

Yokosuka Middle School DoDEA Student Handbook SY 20-21



Yokosuka Middle School Vision

"Empowering Everyone to Engage in Education"



Yokosuka Middle School

DoDEA Vision

Excellence in Education for Every Student, Every Day, Everywhere

Yokosuka Middle School Vision

"Empowering Everyone to Engage in Education"

DoDEA Mission

Educate, Engage, and Empower Military Connected Students to Succeed in a Dynamic World.

DoDEA Blueprint for Continuous Improvement

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

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

Strategic Goal 1 - Student Excellence

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

Strategic Goal 2 - School Excellence

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

Strategic Goal 3 - Talent Excellence

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

Strategic Goal 4 - Organizational Excellence

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

Strategic Goal 5 - Outreach Excellence

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



YMS 5 Guiding Principles



Yokosuka Middle School Faculty and Staff believe all students are entitled to learn in a safe, positive and supportive environment allowing all to reach their highest academic and behavioral success. Classroom and school-wide expectations for behavior are based on our guiding principles. The 5 Principles and supporting characteristics are based on the acronym P.R.I.D.E. The principles and characteristics are:

P – Preparation

Be ready to learn and participate in my education.

-  Bring all necessary materials to every class
-  Complete and turn in work and homework by the due
-  date Dress according to the school dress code

R – Responsibility

Be responsible for my learning and the learning of those around me.

-  Dress, behave, and speak in a manner that demonstrates respect to other students, staff and visitors
-  Be punctual to each class and designated
-  activity Have and maintain the student planner

I – Integrity

Do the right thing even when no one is watching.

-  Be accountable for my actions and the consequences that follow
-  Respect intellectual property rights when completing all
-  assignments Respect the cultural diversity of our student body and
-  host nation Respect personal property of others and public property of the school

D – Diligence

Exhibit a willingness to do my best and never give up in all tasks.

-  Set behavior and academic goals
-  Show effort and try even when the task is difficult
-  Exhibit persistence and dedication to all tasks to achieve the end results

E – Excellence

Push myself to achieve excellence in all I do!

All students should follow examples of behaviors promoted by the guiding principles at ALL times, including before school, at dismissal, and during all school sponsored events and trips. Dragon behavior represents the whole school as well as visitors in the host nation.

Table of Contents

DoDEA School Rules, Regulations and Procedures	5
Pacific East District Information	36
YMS Specific Information	37
YMS School Improvement Goals	38
YMS Guiding Principles	39
About Your Principal	40
About Yokosuka Middle School	41
School Address, Webpage, Phone Number	43
YMS Bell Schedule, SY Calendar, Early Release Bell Schedule	44
Seminar	47
Late Work Policy	47
School Bus Office Information	48
School Closure Policies and Procedures	49
School Supply List	50
Student Planner	52
Lunch	52
Cafeteria Misconduct	53
School Dances	53
School Rules and Disciplinary Actions	53
Student and Parent Technology Information	58
E Device Policy	59
Electronic Device Violation	59
School Electronics Policy	61
Lost and Found Information	61
Absences Long-Term and Make-up Work (Students)	61
Access to Student Records	61
Accreditation	62
Advisory Councils	62
Animals and Pets	62

Assessments and Student Evaluation	62
Attendance and Tardiness	64
Bicycles	66
Bullying	66
Bus Transportation	66
Change of Address, Telephone Numbers or Status	67
Classroom Visitations and/or Lunch Visitation	68
Closure due to Inclement Weather	69
Computers and Technology	69
Conferences	69
Curriculum	69
Deployment	69
Dress Code	69
Dropping/Adding Courses	69
Drug and Alcohol Abuse Protocol	70
Dual Enrollment	70
Early Release of Students	70
Eligibility	71
Eligibility Rules for Interscholastic Athletic Competitions	71
Emergency Drills	71
Exception to Attendance at Assigned School	72
Graduation Requirements	72
Homeschooling	72
Homework	73
Honor Roll	73
Lockers	74
Lunch Program	74
Parking and Driving Privileges	74
Property and Supply Accountability	74
Parent Teacher Organization (PTO)	74
Public Displays of Affection	75

Random and Periodic Searches	75
Registration/Re-Registration	75
School Advisory Committee (SAC)	76
School Discipline	76
School Sponsored Activities	79
School Grounds	79
School Liaison Officer (SLO)	79
Semester Examination Policy	79
Sexual Harassment	79
Special Education	80
Standardized Testing Program	81
Student Support Services	81
Student Travel Eligibility	82
Study Trips	84
Teacher Training Programs	84
Tobacco Products	84
Transfer/Withdrawal of Students	84
Tuition Payments	85
Vandalism/Damaged School Property	85
Virtual High School (DVHS)	86
Visitors	86
Volunteers	86

DoDEA School Rules, Regulations and Procedures

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

General Information

Interstate Compact on Educational Opportunity for Military Children

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

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

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

Access to School Facilities

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

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

good order or discipline or violate any federal, state, or local law, or DOD or DoDEA regulation or policy.

Visitors and Volunteers

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

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

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

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

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

Enrollment

Student Registration Process

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

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

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

The following documents are necessary to complete the registration process:

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

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

Student Immunization Requirements

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

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

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

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

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

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

Immunization Exemptions

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

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

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

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

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

DoDEA immunization requirements can be found at:

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

DoDEA health forms can be found at:

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

Student Grade-Level Placement

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

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

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

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

In accordance with DoDI 1342.29, “Interstate Compact on Educational Opportunity for Military Children,” January 31, 2019, for students transitioning from a sending state LEA to

a DoDEA school, at the time of transition and regardless of the age of the student, the DoDEA school shall enroll the transitioning student in the same grade level as the student's grade level (i.e. in kindergarten through grade 12) in the sending state's LEA. For kindergarten, the student must have been enrolled and attended kindergarten class in order to assure continued attendance in kindergarten in DoDEA. Students who have satisfactorily completed the prerequisite grade level in the sending state's LEA will be eligible for enrollment in the next higher grade level in the DoDEA school, regardless of the student's age.

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

Transcripts/Records Policy/Access to Student Records

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

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

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

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

Accelerated Withdrawal

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

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

High School Graduation Information

Graduation Requirements

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

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

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

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

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

High School Graduation Course Requirements

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

Science	<ul style="list-style-type: none"> ● 1.0 credit (Biology) ● 1.0 credit (Chemistry or Physics) ● 1.0 credit (Science elective) <p>Note: Physics Applications and Chemistry Applications in the Community meet requirements.</p>	3.0 credits	3.0 credits
World Language	<ul style="list-style-type: none"> ● 2.0 credits (World Language [WL] course) <p>Note: Credits must be in the same WL course.</p>	2.0 credits	2.0 credits
Career Technical Education (CTE)	<ul style="list-style-type: none"> ● 1.5 credits (CTE course offering) ● 0.5 credit (Computer Technology CTE course) 	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> ● 0.5 credit (Lifetime Sports) ● 0.5 credit (Personal Fitness) ● 0.5 credit (Activity & Nutrition or equivalent PE) <p>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</p>	1.5 credits	1.5 credits

Fine Arts	<ul style="list-style-type: none"> 1.0 credit (course in visual arts, music, theater, and/or humanities) 	1.0 credit	1.0 credit
Health Education	<ul style="list-style-type: none"> 0.5 credit (Health Education course offering) 	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> 0.5 credit in Economic Literacy in CTE, Social Studies, Science & Mathematics 	–	0.5 credit
Summary			
Minimum Total Credits		26.0 credits	26.0 credits
Required Courses		21.0 credits	21.5 credits
Elective Courses		5.0 credits	4.5 credits
AP and/or IB Courses and Requisite Exams		–	4 courses
Minimum GPA		2.0 GPA	3.8 GPA
*AP and/or IB courses may be used to meet DoDEA requirements.			

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

Transferring Course Credits to a DoDEA School

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

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

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

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

Home-school Students

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

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

Report Card and Grading Information

Grading and Grading System

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

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

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

Timely and accurate reporting of student progress shall be accomplished for students in grades 4–12, using the approved DoDEA Electronic Gradebook (EGB) System. All

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

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

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

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

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

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

Location	Code	Description
Americas Region	E	Exceeds grade-level expectations: Student exhibits the skills/behaviors independently without teacher support. Students at this level are exceeding the grade-level standards.
	M	Meets grade-level expectations: Student exhibits the skills/behaviors independently with minimal teacher support.
	S	Steady progress towards grade-level expectations: Student exhibits the skills/behaviors with teacher guidance and support.
	L	Limited progress towards grade-level expectations: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
Europe and Pacific Regions	CD	Consistently Displayed: Student exhibits the skills/behaviors independently with minimal teacher support.
	P	Developing/Progressing: Student exhibits the skills/behaviors with teacher guidance and support.
	N	Not Yet Evident: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
	X	Not addressed: The knowledge, skills, and practices embodied in the grade-level standards

		were neither taught nor evaluated this marking period.
--	--	--

Progress Reports/Report Cards

Policy Reference: DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018

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

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

Parent-Teacher Conferences

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

Attendance

Student Attendance

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

In accordance with the policy stated in DoDEA Regulation 2095.01, “School Attendance,” August 26, 2011, as amended, school attendance is mandatory. All students are required to

attend school for 180 instructional days per school year to ensure continuity of instruction and that they successfully meet academic standards and demonstrate continuous educational progress. School attendance is a joint responsibility between the parent or sponsor, student, classroom teacher, school personnel and, in some cases, the Command. Students with excessive school absences (or tardiness) shall be monitored by the Student Support Team to assist in the completion of all required work and successful mastery of course objectives.

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

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

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

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

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

Assessments

System-wide Assessment Program

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

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

All assessments selected for use within DoDEA shall:

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

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

Special Education

Special Education Services

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

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

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

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

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

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

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

Disability Accommodations and Nondiscrimination

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

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

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

Reporting Abuse, Neglect, Suicide Risk and Threats

Child Abuse and Neglect

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

In accordance with the policy in DoDEA Administrative Instruction 1356.01, "Family Advocacy Program Process for Reporting Incidents of Suspected Child Abuse and Neglect," November 5, 2018, all DoDEA personnel will participate in the identification and reporting of incidents of child abuse and neglect. School personnel shall report all suspected or alleged child abuse to the local FAP office, child welfare service agency (if

available), and their immediate supervisor within 24 hours. All employees shall cooperate with the FAP process. The DoD FAP provides for the identification, treatment, and prevention of child abuse and neglect.

Suicide Risk and Threats Towards Others

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

Suicide Risk

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

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

Threats Towards Others

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

1. A threat that involves stalking of any person on a school bus, on school property, or at a school-sponsored activity.

2. Threats to bomb, burn, kill, or harm school personnel.
3. Threats of death or bodily injury to a person or members of his or her family or threats to commit serious bodily harm to persons on school property.

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

System Programs and Services

School Counseling Services

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

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

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

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

plan with their counselor. The four- to six-year plan is managed in Choices360 and is designed to teach students how to create and attain their graduation, college, and career goals while taking into account their interests, aptitudes, and graduation requirements.

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

School Psychology Services

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

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

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

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

School Health Services

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

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

The school nurse's responsibilities include:

- Providing leadership in promoting personal and environmental health and safety

by managing communicable diseases, monitoring immunizations, providing consultation and health-related education to students and staff to promote school health and academic success;

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

Student Illness

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

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

for school attendance.

- Ringworm lesions must be covered for school attendance.
- Thick discharge from eye, necessitating frequent wiping and may be accompanied by pain, redness to the white part of the eye, and light sensitivity. Student must remain at home until symptoms clear or completion of 24 hours of medical provider-prescribed ophthalmic treatment.
- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

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

Parent Notification

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

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

Allergies and Chronic-Acute Conditions

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

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

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

Food allergies including peanut/nut allergies are a significant health concern within the school environment. Allergic reactions can range from mild symptoms to life threatening reactions. Ensuring a safe environment for all students and visitors is a primary focus for

the administration and staff. In an attempt to raise awareness and limit an unnecessary exposure during school hours, we are implementing the following steps to address food allergies. These include:

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

Medication at School

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

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

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

First Aid and Emergency Care

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

School personnel will administer first aid as efficiently as possible to the dependent student when needed to treat minor injury or illness in accordance with the DoDEA Regulation

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

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

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

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

Student Rights and Responsibilities

Discrimination-Free Education Programs and Activities

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

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

Although DoDEA cannot guarantee every student a learning and activities environment free from annoyances, petty slights, or minor offenses, DoDEA is committed to creating and maintaining an environment free from unlawful discrimination and will not tolerate incidents of discriminatory unequal treatment, hostile environments (including those created by sexual assault and sexual harassment, discussed in greater detail below under “Student Conduct and Discipline”), or impermissible disparate impact based on a student’s protected

class, or retaliation against anyone because they have made a complaint, testified, assisted, or participated in any manner in an investigation related to an allegation of discrimination.

Student Rights and Responsibilities

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

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

Students shall:

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

Scholastic Integrity

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

Freedom of Religious Expression

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

According to Enclosure 3 of DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012, students may observe religious practice in school, such as celebration of religious holidays, engaging in private prayer, saying grace before

meals, and wearing yarmulkes and head scarves, so long as the practice does not violate student standards or cause substantial disruption. Students may engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious practices or discussion.

Interscholastic Athletics

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

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

Student Dress Code

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

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

Search and Seizure

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

General, non-individualized searches of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), may be conducted by the principal on a periodic or random basis. The school affords students and parents adequate prior notice of its general search policy through the issuance referenced above and this Handbook. The search shall be conducted by the principal in the presence of another school employee who will serve as a witness. General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or

military police, including dogs trained to detect the presence of contraband. Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

Individualized, reasonable suspicion or targeted searches may be conducted by a principal of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item.

Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

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

Student Conduct and Discipline

Discipline

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

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

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

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

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

School Bus Behavior

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

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

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

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

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

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

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

The right to be free from other related abusive misconduct includes physical and/or emotional misconduct that does not qualify as sexual assault or sexual harassment, but that is still intended to make a student feel pressured, uncomfortable, physically threatened, in

pain, embarrassed, or offended. It also includes the right to be free from an adult, or another student, trying to exploit their position of authority or influence over a student to force or manipulate them into an inappropriate personal and/or sexual relationship, even if the student does not think it is harmful. DoDEA does not recognize sexual or romantic interactions between any student and a DoDEA employee or volunteer to ever be consensual, even if the student is of the lawful age of consent.

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

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

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

Technology

Computer Access/Internet Policy/Electronic Devices

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

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

- Students shall use DoDEA information technology (IT) resources, including computers, electronic mail, and internet access, only in support of education and for research consistent with the educational objectives of DoDEA.
- Students shall respect and adhere to all of the rules governing access to, and use of, DoDEA’s IT resources.
- Students shall be polite in all electronic communication.

- Students shall use courteous and respectful language and/or images in their messages to others.
- Students shall not swear; use vulgarities; or use harsh, abusive, sexual, or disrespectful language and/or images.
- Students who misuse DoDEA IT resources are subject to disciplinary measures.

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

Role of Social Media

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

Transportation

Student Transportation Services

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

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

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

Yokosuka Middle School



Home of the Dragons

Please find additional information specific to YMS in the following handbook pages

Dragon P.R.I.D.E. starts INSIDE!

DoDEA Pacific East District Chain of Command

Mrs. Stacey Hull-Walsh, Principal

Yokosuka Middle School

PSC 473 Box 138

FPO, AP 96349

Phone: 243-5165

Mr. Donald "Willy" Williams, Community Superintendent

Yokosuka Middle School

PSC 473 Box 128

FPO, AP 96349

Phone: 243-1644

Ms. Judith Allen, Superintendent

District Superintendent Office, Pacific East

Unit 5072

APO, AP 96326

Phone: (315) 225-3940

Ms. Lois Rapp, Director of Student Excellence

DoDEA-Pacific

Unit 35007

APO, AP 96376

Phone: (315) 644-5878

Mr. Thomas Brady, Director

DoDEA Headquarters

4800 Mark Center Drive

Alexandria, VA 22350-1400

Phone: (571) 372-0590

School Phone Numbers

YMS Main Office 243-5165 /046-816-5165

YMS Attendance Call-in 243-5165

YMS Registrar 243-3293

YMS Counselors' Office 243-7755/4812

YMS Nurse 243-9839

School Address:

Yokosuka Middle School PSC 473 Box 128

FPO, AP 96349

School Webpage:

<https://www.dodea.edu/YokosukaMS/>

YMS Google Site:

<https://sites.google.com/student.dodea.edu/yokosuka-middle-school>

Office Hours

Office Hours

0700 – 1600, Monday – Friday

Teacher Duty Hours

0715 – 1450, Monday – Friday

We kindly request for the safety of our students that all visitors sign in at the front office upon arrival to campus.

YMS Class Bell Schedule SY 2020-2021

Students may enter the building when the first bell rings at 7:25. Students have 10 minutes to retrieve items from lockers before going to their first class. The tardy bell rings at 7:35 each morning. Students are expected to be in their seats when the tardy bell rings at the beginning of each class period. If students are not in their first period classes when the tardy bell rings, the students must sign-in in the main office and get a tardy pass. The school day ends at 14:20. Students are expected to gather their belongings and exit campus by 14:30 unless they are staying after school with a staff member or for an extracurricular activity.

Monday, Wednesday, Thursday, Friday

A1/B1	7:35	9:00
A2/B2	9:05	10:30
A3/B3	10:35	12:50
8th lunch	10:35-11:15	
6th lunch	11:20-12:05	
7th lunch	12:10-12:50	
A4/B4	12:55	2:20

Tuesday Early Release/ Professional Development

A Day		B Day	
A1	7:35 - 8:45	B2	7:35 - 9:00
A2	8:50 - 10:00	B3	9:05 - 10:10
A3	10:00 - 12:05	B4	10:10 - 12:15
8th Lunch 10:00 - 10:40		8th Lunch 10:10 - 10:50	
6th Lunch 10:45- 11:25		6th Lunch 10:50- 11:30	
7th Lunch 11:25 - 12:05		7th Lunch 11:35 - 12:15	
A4	12:10 - 1:20	B1	12:20 - 1:20

Section 1: General Information

After School Activities Program

The activities program is designed to be in harmony with YMS's purpose, core values, goals, and strategies. Students have an opportunity to explore a wide variety of activities, which include both group and individual participation. A list of the activities offered is shared with students and parents throughout the year.

Students participating in after school activities must report to the appropriate area no later than 14:30 unless other arrangements have been made. Students who leave campus may not return. If a student is not in an after school activity, they are not permitted to be on campus after 1430, unless other arrangements have been made.

Pick-up/Walk

Parents are responsible for ensuring students have transportation home immediately following a school sponsored activity. Students should ensure that they have documented parent permission to attend after-school activities prior to staying and have agreed upon transportation home.

Activity Bus

YMS students are allowed to ride the KHS activity bus, however there is a gap between the conclusion of YMS after school activities and when the bus departs main base. Please note that YMS does not provide supervision for students between these times. Students are responsible for walking to and being present at the departure location before 1730. The bus will depart the post office at approximately 1730, and will transport students to designated bus stops that are near areas of regular bus stops. The activity bus does not stop at all regularly scheduled destinations. The drop off locations will be communicated throughout the school year. YMS students who ride the activity bus must submit an after school activities permission slip and have a sticker on their bus pass to be eligible to ride. Stickers are available in the YMS front office.

*All after school plans/arrangements must be made prior to arriving at school that day: Telephone use will only be permitted in the case that an activity is cancelled.

Attendance and Tardiness

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

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

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

Highlights of the Attendance Policy

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

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

Absence Notification Procedure

Parents are asked to call the front office 243-5165 when they know their child will be absent. The sponsor must provide the front office with a written explanation of each absence when the child returns to school. The sponsor's note, by itself, does not constitute an excused absence.

Tardies

Students arriving at school after the instructional day begins are considered tardy. A student who is tardy should report to the office for a late slip before going to his/her classroom. Parents should come in to the office to sign in their child. Students who are tardy due to government transportation are excused.

Teachers take roll at the beginning of each class period and mark tardy those students who are absent or who arrive after the bell rings. Students are considered tardy if not in their assigned classroom when the clock indicates class is to start. When students reach the following number of **cumulative tardiness** (in all classes) per quarter, the following actions are taken:

- 1st & 2nd tardies: Student is notified of their tardy by the teacher who has marked them Tardy.
- 3rd tardy: Student is counseled by administration and presented a copy of their attendance report. Student is assigned a lunch detention. Parents are notified with a letter.
- 4th tardy: Student is counseled and presented with a copy of their attendance report. Parents are notified that the next tardy will result in a conference.
- 5th tardy: Parent/Student/Administration conference will be set by administrator.
- 6th Tardy: Student is assigned Saturday School. Parents are notified.

Please note:

- Consequences increase with on-going tardies.
- Students start with a clean slate each quarter.
- Students who arrive after 0735 report to the front office for an admission slip. Students who are late to class report to that class where the teacher marks them tardy.
- Students are given an excused tardy for the following reasons: Medical/dental/legal appointments and ID Cards/SOFA stamps.

Extended and/or Pre-planned Absences and Make-up Work

Students may make up assignments when they are absent. Teachers should provide the makeup work when the student returns to school. Arrangements for make-up work are to be made between teacher and student on the day of the student's return. Students that will be absent for three or more days can request work from the school in advance by completing the **Advanced Notification of Extended Absence Form**. Students should bring supporting documentation from parents and the form will be routed through administration and the students teachers. This form needs to be completed three school days prior to the absence. In general, a student has the same number of

days he/she was absent to complete the make-up work. This time frame may be extended if circumstances warrant an extension.

Transfer/Withdrawal of Students

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

Accelerated Withdrawal of Students

Students may accelerate their courses if their sponsor has PCS orders that require them to leave before the end of the semester/school year if the withdrawal date is no earlier than 20 school days before the end of the semester. Students may request accelerated work to finish all assignments before leaving. Students in high school credit classes must request accelerated work if they wish for it to count toward their final grade. Work not turned in may be counted as a zero and averaged with current grades to determine the credit class' final grade. This pertains to high school credit classes only.

If students withdraw before this date, they will receive a grade to date for all work completed before departure. This grade will be averaged with the previous quarter grade to determine a semester average.

SY 2020-2021 Accelerated Withdrawal Dates

- Semester 1: December 4, 2020
- Semester 2: May 11, 2021

For more information, see the complete YMS Student Handbook; section *Enrollment

Early School Departure/Withdrawal

If a student is withdrawn before the authorized 20 days they will receive grades earned for courses at the time of withdrawal but no final grades. These same students may be required to enroll in the gaining school in the same courses.

Awards:

Honor Roll

Honor Roll students are determined at the end of each of the first three quarters. Quarter grades, are used to calculate GPA's and scholastic honors. Honor roll assemblies are held for the first three quarters.

Three levels of Honor Roll recognize students' quarter academic achievement:

- Principal's Honor Roll*- a grade point average (GPA) of 4.0 or higher.
- High Honor Roll*- a grade point average (GPA) of 3.6-3.99 with no quarter D's/F's.
- Honor Roll*- a grade point average (GPA) 3.2-3.59 with no quarter F's.

Dragon PRIDE Awards

Each quarter our teams recognize students who display our Core Values of Preparation, Responsibility, Integrity, Diligence, and Excellence. One student is chosen for each one of the five core values. They are recognized during our quarterly awards ceremonies.

President's Academic Education Awards Program

To receive this prestigious award endorsed by the President of the United States and the U.S. Secretary of Education, students must meet specific criteria with regard to grade point average, standardized test scores, and time enrolled in school. This achievement opportunity is only available to 8th grade students.

Backpacks, Oversized Purses, and Large Cross-body Bags

All backpacks, oversized purses, and large cross-body bags must be stored in a student's assigned locker during the school day. Students are not allowed to carry these items to classes nor store them there. Students who enroll in school after the initial distribution of lockers will be assigned one on the first day of attendance.

Bicycles

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

Binder

In order to help students become more organized and accountable for their assignments and progress in school, Yokosuka Middle School has adopted a school-wide common binder policy. Students are expected to bring their binders to every class in school, every day. Following the quote "One World, One Binder," the use of the common binder is an effective method for middle school students to keep everything in one place and focus on academic achievement. There is an example in the front office if you have any questions.

All binders should be organized in the following order:

- 2) Binder Table of Contents (optional)
 - 3) Zipper/Pencil Pouch (with 2 or more pens, 2 or more pencils, 1 or more colored highlighters)
 - 4) Student Planner
 - 5) Student Class Schedule
 - 6) One folder for Homework (Left side= To Do, Right side= Done)(optional)
 - 7) Seven colored, tab subject dividers to separate each academic class (A1, A2, A3, A4, B21, B2, B3)
 - 8) Loose-leaf paper/ Graph paper/ Cornell Notes paper
- *Plastic page protectors are highly recommended.

Books and Materials

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

E-Device Policy

Students may use e-devices in school. Tablet e-Devices that are brought to school are devices that are used for educational activities. Some examples include the iPad, Kindle, Nook, Sony Reader, iPhone, Android phone, etc. Parents/guardians must sign an e-device policy acknowledging sole responsibility for the device and its content. Books and other digital media must comply with the student acceptable use policy. Devices MAY be used under teacher supervision only. Students may connect these devices to the Internet or use as cell phones only at their teacher's discretion. The e- device contract is distributed and sent home during the first weeks of school. Individual students are solely responsible for their privately owned devices and are the only person permitted to use them. Yokosuka Middle School, Pacific East District, nor DODEA will assume any responsibility for the loss of, theft of, or damage to personal devices.

Please see the section titled Telephones/Cell phone Use

Any student who violates any of the rules will be disciplined accordance with the guidelines on the DoDEA Policy on Use, which has been given to all families when registering. A copy of these rules can be found at:

https://www.dodea.edu/offices/regulations/dodea_forms/loader.cfm?csmodule=security/getfile&pageid=421884

Emergency Drills

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

*See Standard Response Protocol for additional information.

Food, Drink, and Gum Rules

Students may carry drink containers and wrapped or sealed food in the hallways when transporting it to a locker or to the cafeteria for lunch. As a general rule, food, drink and gum are not allowed in classrooms unless the teacher makes specific exceptions. Students should consume breakfast before entering school grounds in the morning.

Hall Passes

All students must be in class at the appropriate time. Any student who is not in class must have a hall pass in his/her possession. This includes before school, during classes, and during lunch. Students are responsible for obtaining appropriate passes, and may face disciplinary consequences if found out of class without a pass or misusing the hall pass privilege.

Students are expected to gather items needed for class during scheduled, passing periods only. Returning to lockers during instructional time is highly discourage. Any student returning to their locker during a class period must be granted permission by the assigned teacher and be in possession of a teacher, signed hall pass.

Homework

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

*See the Late Work Policy as it applies to Homework.

Late Work Policy

Y.M.S. late work policy applies to homework assignments only. Homework is defined as work assigned as extra practice to be completed outside of school hours.

- Students are informed of the due date during class time.
- Assignments not submitted on the due date may be submitted up to one class period after the given due date.
- During the one class period grace period, students will not receive a late penalty for assignments which are submitted by the final acceptance date.
- Missing Grade (MSG) will be denoted in GradeSpeed alerting students and parents that the assignment is missing.
- Students who have three missing assignments will be directed to attend W.I.N. - "What I need" time.
 - This is a teacher supervised opportunity for students to complete missing assignments within the grace period.
 - Parent will receive notification of the W.I.N. session that their child is expected to attend.
- Assignments not turned in by the final acceptance date, will merit a grade at the teacher's discretion.

Lockers

Lockers are provided for student use and convenience. They are considered school property and are subject to search at any time. All books and backpacks must be secured inside students lockers.

Students and parents sign a locker agreement that states the following:

- Lockers are school property and are issued to students for their use.
- Students are responsible for their locker condition.
- Students may not write on or deface lockers in any way. Damaged lockers must be replaced or restored to original condition and use.
- Students must use the locker they are assigned.
- Students may not share combinations or lockers.
- Periodically throughout the year, locker checks will be done to ensure all students are in their assigned lockers.
- Students are required to secure their assigned locker at all times.

Yokosuka Middle School cannot guarantee security. Students are cautioned against bringing high value items to school or storing those items in their locker as the school is not responsible for loss, damage, or theft of personal belongings.

Lost and Found Information

Please take lost wallets/valuable items to the Main Office, where the owner can claim them. Owners must accurately identify items in order to reclaim them. Clothing and other items found should be taken to the cafeteria, where the owner can claim them. Students are encouraged to label their items. Items not claimed are donated to a charity at the end of each quarter, or as needed. Textbooks are turned in to supply.

Lunch

All students are expected to eat lunch at school and may not leave the campus during this time. Students may bring lunch from home or purchase one in the school cafeteria. The Navy Exchange operates the hot lunch program. Students may pay cash in the cafeteria at the time of purchase or

parents may make payments online at <https://mypaymentsplus.com>. Some families may be eligible for reduced price meals. Questions about free and reduced lunch eligibility should be addressed to the School Liaison Officer at each installation.

Medication:

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

- **Complete and Submit a Hold Harmless Letter** – Written permission from parents and the student’s physician (available from nurse’s office).
- Medication in a pharmacy labeled bottled, marked with student’s name, time to be given, amount to be taken, the name of the drug and “for school use” on the label.
-

Children should at no time carry their medication to school. All medications must be delivered and picked up by parents in the nurse’s office.

*For additional information regarding school nursing please see the School Programs and Services section.

Planners

Each student receives one free student planner on his or her first day of school. The purpose of the planner is to record assignments and due dates in order to help students become more organized. The planner allows the teacher and parents an opportunity to communicate on a daily or weekly basis with one another. The planner is used consistently and is considered a part of the student’s school supplies. Students are expected to carry their planner with them at all times. If the planner is lost, the student is expected to purchase a replacement from the YMS PTO school store.

Report Cards and Grading System

General grading information is as follows:

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

The DoDEA grading scale is as follows:

90-100 = A

80-89 = B

70-79 = C

60-69 = D

59 and below is Failing= (F)

Incomplete Grades

The grade of incomplete "I" may be given to a student in a subject to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school. A grade of *Incomplete* (I) will change to a letter grade when assignments have been completed and turned in. The maximum time for completion is two weeks (10 school days). *Incomplete* grades are only given in extenuating circumstances. Parents and students should work closely with classroom teachers to resolve grades resulting in an "I".

GradeSpeed is the official grading communication program for teachers, students, and

parents. Parents can register and get reports of progress from any computer, at any time. Parents can register for GradeSpeed at <https://dodea.gradespeed.net/pc/Default.asp>

School Sponsored Activities

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

School sponsors and chaperones enforce the following rules:

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

For school sponsored dances the following also apply:

- The school must have complete information on guests at least three days before the day of the dance. This includes name, family telephone number; school attended, and grade level.
- Each student attending the dance must be ready to produce an ID card if it is requested.

Study Trips

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

Participation should be accomplished in a manner which:

1. Demonstrates respect for the Host Nation and its people.
2. Promotes high-level thinking skills and application of existing knowledge.
3. Reflects credit on the American community and the school.
4. Ensures the child's own safety

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

Seminar

The central focus of the seminar period at Yokosuka Middle School is to improve student achievement and to support beliefs of a middle school philosophy in which this time is provided.

Seminar Structure:

-  Advisory: 15 min
-  Session 1- 35 min
-  Session 2 -35 min

Advisory activities will include:

- 🍌 Monitoring of the planner
- 🍌 Monitoring of grades
- 🍌 Goal setting and review

Seminar activities that directly support and extend classroom instruction may include:

- 🍌 Homework & study time
- 🍌 Study Skills lessons
- 🍌 Make up tests, quizzes, labs, missed during absences
- 🍌 Visits to classes where extra assistance is needed
- 🍌 Sustained reading
- 🍌 Peer study and project groups
- 🍌 Visits to information center
- 🍌 YMSTV editing and work, lab work, music rehearsals (for students scheduled in such courses)
- 🍌 Celebration of a specifically set and met goal
- 🍌 Team Building activities

Signing In/Out of School

Signing In:

Students arriving after 0735 must be signed into school in the main office by a parent/guardian or emergency contact. If students sign themselves in without parent/emergency contact, a doctor's note is required.

Signing Out:

Students may be picked up during the school day only by a parent or emergency contact. In order to be granted an excused absence, students who feel ill at school must see the school nurse prior to calling parents or their emergency contact. Students will be called to the office only after the parent has signed them out. Students are not allowed to leave campus without being signed out by a parent/guardian or emergency contacts.

Schedule Changes

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

Stakeholder Communication and Involvement

Change of Address, Telephone Numbers, Emergency Contacts

If your address, phone numbers (work, home, or cell), or your emergency contact information changes, please inform the school immediately. Updates can be provided in person, by phone or email. You may stop by during normal business hours. With the high deployment rate and the heightened operations tempo, it is very important that the school has your correct and current contact information. In the event of an emergency involving your child (one in which your child might be taken to the hospital), the school nurse or administrator will contact you immediately. A parent must be present to authorize certain types

of medical treatment. Without the ability to contact parents or the emergency contact, the military unit will be contacted.

In the event you are to be away for an extended period or you have no home phone, please notify the registrar in writing of an alternate phone number and contact name. Should there be a change in your employment status after registration or during the school year, please notify the registrar's office in order to correct your child's records. Your child must know exactly what he/she is to do in case of school closure or emergency.

Conferences

YMS teachers provide the opportunity for parents to meet with their child's team to discuss any questions, concerns and/or praise. Each team initiates team conferences; however, parents may request a conference as well. During the conferences, parents meet with Core Team teachers (Language Arts, Math, Science, and Social Studies). Should parents wish to meet with Elective teachers, these teachers are available by appointment throughout the day in their individual classrooms; however, in all cases, parents must contact teachers to schedule a conference in advance. Each student's individual Team Leader/Teacher provides scheduled conferences and drop-in times to you. Please contact the Team Leader for further information.

In addition, DoDEA has a designated Parent Conference Day that is conducted at the end of the first quarter. Please note that secondary schools do not have an additional Parent Conference day designated any other time during the school year.

Deployment

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

PTO

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

School Advisory Committee (SAC)

This is one way for parents to get involved in their child's education. The purpose of the YSMSSAC is to advise the YSMS principal on matters within the jurisdiction of the SAC according to Enclosure 4 of DoDI 1342.15, which includes promoting an improved educational environment within the school. Meetings are held quarterly and reminders are sent to all parents regarding meetings dates, times, and location.

School Liaison Officer (SLO)

The School Liaison Office is the military's point of contact for facilitating the delivery of quality school transition and education support services and to help parents ease the impact of the mobile military lifestyle on the academic success of military children. The School Liaison officer can be reached at 243-4079 (046-816-4079) SLOYokosuka@fe.navy.mil.

Teacher Contacts

If you have questions or concerns, most staff members can be reached by using the following formula firstname.lastname@DoDEA.edu. You may also call our front office at 243-5165 and leave a message that

will be delivered to the teacher via email during the duty day, as calls will not be forwarded to classrooms during instructional times.

Visitors

We look forward to seeing you at our school! Upon arrival, parents must sign in on the school office log and present a valid government issued I.D. card in order to obtain a visitor's badge; identifying them as an authorized school visitor. Badges should be visible and worn at all times. At the conclusion of the visit, please return to the office to sign out and to turn in the visitor's/volunteer's badge.

Classroom Visitations

Parents are always welcome to visit our classrooms, as long as it has been prearranged with the administration at least 24 hours in advance. This includes parents who want to "check-in," or spend the day with their child. Parents are also encouraged to participate in scheduled classroom activities that require volunteers however, parents are not allowed to question or interview other students on community or personal issues while here at school.

Parents may feel free to meet with the principal at any time without an appointment, however we ask that all parents use the chain of command and address concerns at the lowest level. At the conclusion of the visit, please return to the office to sign out and to turn in the visitor's badge. Scheduling an appointment ahead of time ensures that the principal will be available to meet with you.

Parents are, of course always welcome to attend assemblies, exhibits, and evening programs which are announced in parent communications. Similarly, parents/sponsors are welcome to join their child/children for lunch.

Lunch Visitation

Sponsors/parents are welcome to have lunch with his or her student. Only the receiving student can accept outside food. (See the aforementioned information above regarding communication with other students.)

Celebrations/Birthdays

Food items brought in for special occasions must be arranged with the teacher of the class in which the event will occur prior to the day of interest. Balloons and/or flowers cannot be accepted or delivered during the school day.

Volunteers

In order to ensure the safety of all students, DoDEA policy requires that all volunteers complete an application and background check. Applications are available upon request in the school's office.

Student Drop-Off and Pick-Up

Students are allowed on campus beginning at 0715 and must clear campus by 1430 on full days, and by 1330 on Tuesdays. Students will meet in the designated areas identified by grade level. During inclement weather, 7th and 8th grade students will meet in the gymnasium while 6th grade students convene in the cafeteria.

Students must be dropped-off along the curb in the front of the main school building. If parents need to enter the building during this time, parking in a designated visitor space or inside the parking garage is required.

Students can be picked-up during dismissal along the curb in front of the school.

Please do not pick up your student, park in or block the bus lanes.

Telephones & Cell Phone Use

Many parents want their children to have a cell phone in case of emergencies. The following conditions apply to telephone and cell phone usage at Yokosuka Middle School:

- If students need to make a phone call during school hours they must report to the front office with a teacher signed hall pass. The reason to make a phone call must be approved by the front officestaff.
- Phones must remain turned off and secured in the student's locker during school hours unless being used under teacher direction. This includes on studytrips.
- Cell phone use is not allowed on school grounds until the end of the instructional day and must be used outside the building.
- If a student uses a cell phone and is seen by a school staff member, that teacher will confiscate the phone and turn it in to the main office.
- Cell phones that are not stowed in a locker and ring, beep, or vibrate will be confiscated, and treated as if they are in use.
- If a cell phone is confiscated, a parent must pick up the phone in the main office.
- The school is not responsible for lost or stolen cell phones or for charges that may be made on a cell phone if lost or stolen.

Transportation- School Bus Office Contact information, and phone numbers

Students are responsible for safekeeping their assigned student bus passes. Students must ride to and from school on their assigned bus. This means that students must board buses in the afternoon at YMS, unless they are riding the activity bus. Students are required to present their bus pass to the driver as they board the bus. Students or their sponsors must report lost or damaged school bus passes to the local school bus management office before a pass is replaced.

Please feel free to contact the Transportation Office at 246-8365/246-8130

Weather/Closure Policies and Procedures

Schools will follow procedures specific to their base command. The decision to close the school is made by the community commander in coordination with school officials.

Opening Delays: Inclement weather conditions sometimes lead to late or delayed school openings. School buses can also be delayed. If buses are delayed or canceled, school is also delayed or canceled.

Public Announcements: Cancellation and delay announcements will be made on AFN Radio and TV starting about 6 a.m. in the morning. Information will be posted on the Command Facebook website and YMS Facebook website. Unfortunately, delays cannot reliably be broadcasted on the school website or by email because the DoDEA computer systems are available through the school network and school personnel are often delayed.

In the event that school is canceled due to inclement weather or any other reason, that day is MISSED. We have many activities throughout the course of the year (particularly during Seminar) which cannot be moved. Therefore, missed days are not re-scheduled by rearranging the A/B day calendar.

END OF SECTION 1: GENERAL INFORMATION

Section 2: Discipline

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

Students' Rights and Responsibilities

- Students have the right to learn without being disturbed
- Students must accept responsibility for decisions relating to their own learning and educational progress
- Students have a right to be in school without fear of physical or verbal assault or sexual harassment
- Students have the right to feel physically and emotionally safe from harm
- Students have the right to be in a drug free environment
- Students are entitled to enjoy the opportunity to participate fully in school unabridged and unimpaired because of race, religion, sex, Creed, national origin, disability or intellectual ability
- Students will be extended equal opportunities to participate in educational and school sponsored activities

For more information, see the complete YMS Student Handbook; section *Student Rights and Responsibilities

Code of Conduct

Students, teachers, and other staff members have the right to a safe and orderly school environment. School policies and procedures for student conduct apply in the school, on school grounds, in areas near the school grounds, on school buses, when traveling between home and school, during all school sponsored activities, and school sponsored trips. All students who fail to comply with the Code of Conduct will be held accountable for their actions. The administration at Yokosuka Middle School believes that logical consequences for unwanted behavior should be progressive and unique to the situation and offense. After investigating incidents, a logical and appropriate consequence will be assigned when warranted. Consequences are based on Disciplinary Rules and Procedures, DoDEA Regulation 2051.1 dated 04APR2008.

Students are expected to:

- Be courteous to other students, staff members, and visitors to the school
- Exhibit cooperation and respect for the judgment of their teachers and all adult school staff members.
- Conduct themselves in a respectful, safe, and orderly way
- Exhibit appropriate social behaviors. YMS believes in and promotes mutual respect among staff, students, and parents
- Seek help/mediation with any peer conflict with the counselors, school psychologist, or administrators
- Follow all drill procedures as directed

Prohibited behaviors

- ***Weapons at school, sexual harassment, and name calling will not be tolerated and carry severe consequences***
- Medication not registered with the nurse
- Fighting, play fighting, pushing, shoving, shouting, scuffling, horseplay, or running will not be tolerated
- Instigating, cheerleading, promoting, or displaying behavior that encourages peers to participate in any unsafe and/or negative practices will not be tolerated
- Submitting false Incident Reports

- Public displays of affections (hugs, kisses, holding hands, etc.)
- Defacing school property
- Verbal or written putdowns, name calling, vulgar language, harassment, racial or ethnic slurs and gestures will not be tolerated
- Leaving class/school without a pass or permission (truancy)

Bullying

DoDEA leadership is committed to making our schools safe, caring, and welcoming places for all our children. Bullying is a one-sided pattern of repeated aggressive behaviors directed from one child to another with negative intent. Some examples of bullying may be verbal, physical, and/or relational; have at its overlay race, ethnicity, religion, gender, or physical or mental ability. It is persistent irritation or tormenting of another. Negative actions can be verbal, physical contact or gestures. It is aggressive behavior or intentional "harm-doing". It occurs within an interpersonal relationship and is characterized by an imbalance of power. Students are instructed to notify an adult if their efforts to stop bullying are ineffective. School personnel will intervene on behalf of students and parents in an effort to stop the negative actions that are occurring at school. Bullying is listed as a Level 3 behavior in the Pacific South Secondary Discipline Matrix. The administrator reserves the right to determine the severity of the offense and how it is categorized.

Sexual Harassment

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

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

Prohibited Items:

Students should bring to school only those items that are needed to do their schoolwork. Below is a list of items that are not allowed on school grounds, school buses, study trips, or at any school sponsored event. Items that are distracting or which are considered unsafe, difficult to store, or inappropriate to an educational environment should not be brought to school. Examples include but not limited to:

- Aerosol products (body sprays, air freshener, etc.)
- Alcohol, drugs, and other controlled substances
- Bandannas and other items that might be considered gang regalia
- Baseball caps, hats, chains or any clothing items that is deemed inappropriate, a safety hazard, or disruptive in an academic environment
- Clothing, book bags, or other items that advertise drugs, alcohol products, weapons, offensive weapons
- Dice for gambling
- Fireworks, poppers, or similar items (hazardous or non-hazardous)
- Gum
- Hand-held electronic games, stuffed animals pacifiers
- Hypodermic needles, razor blades, box cutters, knives of any sort
- Incendiary devices of any kind (lighters, matches, etc.)
- Laser lights, laser pens, shock toys
- Medications (except those kept by students with the nurse)

- Slam books
- Tobacco or tobacco products, E-Cigarettes, vape pens
- Weapons or replicas of weapons (to include water and nerf guns)

Depending on the nature of the item, violations may result in consequences. Confiscated items may be returned only to a parent or sponsor or other appropriate agency. The school will not accept responsibility for the security or replacement of any items that should not have been brought to school in the first place.

School Behavior Management:

Cafeteria Expectations:

It is our goal to keep all students safe at Yokosuka Middle School. To that end, YMS Lunch monitors' directions are to be followed at all times.

- Foods should not be shared between students to reduce the risk of accidental ingestions of allergens such as peanuts, gluten, etc.
- No food/drinks outside the cafeteria unless authorized by school administrator. Students must have a pass to leave the cafeteria during lunch.
- Students must remain in the cafeteria during lunch and may use the restrooms located outside of the cafeteria with a supervisor's permission.

During lunch students are expected to:

-  Take their place at the end of the cafeteria line
-  Return trays and plastic-ware to appropriate place
-  Not hold a position in line for another student
-  Deposit all trash in appropriate containers
-  Not run, chase or engage in physically unsafe activity
-  Talk at a conversational level
-  Stay seated unless putting away your tray and trash or exiting to the play
-  area Not use the second floor "Encore" hallway to enter the cafeteria or return to class

Common Area Expectations:

Students have the responsibility to respect the rights of others at all times. Common areas include, but are not limited to hallways, walking to and from school, in the courtyard, on the playing field, in the activity area, in the bathrooms, at any school related activity, and at bus stops on and off base.

Common area conduct expectations include:

- Maintain safe behavior at all times, i.e., no running pushing, play fighting or engaging in unsafe behavior
- Drink only water in plastic containers; no glass containers of any kind
- Eat food or candy only in designated areas
- No chewing gum at any time
- Keep hallways and stairwells clear
- Follow fire and bomb drill procedures exactly
- Maintain a clean campus; no littering

Hallways: Students are to conduct themselves in an orderly manner when passing between classes and must go directly to class. Students out of class for any reason MUST have a planner with the hallway passport signed; any adult may request to see the planner. Students should make every effort to use the restroom facilities during the passing period between classes or at lunch.

Computer Use- Student and Parent Technology Information

Students at Yokosuka Middle have internet and computer usage privileges. All privileges come with responsibilities. Students are accountable for all the information contained in the Student Internet/computer Usage agreement.

To summarize this information:

- Students will only use the computer accounts issued to them and will log off the system promptly when finished.
- Actions performed using a student's account will be considered to have been done by that student. **It is the student's responsibility to protect their account and password!**
- Students should only share their account information with their parents.
- If a student believes their password has been compromised it is their responsibility to notify the building Educational Technologist immediately.

Students and parents have signed to obey the following rules:

- Be nice and kind to others when using your computer and internet resources.
- Follow all guidance regarding the use of the computer and internet.
- Use your computer for educational purposes only.

Network Etiquette

Students are expected to abide by the generally accepted rules of network etiquette. Violations include:

- Any attempt to bully, harass, or intimidate another student, or YMS faculty, staff or volunteer.
- Attempting to access/use systems you are not allowed to use
- Attempting to disable any security systems
- Creating, accessing, sending, or storing pornography or sexually suggestive material
- Disrupting the use of technology for others
- Doing anything that could harm or destroy the computer or internet
- Harming or destroying another user's data
- Participating in gambling, weapons, or terrorist activities.
- Use the schools electronic resources to make money.
- Using illegal, offensive, hate speech, materials that say bad things about anyone else because of race, creed, religion, color, sex, disability, national origin or sexual orientation.

The use of the electronic resources is a privilege, not a right. Everything you do is monitored and may be accessed therefore nothing is private, including email. Students who misuse DoDEA IT resources are subject to disciplinary action according to the Discipline Matrix.

Vandalism/Damaged School Property

Vandalism of technology related items will result in immediate cancellation of all computer access privileges. Vandalism is defined as a malicious attempt to harm, destroy, or abuse any computer technology or the data of another user. This includes but is not limited to transmitting viruses, using magnets on screens or CPU's, removal of a mouse ball, scratching or writing on computer parts, surface, or removing keys from a keyboard.

Sponsors are responsible for individuals intentionally destroying, damaging, or defacing government property or committing acts that required a labor force to correct. They will be held liable for the cost of repair by military authorities. All acts of vandalism must be reported to the military law enforcement.

Dress Code Policy

The YMS dress code is aligned with standards established by the CNJF Dress Policy 1020.3B. Cleanliness, good grooming and appropriate attire are important. Students are expected to dress in an appropriate way at all times on school grounds, during school sponsored activities, and study trips. Administration makes the final determination on the appropriateness of dress.

Examples of inappropriate school attire include, but are not limited to:

- Bare midriffs, see-through clothing, tank tops, tube tops
- Beach wear
- Body piercings that are large hoops or other protruding objects that can be pulled by others or that can catch on another object
- Bra-less looks, backless/strapless clothing, Off the shoulder tops
- Excessively holey pants, or pants with holes anywhere above the knee that do not have a covering under the hole.
- Flip-flops, slides, or house-slippers
- Hanging chains
- Hats
- Pajamas, sweatpants, athletic shorts that are for the gym, leggings as pants, yoga pants, tights worn as pants, etc.
- Shorts and skirts that are too short (the length is shorter than the middle finger when the student has his or her arms extended down)
- Spiked clothing and collars
- Sunglasses
- T-shirts with offensive or inappropriate language or graphics
- Undergarments must not show. It is inappropriate for shorts or pants to be pulled down from the waist (sagging) regardless of what the student may be wearing under them.

For students who wish to wear leggings:

- Students may wear decorative leggings as long as they are not sheer/see through, and/or mixed see through.
- Shirts must fall below the waist and buttocks
- Other pants that are stretch pants and/or made to resemble tights (though these items may be worn under skirts/shorts of appropriate length)

For students who wish to wear pants/jeans with holes:

- Holes in pants, above the knee, must have tights or another form of covering under the pant hole. Skin may not show through the holes when they are above the knee.

For students who wish to wear tank tops:

- Three-finger rule: The width of clothing on the shoulder area must be the width of the student's three fingers (the three finger rule). No undergarments may show even if the width of the shoulder area is three fingers.

Students share responsibility with parents to follow the dress code. If a student violates the rules he/she is sent to the nurse's office and parents will be contacted if a student does not have a change of clothes. Parents are required to either take the student home to change clothes or to bring appropriate clothing to the student. Students are not permitted to leave campus on their own. If a student continues to violate the dress code, he/she may be subject to further discipline to the discipline matrix.

Incident Reporting

Students and parents have the responsibility to report to administration anything they feel needs to be addressed concerning any issue at school. Incident report forms are available in the front office; also, students who are referred to the office for discipline reasons will also fill out an incident report to state their point-of-view of the incident, or reason for referral.

Writing a false incident report will be addressed as a disciplinary violation.

Bus Transportation

Student Transportation is a privilege provided to qualifying DoDEA Pacific Students. The time students spend going to and from school is an extension of their school day. School buses are considered an extension of the school campus and as such, Principals may take disciplinary action for school bus misconduct consistent with DoDEA Regulation 2051.

Below are common rules, expectations, and procedures for students to follow.

ON AND AROUND SCHOOL BUSES STUDENTS WILL:	ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:
<ol style="list-style-type: none">1. Comply with all school rules with the "Behavior Standards for School Bus Students."2. Board and exit the bus in an orderly, safe manner.3. Present bus pass when boarding the bus, and upon demand.4. Remain seated while on the bus.5. Talk with other passengers in a normal voice.6. Keep all parts of the body inside the bus windows.7. Keep aisles, steps, and empty seats free from obstruction.8. Remain fully and properly clothed.9. Treat the driver and fellow students with respect.10. Promptly comply with the bus driver's or monitor's instructions.11. Treat the bus and other private property with care.	<ol style="list-style-type: none">1. Fight, push, shove, or trip other passengers2. Use or possess unacceptable items identified in the school "Code of Conduct."3. Push while boarding, on, or exiting the bus.4. Get on or off the bus while the bus is in motion.5. Make excessive noise, or play electronic equipment without earplugs.6. Put objects out of bus windows or hang out of windows.7. Engage in horseplay.8. Obstruct aisles, steps, or seats.9. Engage in public displays of affection.10. Eat, drink, or litter on the bus.11. Use profane or abusive language or make obscene gestures.12. Spit or bite.13. Harass, bully, or interfere with other students.14. Disrespect, distract or interfere with bus driver.15. Damage private property.16. Sit in the bus driver's seat, or touch bus operating devices or equipment.17. Open or try to open bus door.18. Throw or shoot objects inside or out of bus.19. Tamper with bus controls or emergency equipment.20. Violate any other school rule, law or military installation regulations

Pacific South Secondary School Discipline Matrix

The discipline matrix, included as Appendix A, guides administration in determining consequences after normal classroom management plans are not effective in restoring desired/appropriate school behaviors. **The matrix is a guideline and final decisions are reserved for administration.** Please note that being an accomplice, being complicit and/or obstructing and interfering in a disciplinary investigation in any of the following infractions will result in similar consequences. In addition, all consequences are based on equity, not equality. A similar act by two individuals may result in differing consequences based on individual behavior histories.

After School/Lunch Detention

Detention requires a student to report to and remain at the place designated by a teacher, team, or administrator. Students are under supervision at all times during detention.

Teachers, teams, and administrators may assign detention during lunch, before school or after school to students who disrupt or misbehave in class and/or fail to do assigned classroom work. A letter to the student and parents states the date of the detention and the reason. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next available date. It is the student's responsibility to coordinate this with the teachers/administrators. Students who are absent or tardy to detention or otherwise disruptive may be subject to further disciplinary action.

Saturday School

Students are assigned Saturday School detention with a school administrator or designee on Saturday from 0800 – 1200 in an assigned location. Students are expected to follow the instructions of the Saturday School teacher as well as to complete the work provided by the Saturday School session. Students and parents are notified of Saturday School by a school administrator.

Suspension

A student may be suspended from school for 1-10 days.

- Students who are assigned out of school suspension are permitted to make up all class work and homework assignments. The objective in assigning punitive actions is to modify inappropriate student behavior. It is not our goal to jeopardize academic growth.
- At the discretion of the administration, and with the cooperation of the parents, students may be assigned service to the school on non-instructional days, such as teacher workdays, in-service days, or holiday recess periods. Students may be assigned to correcting the behavior by conducting restorative actions such as picking up trash in and/or outside the building, returning trays in the cafeteria, or other duties as appropriate.
- A readmission conference may be requested by administration. The purpose of suspension from school is to communicate clearly to the student that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that students be under the direct supervision of an adult when out of school during the suspension time.
- Suspended students may not be on, or near any DoDEA school campus, nor attend any school functions for the duration of the suspension.

We encourage direct parent escort with students to all classes in lieu of suspension when appropriate. Suspensions greater than 10-days may be deferred; however, all suspensions less than 10-days, or other disciplinary actions, will be served in a timely manner. If a student is to be suspended from school the student and parents/sponsor are informed of the suspension and the reason(s) for this action. The sponsor is notified in writing

Types of suspension include:

- In School Suspension – A student attends school and remains in a designated location during school hours. Teachers send work for the student to complete.
- Out-of-School suspension – The student is sent home in the care of parents.

A student who is suspended or expelled may be reported to the Command, Civilian Misconduct Officer, and District Superintendent for official purposes only.

Expulsion

Expulsion is a disciplinary consequence that terminates the student's education at the school; it involves a hearing in accordance with DoDEA Regulation 2051.1, *Disciplinary Rules and Procedures, April 4, 2008*. Expulsion may also occur for single infractions that are particularly serious. YMS informs parents in writing of the Discipline hearing for proposed expulsion. The notification tells parents the reasons for the proposed expulsion. Students expelled from the school are provided the opportunity to obtain academic counseling at the closest DoD school and may be entitled to enrollment in a correspondence course or other appropriate alternate education program for the duration of the expulsion.

*For more information see the complete YMS Student Handbook; section *Student Conduct and Discipline*

****THIS HANDBOOK IS SUBJECT TO CHANGE AT ANY TIME. ALL STAKEHOLDERS WILL BE NOTIFIED OF CHANGES AS THEY BECOME AVAILABLE.****

Appendix A: Pacific South SECONDARY School Discipline Matrix

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

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