DoDEA MISSION:
EDUCATE, ENGAGE, AND
EMPOWER MILITARY
CONNECTED STUDENTS TO
SUCCEED IN A DYNAMIC
WORLD.

DoDEA VISION:
EXCELLENCE IN EDUCATION
FOR EVERY STUDENT,
EVERYDAY, EVERYWHERE.
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DoDEA School Rules, Regulations and Procedures

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

General Information

Interstate Compact on Educational Opportunity for Military Children


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


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)


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


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


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**


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.
Student Grade-Level Placement


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


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


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


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

<table>
<thead>
<tr>
<th>Content Area</th>
<th>Course Requirements</th>
<th>Standard Diploma</th>
<th>Honors Diploma</th>
</tr>
</thead>
<tbody>
<tr>
<td>English Language Arts</td>
<td>1.0 credit (ELA 9)</td>
<td>4.0 credits</td>
<td>4.0 credits</td>
</tr>
<tr>
<td></td>
<td>1.0 credit (ELA 10)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1.0 credit (ELA 11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subject</td>
<td>Credits Required</td>
<td></td>
<td></td>
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<tr>
<td>-------------------------</td>
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<td></td>
<td></td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>3.0 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.0 credit (ELA 12)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>World History 9 or 10; or Honors</td>
<td>3.0 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>World History 9 or 10, aka Global Studies</td>
<td>3.0 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.0 credit (U. S. History)</td>
<td>3.0 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.5 credit (U. S. Government)</td>
<td>3.0 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.5 credit (Social Studies elective)</td>
<td>3.0 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| **Mathematics**         | 4.0 credits      |
| 1.0 credit (Algebra)    |                  |
| 1.0 (Geometry)          |                  |
| 1.0 credit (Math course code 400 or above) | 4.0 credits |
| 1.0 credit (Algebra II or identified equivalent course) | 4.0 credits |

| **Science**             | 3.0 credits      |
| 1.0 credit (Biology)    |                  |
| 1.0 credit (Chemistry or Physics) | 3.0 credits |
| 1.0 credit (Science elective) | 3.0 credits |

Note: Physics Applications and Chemistry Applications in the Community meet requirements.

<p>| <strong>World Language</strong>      | 2.0 credits      |
| 2.0 credits (World Language [WL] course) | 2.0 credits |</p>
<table>
<thead>
<tr>
<th></th>
<th>Note: Credits must be in the same WL course.</th>
<th>2.0 credits</th>
<th>2.0 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career Technical Education (CTE)</td>
<td>● 1.5 credits (CTE course offering)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>● 0.5 credit (Computer Technology CTE course)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2.0 credits</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Physical Education</th>
<th>1.5 credits</th>
<th>1.5 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>● 0.5 credit (Lifetime Sports)</td>
<td></td>
<td></td>
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<tr>
<td>● 0.5 credit (Personal Fitness)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>● 0.5 credit (Activity &amp; Nutrition or equivalent PE)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1.0 credit (course in visual arts, music, theater, and/or humanities)</td>
<td>1.0 credit</td>
</tr>
<tr>
<td>Health Education</td>
<td>0.5 credit (Health Education course offering)</td>
<td>0.5 credit</td>
</tr>
<tr>
<td>Honors Diploma</td>
<td>0.5 credit in Economic Literacy in CTE, Social Studies, Science &amp; Mathematics</td>
<td>–</td>
</tr>
</tbody>
</table>

| 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.

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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**


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 and 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 homeschool 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) for instructions.

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90 – 100</td>
<td>Excellent: Outstanding level of performance</td>
</tr>
<tr>
<td>Grade</td>
<td>Range</td>
<td>Description</td>
</tr>
<tr>
<td>-------</td>
<td>--------</td>
<td>------------------------------------</td>
</tr>
<tr>
<td>B</td>
<td>80 – 89</td>
<td>Good: High level of performance</td>
</tr>
<tr>
<td>C</td>
<td>70 – 79</td>
<td>Average: Acceptable level of</td>
</tr>
<tr>
<td></td>
<td></td>
<td>performance</td>
</tr>
<tr>
<td>D</td>
<td>60 – 69</td>
<td>Poor: Minimal level of performance</td>
</tr>
<tr>
<td>F (failing)</td>
<td>0 – 59</td>
<td>Failing (No credit awarded)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Unweighted Standard Scale</th>
<th>Weighted Advanced Placement (with AP exam)</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Location</th>
<th>Code</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Americas Region</td>
<td>E</td>
<td>Exceeds grade-level expectations: Student exhibits the skills/behaviors independently without teacher support. Students at this level are exceeding the grade-level standards.</td>
</tr>
<tr>
<td></td>
<td>M</td>
<td>Meets grade-level expectations: Student exhibits the skills/behaviors independently with minimal teacher support.</td>
</tr>
<tr>
<td></td>
<td>S</td>
<td>Steady progress towards grade-level expectations: Student exhibits the</td>
</tr>
<tr>
<td>Europe and Pacific Regions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---------------------------</td>
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<td></td>
</tr>
<tr>
<td><strong>L</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>CD</strong></td>
<td>Consistently Displayed: Student exhibits the skills/behaviors independently with minimal teacher support.</td>
<td></td>
</tr>
<tr>
<td><strong>P</strong></td>
<td>Developing/Progressing: Student exhibits the skills/behaviors with teacher guidance and support.</td>
<td></td>
</tr>
<tr>
<td><strong>N</strong></td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td><strong>X</strong></td>
<td>Not addressed: The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated this marking period.</td>
<td></td>
</tr>
</tbody>
</table>

**Progress Reports/Report Cards**

**Policy Reference:** [DoDEA Regulation 1377.01, “Student Progress Reports,” September 4, 2018](https://www.doe.gov)

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](#)

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 with 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


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


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


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.

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**Student Conduct and Discipline**

**Discipline**


**Policy Reference:** [DoDEA Administrative Instruction 2051.02, “Student Rights and Responsibilities,” April 17, 2012](https://www.dev.mil/Regulations/DisplayDocument/2051.02)

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**


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


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.
Welcome Dragons!
We are happy you are here!

Please find enclosed some important information for SY 2019 – 2020.

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

**Dr. Gregg Mowen, 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
DoDEA Vision
Excellence in Education for Every Student, Everyday, 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.

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

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

Strategic Goal 1 - Student Excellence
Challenge each student to maximize his or her 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.
School Improvement Goals

Goal 1: Each quarter, 80% of students will have an average of 70% or higher without multiple D/F’s.

Goal 2: By the end of SY1920, 82% of all students will approach expectations (level 3) or higher on the CCR Literacy Summative Assessment.

Goal 3: YMS faculty and staff will implement school measurable objectives that are aligned with Pacific East District Goals.
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**
**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.
About Your Principal

My name is Stacey Hull-Walsh, and I am excited to be joining Yokosuka Middle School as the Principal. Before my move to Japan, I taught Advancement Via Individual Determination (AVID) and Math at Lakenheath Middle School on RAF Feltwell, UK. Most of my time in education, however, has been teaching AVID and Science. As an AVID teacher, I was selected to become a Staff Developer for the AVID Center. During this time, I provided professional development for aspiring AVID teachers throughout the United States.

We call Rockledge, Florida "home," and I started my teaching career there before joining DoDDS in 2009. I hold a Bachelor's Degree in Psychology from the University of Central Florida and a Master’s Degree in Educational Leadership from Nova Southeastern University.

My educational vision includes an environment where students are supported intellectually, emotionally, and socially, while being motivated to be college or career reading upon graduation. I believe that students should be challenged through a rigorous, yet relevant, curriculum.

Family is very important to me! My children, Brianna and Braxton, keep my husband, George, and me quite busy. We are sad to leave such a wonderful country, supportive colleagues, and great friends, we are also looking forward to calling the Japan District home.
All About Yokosuka Middle School

Located in Yokosuka, Japan on Tokyo Bay, Yokosuka Middle School (YMS) is operated by the Department of Defense Education Activity (DoDEA) and is part of the Japan District with DoDEA. YMS serves as the middle school (grades 6 - 8) for children of service members assigned to Command Fleet Activities Yokosuka (CFAY) and civilian employees of the Command. The CFAY community includes nearly 25,000 persons - active duty service members, retirees, civilian DOD employees, and related families as well as local national Japanese civilian employees. 75% percent of our students are dependents of an active duty service member, with 25% dependents of civilian employees of CFAY, contractors, retirees, or other classification.

Yokosuka Middle School has a student enrollment of approximately 660 students. Although many students live on base, and in immediate proximity of the school, most students are transported to the school via buses run exclusively for DoDEA students from the satellite CFAY base located in Ikego, Japan or from private housing areas located within the Kanagawa Prefecture. The student body at YMS is diverse, a reflection of the military community in which it is located as well as the Japanese community in which it resides 49% of our student-body is female and 51% are male.

In support of the students, YMS has a total of 58 teachers, seven and half paraprofessional positions, two full-time school guidance counselors, an Assistant Principal, a Principal, three full-time Military Family Life Counselors (MFLC), an Administrative Resource Officer, a school psychologist, an Educational Technologist, an Information Center Specialist, a half-time Speech Language Pathologist, a Special Education Assessor, a School Nurse, and clerical staff.

The YMS building was built specifically for the needs of middle school adolescents. The school facilities include separate floors for each grade level, a gymnasium, sports field, multi-purpose room, music rooms, computer labs, conference rooms, and a library. Being a school that is part of a military community and which follows the traditions of an American school system, yet is not in the United States, offers its own unique challenges. Dealing with deployments of an active duty parent at various times throughout the school year is a unique challenge that many of our students face. Students from dual active duty military families may have both parents deployed at the same time, leaving a void in students’ home life which can affect their learning and behavior at school. The nature of a military community is that it is a transient community. Up to 35% of our student body transfers in and out of the school every year.

Yokosuka Middle School follows the DoDEA Mission & Vision. Mission: "Educate, engage, and empower Military Connected Students to Succeed in a Dynamic World." Vision: "Excellence in Education for Every Student, Everyday, Everywhere." The purpose of YMS is: "Empowering Everyone to Engage in Education." The school-wide guiding principles for Yokosuka Middle School are P.R.I.D.E. This means: P (Prepared), R (Responsibility), I (Integrity), D (Diligence), E (Excellence). At YMS students know that Dragon PRIDE starts Inside!

Yokosuka Middle School is a true middle school which specializes in the special needs of adolescents who are transitioning from elementary to high school. The focus for Yokosuka Middle School faculty and staff on adolescents is derived from the Association for Middle Level.
Education’s "This We Believe in Action: Implementing Successful Middle Level Schools." School leadership provides professional development that assists the faculty and staff in focusing on characteristics and essential attributes that promote successful schools for young adolescents. With thoughtful programming, YMS teachers and staff ensure a climate where students are able to develop academically, morally, and socially. When parents, teachers, or administrators identify a student is struggling academically or behaviorally there are a variety of supports that can be offered, such as Student Support Team and counseling, in order to assure students are on a path that allows them to fulfill their potential.

After school, YMS offers extra academic support through its Dragon Academy program. The courses offered at YMS are reflective of students' need to explore the arts and other courses which prepare them for citizenship in the 21st century. In addition to core classes - Language Arts, Mathematics, Social Studies, and Science - all 6th graders take a reading class, while all 7th graders take Physical Education. All students have the opportunity to participate in Encore classes in Computer Sciences, Physical Education, Video Production, Art, photography, Yearbook, Family Consumer Sciences, Spanish, Chinese, Japanese, Band, Chorus, String Ensemble, and Applied Technology. Our 6th grade students are able to engage in a year of exploration that is called the "wheel." In this wheel, students take an Encore each quarter to further explore their interest. For students who are in need of supportive learning courses, YMS has additional programs for students with specific learning needs: reading lab for students who may be below their expected reading level, learning strategies for students who need additional learning accommodations, English as a Second Language for students for whom English is not their first language, AVID class to support specific students to be college bound, and Gifted classes for students identified as gifted. Additionally, YMS students are able to take Spanish I, Chinese I, Japanese I, and/or Algebra I for high school credit at YMS. All students take an 8th class called Seminar. The purpose of Seminar is for students to meet with teachers for assistance, make-ups, or if there is any confusion with the skills/concepts that are being learned in that unit. This time is also used to allow students to complete homework, work on projects, visit the information center and computer labs, read, and study.

Seminar activities may include; monitoring of the planner, goal setting and review, monitoring of grades, celebration of a specifically met goal, team building activities, and self-interest activities.

In addition to classes offered at YMS, students are able to participate in sports clubs and other activities sponsored by the school, the high school, and/or the CFAY MWR program. At YMS, students can participate in clubs and organizations such as National Junior Honor Society, Student Council, Art Club, Caring Club, Robotics Club, Peer Mentoring, Brain Bowl, Scrabble Club, Ping Pong Club, Origami Club, Science clubs, Lacrosse Club, Soroban, Mathcounts®, and more. YMS also has a Cross-Country club or Track and Field club. The CFAY MWR sports program offers additional opportunities for students to compete in sports, including swimming, basketball, flag football, soccer, volleyball, dodgeball, baseball, softball, and cheerleading. Parents are able to actively partner with the school through the Parent Teacher Organization, School Advisory Council, and volunteering at the school in the classroom.
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/

Office Hours

Office Hours
0700 – 1600, Monday – Friday

Teacher Duty Hours
0715 – 1450, Monday – Friday

All visitors must enter through the main entrance and sign in at the office during normal business hours from 0700 – 1600 daily.
**YMS Class Bell Schedule SY 2019-2020**

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.

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**YMS Bell Schedule**

**SY 2019-2020**

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**Grade 6**

<table>
<thead>
<tr>
<th>Period</th>
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<th>End</th>
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<tbody>
<tr>
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<td>0735</td>
<td>0815</td>
</tr>
<tr>
<td>A/B2</td>
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</tr>
<tr>
<td>A-3/B-3</td>
<td>0910</td>
<td>1035</td>
</tr>
<tr>
<td>Lunch</td>
<td>1040</td>
<td>1120</td>
</tr>
<tr>
<td>A-4/B-4</td>
<td>1125</td>
<td>1250</td>
</tr>
<tr>
<td>A-5/B-5</td>
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**Grade 7**

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<tbody>
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<td>0735</td>
<td>0815</td>
</tr>
<tr>
<td>A/B2</td>
<td>0820</td>
<td>0905</td>
</tr>
<tr>
<td>A-3/B-3</td>
<td>0910</td>
<td>1035</td>
</tr>
<tr>
<td>A-4/B-4</td>
<td>1040</td>
<td>1125</td>
</tr>
<tr>
<td>Lunch</td>
<td>1130</td>
<td>1205</td>
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<tr>
<td>A-4/B-4</td>
<td>1210</td>
<td>1250</td>
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<tr>
<td>A-5/B-5</td>
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<td>1420</td>
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**Grade 8**

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</thead>
<tbody>
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<td>A/B1</td>
<td>0735</td>
<td>0815</td>
</tr>
<tr>
<td>A/B2</td>
<td>0820</td>
<td>0905</td>
</tr>
<tr>
<td>A-3/B-3</td>
<td>0910</td>
<td>1035</td>
</tr>
<tr>
<td>A-4/B-4</td>
<td>1040</td>
<td>1205</td>
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<tr>
<td>Lunch</td>
<td>1210</td>
<td>1250</td>
</tr>
<tr>
<td>A-5/B-5</td>
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<td>1420</td>
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**Half Day Schedule**

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<tr>
<td>A-3/B-3</td>
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<td>0920</td>
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<tr>
<td>A-4/B-4</td>
<td>0925</td>
<td>1015</td>
</tr>
<tr>
<td>A-5/B-5</td>
<td>1020</td>
<td>1105</td>
</tr>
</tbody>
</table>

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Last Updated 5/13/2019 1:54 PM
### Yokosuka Middle School 2019-2020

**Class Hours:** M, W, Th, F 0735-1420, T 0735-1320

**July**

- Aug. 16: YMS New Student Orientation 1130-1330
- Aug. 19: Reporting Date for Teachers
- Aug. 23: Sneak Peek 1330-1430

**Semester 1 (86 Instructional Days)**

<table>
<thead>
<tr>
<th>Quarter 1</th>
<th>(45 Instructional Days)</th>
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<tbody>
<tr>
<td>Q1</td>
<td>18 A, 21 B, 1 C</td>
</tr>
</tbody>
</table>

- Aug. 26: 1st Day of School - All 8 Periods
- Aug. 30: Open House 1600-1800
- Sep. 2: Federal Holiday - Labor Day
- Sep. 30: CCRi Q1 Training-No School for Students
- Oct. 14: Federal Holiday - Columbus Day
- Oct. 15: Prof. Dev. Day for Teachers - No School for Students
- Oct. 16: PSAT Testing - C Day Schedule
- Oct. 31: End of Q1
- Nov. 1: No School for students-Teacher work day

**August**

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

**September**

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

**October**

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

**November**

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

**December**

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

**January**

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

**February**

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

**March**

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

**April**

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

**May**

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

**June**

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

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**Check the YMS Student Bulletin Calendar for the latest information**

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**Color & Symbol Key**

- Event for YMS only
- Check your other Yokosuka Complex Calendars for a different schedule
- No School for Students
- Parents Invited to School
- Accelerated Withdrawal Dates
Yokosuka Middle School
SY 19-20 Tuesday Early Release
Professional Development Day Schedule

<table>
<thead>
<tr>
<th>Tuesday</th>
<th>Grade 6</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grade 6</td>
<td>A3/B3</td>
<td>7:35 - 8:55</td>
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<tr>
<td>Grade 7</td>
<td>A3/B3</td>
<td>7:35 - 8:55</td>
</tr>
<tr>
<td>Grade 8</td>
<td>A3/B3</td>
<td>7:35 - 8:55</td>
</tr>
<tr>
<td>A4/B4</td>
<td>9:00 - 10:20</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A4/B4</td>
<td>9:00 - 10:20</td>
</tr>
<tr>
<td></td>
<td>A5/B5</td>
<td>10:25 - 11:05</td>
</tr>
<tr>
<td>Lunch</td>
<td>10:25 - 11:05</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Lunch</td>
<td>11:10 - 11:50</td>
</tr>
<tr>
<td></td>
<td>A5/B5</td>
<td>11:55 - 12:30</td>
</tr>
</tbody>
</table>
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 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 and computer labs
- YMSTV editing and work, lab work, music rehearsals (for students scheduled in such courses)

Seminar activities may include:
- Monitoring of the Planner
- Goal setting and review
- Monitoring of grades
- Celebration of a specifically set and met goal
- Team Building activities

Seminar Structure:
- Seminar attendance and take roll. Students complete their Planners and check out on Smart Board, white board, or sign-in/sign-out sheet (whatever procedure teacher has in place for signing in and out of Seminar).
- Seminar Time

Tutoring/Dragon Academy

YMS offers a free tutoring/homework club on Mondays and Thursdays - 1430-1530.

Late Work Policy

Y.M.S. late work policy applies to all assignments that are to be completed outside of class time which have a due date.
- Students are informed of the due date during class time.
- Assignments not submitted on the due date may be submitted up to one calendar week after the given
due date OR the date of the summative assessment over the topic/standard.

➔ During the one week 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 or Summative Assessment of topic/standard, will merit a grade at the teacher’s discretion.

**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. 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.

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, YMS’s Transportation Officer is responsible for disciplinary action related to inappropriate behavior on the buses. Principals may also take disciplinary action for school bus misconduct consistent with DoDEA Regulation 2051.1.

School bus transportation is a privilege that may be suspended or revoked. Misconduct on buses may result in disciplinary action, including possible suspension or expulsion. Although the bus driver is charged with the safety of the passengers and the safe conduct of the vehicle, students and parents share the responsibility for safety. Any activity diverting the bus driver’s attention from traffic/road conditions, thereby jeopardizing the passengers’ safety, is not tolerated. Absences from school or tardiness to classes due to the withdrawal of school bus privileges are counted as unexcused and/or truant.

Please feel free to contact the Transportation Office at 246-8365/246-8130.
School Closure Policies and Procedures

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.

Opening Delays: Inclement weather conditions sometimes lead to late or delayed school openings. School buses can also be delayed. Rarely, bus transportation may be delayed two hours or canceled altogether. 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. If you are unable to receive AFN programming in your house, please arrange with a friend or acquaintance to contact you when an announcement has been made. Unfortunately, delays cannot reliably be broadcasted on the school website or by email because these DoDEA computer systems are only available through the school network and school personnel are often delayed.
Yokosuka Middle School
School Supply List for 2019 -2020

The supply list contains required items.

A backpack is recommended to carry school materials to and from school. Backpacks are not allowed to be carried around the campus during the school day. You are not required to have all supplies on the first day of school. The only requirement for the first day of school is your common binder, paper, and a pen or pencil.

General Supplies for 6th Grade

- (1) Large 3-ring binder (2½ or 3½ or larger)
- (1) 2½ - 3 ring binder for Math
- Loose Leaf Notebook Paper
- Spiral Notebook (College Ruled)
- (2) Pocket folders with holes to fit binders
- 12 #2 Pencils
- Pencil Bag
- Ball point pens – blue or black only
- Colored pencils
- Red correcting pens
- 2 pk. of Subject Dividers (at least 9)
- Rubber Eraser
- Bound Composition Book (4)
- Colored Markers
- Scissors
- Glue Sticks
- Sharpie (black) fine tip (1) and regular (1)
- Highlighters in multiple colors.
- Supply of post-it note pads.
- Project (Tri Fold) Boards (3)

General Supplies for 7th Grade

- (1) Large 3-ring binder 3½
- (1) 2½ – 3 ring binder for Math
- Loose Leaf Notebook Paper
- (6) Pocket folders with holes to fit binders
- 12 #2 Pencils
- Pencil Bag
- Ball point pens – blue or black only
- Colored pencils
- Red correcting pens
- Highlighters
- 2 pk. of Subject Dividers (at least 9)
- Rubber Eraser
- Glue Stick and (1) 5oz Elmer’s Glue
- Bound Composition Book
- Colored Markers
- Scissors
- (1) 3 pronged pocket folder
- Colored pencils
- Mechanical pencils with appropriately sized lead.
- Project (Tri Fold) Boards (1)

NOTE: Items may need to be replenished as needed. Please monitor your child’s supplies. No government issued materials please.

1 of 2
General Supplies for 8th Grade

- 1 large 3 ring binder with dividers 3"
- Folder with brads and pockets
- 3 Bound Composition Books: college-ruled
- Paper (loose leaf)
- Colored pencils
- Pencil Bag
- 3 Spiral Notebooks
- # 2 Pencils – ongoing supply
- Pens – blue, red and black
- Rubber Eraser

- Glue Sticks
- Highlighters
- Colored Markers
- Scissors
- Roll of tape
- Highlighter
- Project (Tri Fold) Boards (2)
- Post-it notes (1 pad-square 2XZ any color)

Supplies for Encore Classes

Band and Strings – Students must supply consumable items for their individual instruments, such as reeds, cork grease, valve oil, slide grease, drumsticks, mallets, etc.
- pencil with eraser,
- binder or folder for sheet music

Computers – additional 2 to 3 folders / dividers

Spanish – 7th Grade: A notebook with dividers (Spiral OK) 8th grade: 3-Ring Binder with paper and 5 dividers

Exploring Foreign Languages—Bound composition book

Japanese—pencils, pencil bag, rubber eraser, red pen, highlighters, notebook, 2 pocket folders

Art – #2 pencils (HB or B), 1-large eraser, colored pencils, portable pencil sharpener (shaving collector), 2 black fine point sharpies, 2 ultra-fine point sharpies, pencil case holder or Large Zip-lock bag, 1 spiral sketchbook B4 (257mmx364mm; 25 pages)

PE – folder, notebook, proper footwear (gym shoes)

AVID –
- One 2”-3” three-ring binder
- Enough colored tab subject pocket dividers to separate each academic class, including AVID. Pocket dividers are preferred; if this style is unavailable, one or two trapper pouches are acceptable.
- Lined, loose-leaf filler paper
- Zipper pouch with 3 holes for each binder to store the following supplies (3-hole punched heavy duty zip-lock quart bags also work):
  - Two pens with black or dark blue ink
  - Two pencils
  - One eraser
  - One or more colored highlighter pens
  - One binder with pocket dividers for each class OR one pocket folder for each class to be kept at home for storage of papers culled from big binders at the end of each quarter.

Reading Lab –
- loose leaf paper
- Zipper pouch with 3 holes or (3-hole punched heavy duty zip-lock quart bags also work):
  - Two or more pens with black or dark blue ink, Two pencils, One eraser,
  - One or more colored highlighter pens

ESOL –
- One 2”-3” three-ring binder, preferably with a clear front pocket on the cover
- Subject dividers (at least 9)
- One notebook

Learning Strategies –
- 1 Composition Notebook
- 1 70 page Spiral Notebook
- 1 Package of loose leaf notebook paper
- 4 Two pocket folders WITHOUT prongs.
- 1 Zipper pencil/pen pouch with 3 holes
- 3 Blue/black pens, 3 pencils, 1 eraser, one or more highlighters
- 2 tri-fold boards
- 8 Pocket dividers with tabs (preferably plastic)

2 of 2
**Student Planner**

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.

**Common 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. The binder includes: a pencil pouch with writing materials, the student planner, a homework folder, seven tabs for each academic course, and lined notebook paper. 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:**

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

*Plastic page protectors are highly recommended.

**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](https://mypaymentsplus.com). Some families may be eligible for reduced price meals. Students can pick up an application in the main office for this program.

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
Cafeteria Misconduct

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.

School Dances

Participation in school dances is limited to only those students that are currently enrolled at YMS. Students must maintain school dress code. Loitering in the parking lot or other areas of the school is not allowed. Once a student leaves the dance, the student is not permitted to re-enter and must immediately leave school grounds or disciplinary actions may occur. Parents are responsible for a student's transportation to and from school dances. School sponsors and chaperones enforce the following rules:

- Students must be in attendance for all classes the day of the dance. If a student is too ill to attend classes, s/he should refrain from attending school dances after school.
- Each dance has specific guidelines stipulating who may attend. These guidelines apply to both Yokosuka Middle School students and approved visitors.
- Signed administration approval is required for all visitors prior to attending a school dance.
- 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.
- Parents of Yokosuka Middle School students who invited non-YMS guests are expected to be responsible for their child’s guests in the event of disciplinary situation, an accident, or illness. We recommend that parents contact the guest’s parents in advance of the dance so they have a clear understanding of all details related to this responsibility.
- Unless otherwise stated, all YMS dances are dressy casual.
- High school students are NOT allowed to attend middle school dances.

School Behavior Management:

Hallway or Common Area Misconduct

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, ID card, or admit slip. Students should make every effort to use the restroom facilities during the passing period between classes or at lunch. Individual teachers establish policies for allowing students to leave the classroom during class time.

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.

Following Directions You Disagree With

Students are expected to follow all reasonable requests by a staff member or any adult who is
employed at the school. This request should be followed immediately and without argument or discussion. A reasonable request is defined as a request that will not induce harm to any individual or property. If a student disagrees with the request, they should follow these steps in this order:

1) Follow the request immediately without argument or discussion
2) Request a meeting to speak with the staff member
3) Ask a counselor to assist if a resolution or meeting cannot be reached
4) Ask the administrator to assist if these steps do not resolve the situation

Non-Educational Item Violations

Students should bring to school only those items that are needed to do their schoolwork. Non-educational 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:

- Gum
- Water guns
- Baseball caps, hats, chains or any clothing items that is deemed inappropriate, a safety hazard, or disruptive in an academic environment
- Incendiary devices of any kind
- Laser lights
- Shock toys
- Dice for gambling
- Hand-held electronic games
- Stuffed animals, pacifiers
- Alcohol, drugs, and other controlled substances
- Medications (except those kept by students with the nurse)
- Weapons or replicas of weapons
- Hypodermic needles, razor blades, box cutters
- Bandannas and other items that might be considered gang regalia
- Slam books
- Clothing, book bags, or other items that advertise drugs, alcohol products, weapons, offensive weapons

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.

Alcohol Use or Possession

Possession of, being under the influence of, or selling or consuming alcohol on the school campus, during the school day, or during any school-sponsored trip or activity is prohibited.

Violations: Disciplinary actions for violating this policy may include being referred to other outside agencies or counselling services, exclusion from school activities, suspension, or expulsion.

Tobacco Use or Possession

Possession of, using or selling or tobacco products on the school campus, during the school day, or during any school-sponsored trip or activity is strictly prohibited. This also includes all smokeless tobacco products as well as vapor cigars, cigarettes or any smoking or tobacco related products or paraphernalia.

Violations: Disciplinary actions for violating this policy may include being referred to other outside agencies or counselling services, exclusion from school activities, and suspension.

Drug Use or Possession of Controlled Substances

Possession of, being under the influence of, or selling or giving away non-prescription, prescription, or illegal drugs or controlled substances or alcohol on the school campus, during the school day, or during any school-sponsored trip or activity is prohibited.
Prescribed Drugs: The nurse must store and disperse all prescription drugs.

Violations: Disciplinary actions for possession or use or being under the influence of legal or illegal drugs include suspension, exclusion from school activities for the rest of the school year, or expulsion from school.

Specific Prohibited Behaviors
The school expects students to know and follow laws and rules that apply at home and in the community. The handbook does not include all expected and prohibited behaviors but focuses on school-specific standards.

Disciplinary Actions

Afterschool Detention/ 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, after school, or on Saturdays 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

Suspensions from one to ten days require involvement of school administration, sponsor, and command officials, as necessary, and are imposed in accordance with DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, April 4, 2008. Students and parents are notified of the reason for the student’s suspension. Within one school day of the assigned suspension, teachers provide assignments and place them in the administration office for pick-up by parents. Assignments are graded as though the student was in class. Tests, quizzes, and exams given during the suspension must be made up within five days of the student’s return from suspension. While on suspension, students may not participate in any school activity. While serving an out-of-school suspension, students cannot be on campus for any activities. This includes any weekend activity such as sports events, dances, etc. Students under suspension are not permitted to go to another school where activities with YMS are being conducted unless given written approval from the principal. A formal Discipline Committee hearing must be held in the event that a student is suspended for more than ten consecutive school days in one school year. Parents are provided written notification of suspension and the reason for it. A conference with parents may take place before and/or after the suspension.

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. This includes the following: a description of the offense(s), the date and time of the hearing, the right to waive a hearing, the right to present witnesses and documentary evidence, the right to present evidence to reduce the consequences, the right to be represented by counsel or another representative, and the procedures for appeals. Parents are given a copy of DoDEA Regulation 2051.1, Disciplinary Rules and Procedures. This regulation can also be found at the DoDEA website. 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.

Dress Code Policy
The YMS dress code is aligned with standards established by the CNJF Dress Policy 1020.3B. Clothing which attracts excessive attention or detracts from the learning environment of the classroom is not appropriate for the school environment. Cleanliness, good grooming and appropriate attire are important. Extremes in dress and personal appearance that cause distraction or pose health problems are not acceptable. Individual teachers/sponsors may set additional, higher standards than those listed below for reasons of safety and presenting a positive image on field trips or off campus activities such as school exchange programs. Administration makes the final determination on the appropriateness of dress.

Examples of inappropriate school attire include, but are not limited to:
- 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
- Off the shoulder tops
- Bare midriffs
- See-through clothing Tank tops, tube tops
- Spiked clothing and collars
- Beach wear
- Bra-less looks backless/strapless clothing Flip-flops, slides, or house-slippers
- T-shirts designed as under clothing or with offensive or inappropriate language or graphics
- Hats
- Sunglasses
- Hanging chains
- Clothing which is excessively torn or frayed
- Pajamas, sweatpants, athletic shorts that are for the gym, leggings as pants, yoga pants, tights worn as pants, etc. should not be worn at school unless it is at a prescribed time such as "Spirit Week" or "Red Ribbon Week."
- Holes in pants, above the knee, must have tights or another form of covering under the pant hole. NO SKIN MAY SHOW WHEN WEARING PANTS WITH ABOVE THE KNEE HOLES.

UNACCEPTABLE:
- Excessively holey pants, or pants with holes anywhere above the knee that do not have a covering under the hole.
- 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)
ACCEPTABLE

UNACCEPTABLE:

Bandannas or any other item that might be considered gang regalia will be confiscated and returned only to parents. Any items associated with potentially illegal activities will be turned over to the Military Police.

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. A good test for whether or not shorts or mini-skirts are too short is to extend both arms down beside the legs. Shorts or skirts should meet the criteria above regardless of what the student may be wearing under them.

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 may not be allowed to attend classes if inappropriate clothing is worn to school. Hats and sunglasses worn inside the school building will be confiscated. The parent will need to pick up the confiscated items. Jackets, hats, and other items of clothing that students may remove and carry with them should be clearly marked with the student’s full name. This will allow the school to return the item to the owner if lost. Students with body piercing should not wear large loops or other protruding objects that can be pulled by others or that can catch on another object. If a student has any questions about the appropriateness of a clothing item, it is highly recommended that they speak to administration before wearing the item to school.

Clothing that detracts from the learning environment is not necessarily limited to the above examples.

Students share responsibility with parents to follow the dress code. If a student violates the rules he/she is sent to the 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. Students may not return to class until appropriately dressed. If a student continues to violate the dress code, he/she may be subject to further discipline.
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.

YMS 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:

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

Do not use any of the schools electronic resources to...

- Disrupt the use of technology for others.
- Try to go to/use systems you are not allowed to use. Harm or destroy another user's data
- Do anything that could harm or destroy the computer or internet.
- Attempt to disable any security systems.
- To bully, harass, or intimidate another student, or YMS faculty, staff or volunteer.
- Use the schools electronic resources to make money.
- To participate in gambling, weapons, or terrorist activities.
- To create, access, send, or store pornography or sexually suggestive material
- Use 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. The use of the DoDEA network is a privilege, not a right. NOTHING IS PRIVATE INCLUDING EMAIL. Students who misuse DoDEA IT resources are subject to disciplinary action at the discretion of the building administration.

Telephones

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

- Phones must remain turned off and out of sight during school hours and on school property unless being used under teacher direction. This includes on study trips, and outside on school grounds. 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.
- The school is not responsible for lost or stolen cell phones.
The school is not responsible for charges that may be made on a cell phone if lost or stolen.
Phones may not be carried in clothing during school hours.
Telephones that are in sight, 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.

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.

Electronic Device Violation

Cellphones and all personally owned electronic devices that are seen or heard by a school staff member inside the building will be confiscated from the student and sponsors will be required to pick them up. All cell phones must be stored and out of sight before a student arrives or disembarks from a school bus until the end of the day unless using as an e-device for educational activities under teacher direction. Students may use their cellphones at the end of the day outside of the school building to contact parents and make travel arrangements.

Cellphones and electronic devices may not be used in bathrooms, during lunch, or anywhere during the school day without a teacher’s explicit permission. Cellphones and electronic devices may not be visible including inserted in a pocket.

Students will comply with a teacher, staff or administrator’s instruction on the first request to cooperate and to turn in cell phone.

Student defiance/insubordination will result in additional disciplinary consequence.
Computer Use and Email Violations, Cyberbullying

Signed Agreement: All students and their sponsors must read and sign the form found in Appendix B entitled “Student Computer and Email Agreement” before using any school computer or accessing the Internet using the DoDEA computer network. Completion of this form is a condition of registration every year and is maintained by the main office.

If the conditions of the agreement are violated, the student’s computer use and Internet access privileges will be revoked. Further disciplinary actions may be taken, if appropriate.

If Internet violations occur from a computer outside of the school that causes interference within the school learning environment, the school may take disciplinary action as well.

Inappropriate behaviors include, but are not limited to:

- Leaving your workstation unsecured
- Failing to protect or sharing your username, password, and other account credentials
- Sending any threatening, inappropriate, or hurtful items
- Erasing files on the common drive
- Vandalizing, altering, erasing another student’s computer work or their files
- Saving inappropriate items on the school network or in student drive folders
- Visiting inappropriate sites on the Internet
- Visiting chat rooms not related to assignments
- Sending or displaying offensive messages or pictures.
- Using obscene language on the computer
- Damaging computers or networks or hacking into networks
- Violating copyright laws
- Being in possession or using any other person’s password or other account credentials
- Employing the network for commercial purposes
- Printing materials not related to assignments or without teacher permission
- Using unauthorized mail services
- Using the computer for non-educational purposes without teacher or adult permission

Violations: Violations of the Computer Use and Email Agreement can result in loss of computer privileges.

When cyberbullying happens, it is important to document and report the behavior so it can be addressed. Don’t respond to and don’t forward cyberbullying messages. Keep evidence of cyberbullying. Record the dates, times, and descriptions of instances when cyberbullying has occurred. Save and print screenshots, emails, and text messages. Use this evidence to report cyberbullying to web and cell phone service providers. Block the person who is cyberbullying.

Report Cyberbullying to school administrators when it occurs on school grounds or from school provided devices; when it is perceived to be severe, pervasive or persistent; or creates a hostile environment at school that interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by a school.

*Any computer abuse deemed detrimental to the school network and security results in permanent loss of privileges for the school year.*
School Electronics Policy

Yokosuka Middle School, Pacific East District, nor DOD will assume any responsibility for the loss of, theft of, or damage to personal devices.

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.

Absences – Long-term and Make-up Work

Students may make up assignments when they are absent. Teachers should provide the makeup work when the student returns to school. Arrangements for make-up work are to be made between teacher and student on the day of the student's return. Students that will be absent for three or more days can request work from 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.

Access to Student Records

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

The following items of information will be maintained in student records:

• Registration Form (DoDEA Form 600 and 700)
• Permanent Records Folder
• Duplicate Report Card/Transcripts
• All records received from previous schools attended by the student.
• Student Transfer Evaluation
• Test Information
• Health Record
• Serious Disciplinary Action Reports

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

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

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

Advisory Councils

School excellence is a shared responsibility. It takes parents, teachers, students, administrators, support staff, military commanders and community volunteers to ensure enduring student success. Representatives of these key stakeholder groups share the responsibility to support the schools through advisory councils and boards. Participation in advisory councils and boards enhances and improves educational programs and services, as well as the overall quality of life for the U.S. Department of Defense (DoD) overseas communities we serve.

The Advisory Councils within DoDEA are as follows:

- School Advisory Council (SAC)
- Installation Advisory Council (IAC)
- District Advisory Council (DAC)
- Area Advisory Council (AAC)
- Pacific Theater Education Council (PTEC)
- Advisory Council on Dependents Education (ACDE)
- Dependents Education Council (DEC)

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

Animals and Pets

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

Assessment and Student Evaluation

General grading information is as follows:

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

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

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

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

3. Mid-quarter progress reports are distributed as a means of communicating progress for those students at risk of receiving a D or F at the end of the quarterly marking period. Parents should not hesitate to contact their student’s teacher if they have questions or concerns about their student’s progress. Do not wait until report cards are issued if you have a concern regarding your student’s progress.
   - Timely and accurate reporting of student progress shall be accomplished using the approved DoDEA Gradebook (EGB) System.
   - Gradespeed is the DoDEA adopted program for teachers of grades four through twelve to submit and post grades into the Student Information System.
   - Pre-Kindergarten classes report progress using the Gold Development and Learning Report.

Incomplete Grades

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

Use of the Withdrawn "WP" and "WF" Mark

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

Grade Point Average (Secondary)

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

\[
\text{GPA} = \frac{\text{Total Quality Points Awarded}}{\text{Total Credits Attempted}}
\]

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

Assessments (System-wide)

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

Attendance 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.

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

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

Highlights of the Attendance Policy

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

Excused absences can include:

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

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

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

How parents can help

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

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

**Procedures for Absence Notification**
Parents are asked to call the front office 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.

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

**Student Tardies**
Students arriving at school after the instructional day begins are considered tardy. A student who is tardy should report to the office for a late slip before going to his/her classroom. Parents should come in to the office to sign in their child. Students who are tardy due to government transportation are excused. The classroom teacher will report students who are frequently tardy to the administration. Parents may be contacted if it is noted that a student has numerous unexcused tardies.

Teachers take roll at the beginning of each class period and mark tardy those students who are absent or who arrive late. 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:

<table>
<thead>
<tr>
<th>Tardies</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>3rd tardy</td>
<td>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.</td>
</tr>
<tr>
<td>4th tardy</td>
<td>Student is counseled and presented with a copy of their attendance report. Parents are notified that the next tardy will result in a conference.</td>
</tr>
<tr>
<td>5th tardy</td>
<td>Parent/Student/Administration conference will be set by administrator.</td>
</tr>
<tr>
<td>6th tardy</td>
<td>Student is assigned Saturday School. Parents are notified.</td>
</tr>
</tbody>
</table>

*Consequences increase with on-going tardies.*
Please note:

- 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.

Tardiness is not excused for reasons such those found above under “Unexcused Absence.”

**Bicycles**

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

**Bullying**

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

[http://www.dodea.edu/StudentServices/BullyingPrevention/index.cfm](http://www.dodea.edu/StudentServices/BullyingPrevention/index.cfm)

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

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

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

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

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

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

**Bus Transportation**

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

1. Comply with all school rules with the “Behavior Standards for School Bus Students.”
2. Board and exit the bus in an orderly, safe manner.
3. Present bus pass when boarding the bus, and upon demand.
4. Remain seated while on the bus.
5. Talk with other passengers in a normal voice.
6. Keep all parts of the body inside the bus windows.
7. Keep aisles, steps, and empty seats free from obstruction.
8. Remain fully and properly clothed.
9. Treat the driver and fellow students with respect.
10. Promptly comply with the bus driver’s or monitor’s instructions.
11. Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

1. Fight, push, shove, or trip other passengers.
2. Use or possess unacceptable items identified in the school “Code of Conduct.”
3. Push while boarding, on, or exiting the bus.
4. Get on or off the bus while the bus is in motion.
5. Make excessive noise, or play electronic equipment without earplugs.
6. Put objects out of bus windows or hang out of windows.
7. Engage in horseplay.
8. Obstruct aisles, steps, or seats.
10. Eat, drink, or litter on the bus.
11. Use profane or abusive language or make obscene gestures.
12. Spit or bite.
13. Harass, bully, or interfere with other students.
14. Disrespect, distract or interfere with bus driver.
15. Damage private property.
16. Sit in the bus driver’s seat, or touch bus operating devices or equipment.
17. Open or try to open bus door.
18. Throw or shoot objects inside or out of bus.
19. Tamper with bus controls or emergency equipment.
20. Violate any other school rule, law or military installation regulation.

Change of Address, Telephone Numbers, Emergency Contacts

If your address, your phone numbers (work, home, or cell), or your emergency contact information changes, please inform the school immediately. Updates should be provided in person, please stop by during normal business hours. With the high deployment rate and the heightened operations tempo, it is very important that the school has your correct and current contact information. In the event of an emergency involving your child (one in which your child might be taken to the hospital), the school nurse or administrator will contact you immediately. A parent must be present to authorize certain types of medical treatment. Without the ability to contact parents or the emergency contact, the military unit will be contacted.
Please notify the school office of any changes with your military and/or home address. In the event you are to be away for an extended period or you have no home phone, please notify the registrar in writing of an alternate phone number and contact name. Should there be a change in your employment status after registration or during the school year, please notify the registrar’s office in order to correct your child’s records. Your child must know exactly what he/she is to do in case of school closure or emergency. Preplanning for these situations is critical. Please arrange with your child where he/she should go if you are not at home, in order to ensure adequate and responsible supervision for the remainder of the day.

**Child Abuse/Neglect**

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

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

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

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

**Classroom Visitations and/or Lunch Visitation**

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

Similarly, parents/sponsors are welcome to join their child/children for lunch.

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

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

Computers and Technology

Computers are located in all classrooms and instructional areas. We have learning labs that also have computers available for small and large group instruction. We expect that our students will use computers and technology on a daily basis in a planned manner to support learning goals. Our Educational Technologist (ET), Administrative Technologist (AT) and Information Specialist are all here to provide support to our staff and students. All students/parents are expected to sign an Internet Agreement before being allowed on a computer. Students/parents are expected to follow the DoDEA Internet Usage Policy. Failure to adhere to this policy may result in loss of computer use privileges.

Conferences

YMS teachers provide the opportunity for parentsto 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.

Curriculum

Information regarding DoDEA's curricular programs and a complete list of DoDEA courses can be found on the DoDEA website at the following link:

http://www.dodea.edu/Curriculum/index.cfm

Deployment

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

Dress Code

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

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

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

**Dropping/Adding Courses**
Effective SY15/16, 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. 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 noted to the grade earned at the time of withdrawal. Courses may not be dropped after 20 days into the school quarter.

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

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

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

**Early Release of Students**
Parents who wish to remove their child from school before the end of the day (for appointments, etc.) should come to the main office to sign their child out. If there is a change in a student’s regular transportation routine for a particular day, parents are asked to send a note or notify the office prior to 1200.

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

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

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

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

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

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

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

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

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

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

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

Graduation Requirements

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

Early Graduation

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

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

Participation in Graduation Ceremony

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

*Please note that Baccalaureate is not a school activity

Graduation with Honors

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

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

Homeschooling

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

**Homework**

According to the DoDEA Homework Policy Letter (2000.9), the development of study skills must be an integral part of 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.

**Honor Roll**

Honor roll lists are published at the end of the first three quarters. Quarter grades, are used to determine 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.

**Honor Roll and Awards Assemblies**

Honor Roll Ceremonies: At the end of the first three quarters, the inter-disciplinary teams plan and conduct Honors Assemblies. Honor Roll certificates are presented to all students who earn a place on one of the three levels of the Honor Roll.

Teachers sometimes recognize or present other awards or certificates to students who achieved a significant accomplishment unrelated to the school Honor Roll.

No Honor Roll Assembly is held during the fourth quarter since final grades are not determined until after the last day of school.

**End of Year Awards Ceremony:** During the last week of school an End-of-Year Awards Assembly is held where students are recognized for exceptional achievement. In addition, teachers identify and honor selected students for a variety of positive behaviors and attributes that reflect the philosophy and guiding principles of YMS.
**Lockers**

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

**Lunch Program and Prices**

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

**Parking and Driving Privilege**

Driving a car and parking at school is a privilege. Look carefully at the requirements in your community to ensure all rules are being followed. It is important that every driver follow all rules and be alert when driving in a school zone.

**Prohibited Items**

We discourage students from bringing large sums of money or high value items to school. In addition, any item that could cause harm must be left at home. Parents are requested to assist the school staff in keeping all students safe. Although not exhaustive, examples of items which should NOT be brought to school include:

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

**Property and Supply Accountability**

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

**PTO**

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

An inappropriate display of public affection between students is a behavior that is offensive to other students, parents, teachers and visitors. As such, the following guidelines are in effect regarding such actions during school hours and on school grounds or at school events at any time. Students are expected to demonstrate mature, respectful, and socially acceptable behavior at all times.

Consequences for failure to demonstrate acceptable behavior can range from warning for a first offense to suspension for continues inappropriate displays of affection between students.

Random and Periodic Searches

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

Registration/Re-Registration

New Student

Sponsor must fill out the following documents:

- DoDEA Form 600
- DoDEA Form 700
  *The sponsor must sign Block 27 of the form 600; if the sponsor is not available the spouse can sign the form.

- School Health Record (DoDEA Form 2942.0-M-F1 (SHSG: H-1), November 16, 2011)
- Include any special health concerns necessary for your child's safety and well-being.

Sponsor must present:

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

Returning Student

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

Sponsor or spouse must fill out the following documents:
• Sponsor/Pupil Registration (DS Form 600)
• Update for School Health Record (DoDEA Form 2942.0-M-F3 (SHSG: H-2), November 16, 2011)
• Present an updated copy of sponsor’s orders if needed

**School Advisory Committee**

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

**School Discipline**

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

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

**Freedom of Expression**

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

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

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

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

**Grounds for Removal:**
A Principal may remove a student from school for up to 10 school days, or recommend the long-term removal of a student (i.e. suspension in excess of 10 school days or expulsion). Disciplinary actions involving a removal from the school for more than 10 days require a hearing before a school disciplinary committee and a decision on the proposed disciplinary action by the District Superintendent. Specific grounds for short or long-term removal include, but are not limited to:

- Cause, threaten or attempt to cause physical injury to another person
- Possess, sell or otherwise furnish any firearm, knife, explosive, incendiary device or other dangerous weapon (1-year expulsion required for firearm)
- Possess, use or distribute, or attempt such, of alcoholic beverages
- Possess or use tobacco or tobacco products
- Possess, use or distribute any illegal/controlled substance, or attempt such offenses
- Unlawfully possess, offer, arrange or negotiate to sell any drug paraphernalia
- Robbery or extortion, or attempt such offenses
- Damage or vandalism to school, U.S. Government, contractor or private property
- Steal, wrongfully appropriate (or attempting such offenses), or knowingly receiving stolen property of the school, U.S., contractor or private individual
- Commit any lewd, indecent or obscene act, or engage in profanity or vulgarity
- Disrupt school activities or otherwise defy the valid authority of school personnel engaged in the performance of their duties (includes, disorderly conduct, lying, school honor code violations, making false statements, etc.)
- Failure to leave the school, school grounds or school bus when directed by school official
- Engage in gambling in any form
- Fighting or otherwise engaging in conduct endangering others
- Bullying, intimidating, taunting, hazing, name-calling, or harassment
- Unauthorized use of a portable communications device
- Arson, making a bomb threat, or falsely reporting a fire or bomb threat
- Forgery, cheating or plagiarism
- Possession or use of fireworks or other explosive devices
- Repeated or flagrant violations of attendance regulations or policies (i.e., truancy)
- Violate terms and conditions of the DoDEA Student Computer and Internet Access Agreement; damage or disrupt information technology; use a computer or communications device to send threatening, harassing or indecent messages, or download obscene or pornographic materials
- Violate any law, rule, regulation, or policy of the military installation or school
- Fail to report or otherwise be complicit in the above-described acts
The DoDEA school system has a “zero tolerance” for weapons. Many items that would not normally be considered weapons are prohibited when “carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety.” As per DoDEA Regulation 2051.1, weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or that are capable of causing death or serious bodily injury (section 903(g)(2) of 18 U.S.C. (reference (j)).

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

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

Teachers, administrators, or appropriate base support staff seizes these items immediately. Incidents involving weapons on school grounds during the school day will involve a report to the military police for subsequent investigation and action, in addition to any consequence of suspension or expulsion applied by the school.

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

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

School sponsors and chaperones enforce the following rules:

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

School Grounds

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

School Liaison Officer (SLO)

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

Semester Examination Policy

Exams are required for all subject areas in grades 9-12. An exam schedule will be developed and published annually for each district.

Sexual Harassment

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

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

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

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

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

Student Support Services (School Nursing)

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

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

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

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

If a child is out of school, please call the school office and give the reason for the absence. Sick students should not be sent to school. When in doubt, keep them home. Students who are recuperating from an illness should be kept at home.
INJURIES: Although precautions are taken, accidents/injuries occasionally occur at school. When minor incidents occur, the school nurse administers first aid. If an injury requires the attention of a doctor, the family will be contacted and advised to consult with the proper clinic. Some emergencies must be immediately referred to the clinic and an ambulance dispatched. You will be notified whether to meet your child at the hospital or at the school. For proper parental contact, it is important that the school be kept informed of changing phone numbers or addresses at all times. Current home and duty phone numbers be kept on file in the Health Services room along with an emergency contact name and phone number for each student. This is the parents’ responsibility so that the staff may be able to contact you in case of illness/emergency.

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

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

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

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

Student Travel Eligibility

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

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

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

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

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

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

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

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

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

Teacher Training Programs

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

Tobacco Products

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

Transfer/Withdrawal of Students

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

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

**Accelerated Withdrawal of Students**

**Eligibility:** Only students with permanent-change-of-station (PCS) orders have the option to receive credit for a full year or semester when they withdraw early from school. Family trips prior to the end of the year do not qualify a student for early withdrawal.

**Requirements:** Eligible students with the help of their sponsor must
- Complete the acceleration requirements for each class they are enrolled in
- Attend school on the 20th day prior to the end of the semester in order to get credit for the entire school year
- Attend December 12 for first semester and May 12 for second semester
- Provide no less than 30 days prior to the student's last full day a copy of the PCS orders (or as soon as the orders are issued) along with a note from the parent noting the last full day for the student
- Acceleration Withdrawal Request Packet picked up and returned completed to the School Registrar by the sponsor

If these requirements are met, students should have enough time to complete the required advanced work and course exams to earn full credit.

**Withdrawal before the authorized 20 days:** Students will receive withdrawal 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.

**Tuition Payments**

Space available, tuition paying, federally-connected sponsors must present a letter from their sponsoring agency authorizing DoDEA to bill the agency, or firm, for tuition. Organizations will be billed in advance of each semester. The billing document, DD 1131, will be attached to a cover letter stating that the billing is in accordance with their letter of request. The school will provide each tuition-paying sponsor (organizational or self-pay) with a letter, at the time of registration, explaining DoDEA tuition payment policy for first and second semesters. Tuition payments can be in the form or check or money order or via online payment. For details contact the registrar.

**Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid.**

**Vandalism/Damaged School Property**

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

**Virtual High School (DVHS)**

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

**Visitors**

We look forward to seeing you at school. We require that you sign in at the front office from 0700-1600 and obtain either a visitor or volunteer badge to wear while you are in the building. Badges should be worn conspicuously at the upper left shoulder. Visitors should go to the classroom only after first checking in with the office.

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

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

**All visitors must enter through the main entrance and sign in at the office during normal business hours from 0700 – 1600 daily.**

**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.