAP, and JROTC Programs Coordinators will send to Principals the EDA Memorandums of Understanding (MOU) templates for the PAC Region FEAP, IAP, and JROTC Event Directors, AcaDs, and ADs. The Principal will execute and sign EDAs for their school specific EDAs using their school procedures that include Coaches and Academic Event Sponsors. Principal can add but not delete any duty requirements on the EDA MOU template for the ADs, AcaDs, and Event Directors. Principals should coordinate with the PAC Region FEAP, IAP, and JROTC Programs Coordinators the final EDA MOU prior to signature for these EDAs. Since for example, the AD performs duties that support PAC Region IAP and JROTC activities but the AD also performs duties that support their school’s athletic program.

**3.7.1.4.** Clarified:

All Principals will validate and sign assigned AcaD, AD, and Event Directors Extracurricular Duty Compensation (EDC) payment documents and forward them to the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators for final review and approval. The DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinators will then enter the pay documentation into the PAC Region Resource Management EDC pay processing site for forwarding and payment by the Defense Finance Accounting System.

**3.7.2.4. After Action Report (AAR).** Clarified:

The Event Director, AcaD, and AD will submit no later than **ten working days** after their assigned EDA duties concludes to their Principal, the After-Action Report (AAR). The Principal will review and forward the AAR to the DoDEA PAC Region FEAP, IAP and JROTC Programs Coordinator for final approval and inclusion in the EDC payment documentation.

**3.7.3. COACHING CLUB, PRIVATE, CLUB, OR YOUTH SPORTS TEAM.** Clarified:

Coaches who sign an athletic EDA MOU will not Coach another high school team, club team, private team, or youth sports team in the same sport and in the same season they are receiving DoDEA PAC Region EDA EDC compensation.

**3.8.2.1. Clarified:**

Coach or Academic Event Sponsor will make copies of the passports prior to travel preferably at the required initial meeting with sponsors and secure them since the copies contain Personally Identifiable Information (PII).

At the conclusion of the last trip of the school year these passport copies should be destroyed in accordance with PII policy as identified in the annual required DoDEA Privacy Act Training.

The Coaches, AcaD, AD, and the Academic Event Sponsors will complete a final validation check that all required travel documents are valid and available not later than ten days prior to departure.

Sponsors should immediately provide instructions to the sponsor on who they should contact to obtain the needed travel documents that include passports and visas which should allow for processing time to complete. Information should include embassy or consulate locations, telephone numbers, and email addresses to obtain guidance, instructions, processing appointments, and application documents.

**3.8.2.2. Added.** All participants must have a valid passport with an expiration date at least **two weeks** after the expected return date.

**3.8.2.3. Clarified:**

Coaches and Academic Event Sponsors will collect and secure all student passports and validate them one last time. The Coach and the Academic Event Sponsor should return the passport to the student to clear airline check-in and airport security and then collect them for safekeeping. The Coach and the Academic Event Sponsor will give the passport to the student for access on base and then collect and secure them. The process will be repeated for the return trip or when passports are needed for a specific reason.

**3.8.3.5. Clarified:**

For PAC Region FEAP, IAP, and JROTC designated activities and events, the DTR will contact the Principal of the traveler and their PAC Region District Academic, Athletic, and JROTC Liaison to validate any requested change, the reason(s) for the change, and costs which will be provided to the PAC Region FEAP, IAP, or JROTC Programs Coordinator for approval.

**3.8.3.6. Clarified:**

The DTR will notify the DoDEA PAC Region FEAP, IAP, or JROTC Programs Coordinator immediately to resolve and approve changes that must be completed before the BPA is issued.

**3.8.3.8. Clarified:**

During travel, the Coach or the adult authorized to travel will immediately notify their Principal to resolve any situations negatively impacting travel.

The PAC Region FEAP, IAP, or JROTC Programs Coordinator will contact the PAC Region RM and Region Procurement Liaisons before the change is approved.

**3.8.3.9.1. Added:**

Coaches and Academic Event Sponsors must complete a school Advance Absence form to inform all classrooms teachers of all students that are academically eligible and are scheduled to attend an academic, athletic, or JROTC activity or event who will miss classes. This includes all students of the school that is hosting the activity or event who will miss classes. Teachers will assign academic work that must be completed during the student's absence.

**3.8.3.9.2. Added:**

After an absence, the student will contact their teachers to receive, complete, and return make-up work. Failure to do so may result in a failing grade. Each individual teacher will determine class make-up procedures. The time allowed for make-up work is one day for each day a student was absent from a class period.

**3.8.3.9.3. Added.** Coaches will inform all sponsors and team members on who made the final travel roster.

**3.8.4.4. Added.** Prior to travel, the Coach or AES must check current security and Health Protection Conditions which may negatively affect access to military installations or that will mandate mitigation strategies.

#### **4.1. FEAP ACTIVITIES. Clarified:**

The DoDEA PAC Region FEAP Coordinator may modify, restructure, add, or remove FEAP activities as approved by the DoDEA PAC Region Director of Student Excellence. Principals will forward requests with detailed justifications to their District Superintendent for additional FEAP activities not listed above. District Superintendent will review and forward these requests to the DoDEA PAC Region Director of Student Excellence, in coordination with the DoDEA PAC Region FEAP Coordinator, for review and approval. FEAP activities must align to the DoDEA Blueprint for Continuous Improvement.

**4.2.1. Clarified.** Event applications have transitioned to an online application and may require an audition.

#### **5.8. CONCUSSIONS. Clarified:**

School Principals in coordination with their District Superintendents will create a School Concussion Awareness and Prevention Program.

**5.11.5.1. Clarified.** PAC Region and District varsity teams are the only teams allowed to travel on overnight trips. Junior varsity teams may travel with District Superintendent approval.

**5.11.7.2.** PAC Region Athletic Varsity and Junior Varsity high school letters may be earned by student athletes for non-DoDEA PAC Region sports. The Coach in coordination with their Principal must notify their AD that there is a formal executed memorandum of understanding between the PAC Region School Principal and the sponsor of the non-DoDEA PAC Region sport, which authorizes award of a PAC Region Athletic Varsity and Junior Varsity high school letter. However, PAC Region Athletic Varsity and Junior Varsity high school letters will not be provided to student athletes competing on base youth sports teams for sports that the PAC Region offers. For sports that the PAC Region does not offer, the Principal must execute a Memorandum of Understanding in coordination with the PAC Region IAP Coordinator and the Installation Sponsor of the sport that Region does not offer. When approved, students participating must comply with all PAC Region IAP eligibility rules. At the end of the sport season, the Coach will provide a written confirmation to the student athlete's AD that the student athlete competed on the team, completed the sport season in good standing with no behavior incidents, and is recommended to receive a PAC Region Athletic varsity or junior varsity high school letter which is funded along with subsequent sport bins or bars by the Principal.

#### **5.12.1. Clarified:**

It is a privilege, not a right, for parents and spectators to observe interscholastic athletic and extracurricular events. Any behavior that degrades a player, coach, referee, school official or other parent or spectator is subject to disciplinary action by school personnel.

**5.12.2. Clarified:**

The host school Coach or the DoDEA PAC Region IAP Event Director should immediately contact the host school Principal to identify any conduct violations and decide what action(s) should be taken, which includes removal from the event or for additional misbehavior, a ban from future academic, athletic, or JROTC events.

**5.12.3. Anyone who engages in misconduct as described above will be subject to the following:**

Verbal warning by officials, the head coach, and/or school administration

Written warning administered by school administration

Immediate expulsion from an athletic event where the violation takes place

Suspension from attendance at any upcoming athletic events for a period of up to three (3) months as determined by school administration, commencing from the date of the last committed offense, as documented by the Principal

Suspension from attendance at any school athletic event until the end of the School Year as documented by the Principal

**5.16.1.3. Clarified that Volunteer Coaches must complete the concussion, heat, and sudden cardiac arrest NFHS courses which are no cost NFHS courses.**

**5.16.2. DISTRICT FUNDED REQUIRED COACH AND NO COST REQUIRED VOLUNTEER COACH COURSES:**

NFHS Fundamental of Coaching – District funded – Complete Once

NFHS First Aid, Health & Safety – District funded – Complete Once

Red Cross CPR, First Aid, and AED – PAC District Funded – Complete Every Two Years after the NFHS First Aid, Health & Safety Course Completed

AACCA Spirit Safety Certification – District funded – Complete Once

Blocking and Defeating Blocks, Shoulder – District funded – Complete Once

COVID-19 for Coaches and Administrators – Free – Completed Every Year

Concussions – Free – Complete Every Year to include Volunteer Coaches

Heat Illness – Free – Complete Every Year to include Volunteer Coaches

Sudden Cardiac Arrest – Free – Complete Every Year to Include Volunteer Coaches

Bully, Hazing and Inappropriate Behaviors – Free – Complete Every Year

Introduction to Pitch Smart - Free (Baseball and Softball) – Complete Every Year

**5.17. NFHS AND NATIONAL ASSOCIATION OF SPORTS PUBLIC ADDRESS ANNOUNCERS (NASPAA).** Clarified:

The Principal will certify that all announcers at DoDEA PAC Region athletic contests have signed and will abide by this code. The Principal will ensure that signed forms are kept on file at their high school for the duration that an individual is certified by the Principal to serve as a public address announcer.

**5.18. SPORTS SEASONS.** Clarified. The PAC Region Director of Student Excellence will approve PAC Region Sports Seasons. The DoDEA PAC Region IAP Coordinator will publish the starting and ending dates for each sports season, the minimum and maximum number of players for each sport, and the maximum number of competitions per sport.

**5.18.2. DISTRICT MAXIMUM COMPETITIONS.** Added:

**NOTES.**

**Competitions.** PAC Region District Superintendents are authorized to reduce the number of competitions that they can fund. The PAC Region athletic schedule takes precedent over any local league schedule.

**Tournaments** equal three competitions which counts towards the maximum number of competitions. The maximum number of tournaments for each sport is two. If travelling to an athletic event with multi-teams and it is not a tournament, each game will count as one competition.

**5.18.3. District Transportation.** Clarified:

District will determine how the available seats will be prioritized for assignment. Using the District prioritization, Coaches will share on an equitable basis the number of seats that are available. If additional seats become available, the Principal(s) of the schools riding the bus will determine who will fill those seats.

#### **5.18.4. PRACTICE DAYS:**

For the safety of the students, the Coach will ensure that student athletes have a minimum of **ten days** of team practice under the direction of the **Head Coach** before they can participate in an athletic competition. The Coach may conduct a two-a-day practices during the first week of try-outs but each two-a-day practice will count as one practice. A team cannot have a practice on the same day as a game.

##### **5.18.4.1. Clarified:**

There will not be any student-to-student contact during the first three days of football practice and the only football equipment issued during a player's first three days of football practice is a helmet. The Coach may conduct two practices in one day for pre-season football tryouts and conditioning. The Coach is permitted to conduct two practices in one day during the first two weeks of football practices. However, the Coach may conduct two-a-day practices no more than three days during the first two weeks of football practices, for a total of six days of two-a-day practices during this period.

##### **5.18.5. ATHLETIC FE POST SEASON. Clarified:**

The week (Monday - Wednesday) immediately following the FE competitions in the fall, winter, and spring sport seasons is designated as the FE Post Season Period. The Coach will not conduct practices, tryouts, camps, clinics, or conditioning with student athletes during the FE Post Season Period. Coaches can post a sign-up sheet outside of their classroom or in their school's main office for those students desiring to try out for a sport in the next PAC Region athletic season. This will allow time for the student athletes to focus on academics, to catch up on missed class work, and to rest if they participated in the previous athletic season before the start of the new athletic season. The new athletic season or time for spring camps or clinics may officially begin the Saturday following the FE Post Season Period. There may be an Academic or Athletic Event from the previous season that must be conducted during the FE Post Season Period for a scheduling, facility support, or other justifiable reason.

**5.18.6.1. Clarified.** Coaches are authorized to Coach the same PAC Region sport that they coached in the current SY during the designated off-season(s) for that sport.

**5.18.7. WEIGHT TRAINING AND CONDITIONING. Clarified.** If using school facilities, Principal must ensure that a DoDEA adult authorized to supervise students is present at all times to monitor the training.

**5.18.8. SCRIMMAGES. Clarified.** Scrimmages are authorized and defined as a pre-season competition and is limited to two scrimmages per sport. Scrimmages are allowed five days after the first official practice of the season.

**5.19.2. PAC REGION DIVISION ONE AND DIVISION TWO ATHLETIC CONFERENCES.** Clarified:

The DoDEA PAC Region Director of Student Excellence will approve the placement of PAC Region high schools in either the PAC Region Division One or Division Two Athletic Conference for designated sports. The PAC Region IAP Coordinator will assess high school student enrollment across the PAC Region, decide whether the sport warrants Division One or Division Two classification, and assign the high schools into Division One and Division Two Conferences. The PAC Region IAP Coordinator will forward this information to the District Academics, Athletics, and JROTC Liaison and the Superintendents. The PAC Region IAP Coordinator approves Non-DoDEA high schools' choice to compete in either the Division One or Division Two Conference.

**5.19.3.2.3. Six Quarter Rule.** Clarified. For both Division 1 and Division 2 football games, players can play no more than a total of six quarters in scheduled varsity and junior varsity football games on the same day. A week is considered Monday – Saturday.

**5.19.4.1.** Clarified. The host school Principal will supervise the PAC Region Far East IAP designated FE Event Director in coordination with their AD. The Event Director should not Coach a team participating in the tournament. The Principal must approve exemptions to this Coach restriction to serve as the Event Director in coordination with the PAC Region IAP Coordinator.

**5.19.4.1.2.** Added. Athletic demonstration of level of competitiveness using win-loss record and competitiveness of the teams they have played.

**5.20.1.** Clarified:

The host school Event Director or AD will schedule competitions times and forward them to the Administrative Officer (AO) who is assigned primary official officials contract responsibilities. The AO will contact the Official Contract vendor to schedule officials, identify any schedule changes, identify performance or contract compliance concerns, and notify the PAC Region IAP Coordinator of required contract actions.

**5.20.2.** Clarified. Officials will not officiate competitions when they have family members participating. However, if there is a situation where they do have a family member participating and there is no alternative resolution, the Coaches of both teams will be informed and why before the game begins, when officials with family connections have to be used.

**5.20.3.** Clarified. An official can ask the home school Coach, Principal, or official school representative to remove a spectator who exhibits unprofessional behavior from the competition area. The Coach will inform their Principal, AD, District athletic POC and DoDEA PAC Region IAP Coordinator as soon as possible but not later than the next day when a spectator is removed when requested by an official.

**5.20.5. ATHLETIC RULES AND GOVERNING ATHLETIC ASSOCIATIONS.** Added:

Drill	NFHS/US Military Service Drill Manuals
Marksmanship	NFHS/Civilian Marksmanship Program

**5.20.6. NFHS RULE BOOKS.** Changed:

DoDEA PAC Region IAP Coordinator will fund, purchase, and ship the NFHS Rules Books for all authorized sports being competed in the PAC Region, prior to the next school year for all PAC Region High Schools. The PAC Region IAP Coordinator will send out any updates and changes prior to the athletic season for each sport. The District Superintendent will budget and purchase any score books or supplemental athletic materials other than rule books or direct that their High School Principals purchase them.

**5.21.2.1. Six Quarter Rule.** Changed:

For both Division 1 and Division 2 basketball games, players can play no more than a total of six quarters in scheduled varsity and junior varsity games on the same day.

**5.21.3. CHEERLEADERS.** Changed:

**5.21.3.1.** Cheerleaders can attend PAC Region IAP and District activities under the following criteria:

**5.21.3.1.1.** The DoDEA PAC Region IAP Coordinator funds for PAC Region IAP travel for authorized students and adults, per diem for authorized adults authorized to travel, and the contract for a cheerleader clinic to enhance the skills of school cheerleaders and Coaches. Coaches must certify the Cheerleaders to attend in the season of the event.

**5.21.3.1.2.** The Principal in coordination with the Principal of the host school can approve attendance at local competitions where there is transportation available at no additional cost and where the cheerleaders do not stay overnight.

**5.21.3.1.3.** The Principal can forward a request to their Superintendent for approval for the cheerleaders to attend Intra-District IAP or Inter-District activities requiring an overnight stay and accomplishment of travel orders in accordance with Enclosure 7.

**5.21.3.1.4.** The following criteria for cheerleader travel apply:

**5.21.3.1.4.1.** All participating schools must have cheerleader teams at the event. If any school does not have a cheerleader team participating in the event then no cheerleaders will travel.

**5.21.3.1.4.2.** Cheerleader teams must travel with the athletic team and their travel information recorded using District AETS procedures.

**5.21.3.1.4.3.** The District Superintendent will determine whether travel for cheerleaders is authorized to travel to District athletic events. If the

District Superintendent approves this travel, the Superintendent will fund travel and per diem for authorized adults authorized to travel.

**5.21.3.1.4.4.** There will be a Night Monitor assigned for all overnight events

**6.5.2. FORMAL MILITARY ACTIVITIES TRANSPORTATION.** Added. Formal JROTC military functions include military balls, dining-ins, dining-outs, parades, and other military activities or formation addressed in the JROTC curriculum. PAC Region JROTC Districts should fund these events as requested and approved by the School Principal.

**6.5.3. JROTC FORMAL ASSESSMENTS.** Added. Each JROTC has a formal assessment process which is administered by an assigned JROTC Program assessor. Frequency and specific requirement are determined by each JROTC Program. Request reports be forwarded to the PAC Region JROTC Program Manager. Reports will be reviewed to ensure that all requirements of the formal Memorandum of Understanding between DoDEA and the military service are met. Review will also provide the means to maximize resource application and to provide needed guidance to Superintendents and Principals to meet DoDEA JROTC program, to include instructor management responsibilities, within DoDEA authority.

**6.5.4. JROTC DISCUSSION, FOCUSED COLLABORATION, AND PROJECT MANAGEMENT.** Added. PAC Region JROTC Program Manager will facilitate focused collaboration recurring sessions using appropriate digital communications. Sessions will focus on the JROTC curriculum and JROTC program management that includes co-curricular activities and instructor management. Compliance with DoDEA Focused Collaboration requirements, Superintendent and Principal Direction and Guidance, and maximum exchange between of the instructors to identify and measure ways to improve application of the JROTC curriculums and mentorship to improve student achievement will be the focus of these sessions. The PAC Region JROTC Instructors will serve as the JROTC Steering Committee of Tiger Teams to research and develop plans for JROTC projects.

# **ENCLOSURES**