

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

DoDEA Student Handbook

SY 2020-2021



HOME OF THE PANTHERS

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dodea
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY

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DoDEA School Rules, Regulations and Procedures

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

General Information

Interstate Compact on Educational Opportunity for Military Children

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

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

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

Access to School Facilities

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

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

Visitors and Volunteers

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

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

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

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

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

Enrollment

Student Registration Process

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

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

Proof of Eligibility: The sponsor does not need to be present at registration, as long as the parent or other adult registering the child has all the necessary paperwork in accordance with DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary

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

The following documents are necessary to complete the registration process:

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

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

Student Immunization Requirements

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

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

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

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

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

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

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

Immunization Exemptions

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

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

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

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

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

DoDEA immunization requirements can be found at:
<https://www.dodea.edu/StudentServices/Health/immunizationPgrm.cfm>

DoDEA health forms can be found at:
<https://www.dodea.edu/StudentServices/Health/healthForms.cfm>

Student Grade-Level Placement

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

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

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

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

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

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

Transcripts/Records Policy/Access to Student Records

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

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

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

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

Accelerated Withdrawal

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

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

High School Graduation Information

Graduation Requirements

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

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

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

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

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

High School Graduation Course Requirements

MINIMUM REQUIREMENTS			
Content Area*	Course Requirements	Standard Diploma	Honors Diploma
* The equivalent AP and/or IB courses may be used to meet DoDEA requirements.			
English Language Arts	<ul style="list-style-type: none"> ● 1.0 credit (ELA 9) ● 1.0 credit (ELA 10) ● 1.0 credit (ELA 11) ● 1.0 credit (ELA 12) <p>* High school English language learners (ELL) in ESOL for ELA courses (Levels I-V) may receive up to 2 ELA credits towards graduation requirements.</p>	4.0 credits	4.0 credits
Social Studies	<ul style="list-style-type: none"> ● 1.0 credit (World History 9 or 10; or Honors Integrated World History 9 or 10; or AP World History-Modern) ● 1.0 credit (U. S. History) ● 0.5 credit (U. S. Government) ● 0.5 credit (Social Studies elective) 	3.0 credits	3.0 credits
Mathematics	<ul style="list-style-type: none"> ● 1.0 credit (Algebra I) ● 1.0 credit (Geometry) ● 1.0 credit (Math course code 400 or above) ● 1.0 credit (Algebra II) <p>Note: Three credits must be earned in grades 9-12.</p>	4.0 credits	4.0 credits
Science	<ul style="list-style-type: none"> ● 1.0 credit (Biology) 	3.0 credits	3.0 credits

	<ul style="list-style-type: none"> ● 1.0 credit (Chemistry) ● 1.0 credit (Physics) 		
World Language	<ul style="list-style-type: none"> ● 2.0 credits (WL course) *Sequential courses in the same language.	2.0 credits	2.0 credits
Career Technical Education	<ul style="list-style-type: none"> ● 1.5 credits (CTE course offering) ● 0.5 credit (Computer technology CTE course) 	2.0 credits	2.0 credits
Physical Education	<ul style="list-style-type: none"> ● 0.5 credit (Lifetime Sports) ● 0.5 credit (Personal Fitness) ● 0.5 credit (Activity & Nutrition or equivalent PE) *Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.	1.5 credits	1.5 credits
Fine Arts	<ul style="list-style-type: none"> ● 1.0 credit (Course in visual arts, music, theater, and/or humanities) 	1.0 credits	1.0 credit
Health Education	<ul style="list-style-type: none"> ● 0.5 credit (Health education course offering) 	0.5 credit	0.5 credit
Honors Diploma	<ul style="list-style-type: none"> ● 0.5 credit in Economic Literacy 	Not Required	0.5 credit
<i>Economic Literacy:</i>	Economics, Business and Personal Finances, Management Foundations, Marketing Entrepreneurship, Financial Literacy, Financial Algebra, Management and International Business, Environmental Science (including AP), AP Human Geography, IB Economics, AP Macroeconomics and Microeconomics, AP Comparative Government and Politics		
<i>Courses that meet this requirement</i>			
Summary		Standard Diploma	Honors Diploma
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
Advanced Placement and/or IB Courses and requisite exams		Not Required	4 courses
Minimum GPA		2.0 GPA	3.8 GPA

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

Transferring Course Credits to a DoDEA School

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

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

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

DoDEA will accept the official courses, grades, and earned credits of middle school (grades 7–8) and high school (grades 9–12) students who transfer to a DoDEA school from other DoDEA

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

Home-school Students

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

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

Report Card and Grading Information

Grading and Grading System

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

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

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

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

an account and access the EGB System, please visit the [DoDEA Web site \(https://dodea.gradespeed.net/gs/Default.aspx\)](https://dodea.gradespeed.net/gs/Default.aspx) for instructions.

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

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

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

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

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

Location	Code	Description
Americas Region	E	Exceeds grade-level expectations: Student exhibits the skills/behaviors independently without teacher support. Students at this level are exceeding the grade-level standards.
	M	Meets grade-level expectations: Student exhibits the skills/behaviors independently with minimal teacher support.
	S	Steady progress towards grade-level expectations: Student exhibits the skills/behaviors with teacher guidance and support.
	L	Limited progress towards grade-level expectations: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.

Europe and Pacific Regions	CD	Consistently Displayed: Student exhibits the skills/behaviors independently with minimal teacher support.
	P	Developing/Progressing: Student exhibits the skills/behaviors with teacher guidance and support.
	N	Not Yet Evident: Student exhibits the skills/behaviors in isolated or rare instances, or with a great deal of support. The performance is inconsistent and below the normal range of expectancy for a student at this grade level.
	X	Not addressed: The knowledge, skills, and practices embodied in the grade-level standards were neither taught nor evaluated this marking period.

Progress Reports/Report Cards

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

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

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

Parent-Teacher Conferences

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

Attendance

Student Attendance

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

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

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

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

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

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

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

Assessments

System-wide Assessment Program

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

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

All assessments selected for use within DoDEA shall:

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

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

Special Education

Special Education Services

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

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

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

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

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

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

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

Disability Accommodations and Nondiscrimination

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

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

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

Reporting Abuse, Neglect, Suicide Risk and Threats

Child Abuse and Neglect

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

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

Suicide Risk and Threats Towards Others

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

Suicide Risk

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

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

Threats Towards Others

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

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

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

System Programs and Services

School Counseling Services

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

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

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

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

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

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

School Psychology Services

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

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

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

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

School Health Services

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

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

The school nurse’s responsibilities include:

- Providing leadership in promoting personal and environmental health and safety by managing communicable diseases, monitoring immunizations, providing consultation

and health-related education to students and staff to promote school health and academic success;

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

Student Illness

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

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

- Measles, mumps, rubella, (German measles), chicken pox, pertussis (whooping cough), and influenza. A student must remain home until determined not infectious by medical care provider.

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

Parent Notification

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

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

Allergies and Chronic-Acute Conditions

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

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

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

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

- Notifying the school nurse of ANY allergy to food, drug, insects, etc., that your child may have;

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

Medication at School

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

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

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

First Aid and Emergency Care

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

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

sponsor/parent/guardian or emergency contact. In the absence of a parent, a school administrator or designee may accompany the student to the medical treatment facility.

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

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

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

Student Rights and Responsibilities

Discrimination-Free Education Programs and Activities

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

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

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

Student Rights and Responsibilities

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

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

Students shall:

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

Scholastic Integrity

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

Freedom of Religious Expression

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

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

Interscholastic Athletics

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

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

Student Dress Code

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

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

Search and Seizure

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

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

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

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

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

Student Conduct and Discipline

Discipline

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

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

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

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

School Bus Behavior

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

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

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

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

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

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

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

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

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

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

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

Technology

Computer Access/Internet Policy/Electronic Devices

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

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

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

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

Role of Social Media

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

Transportation

Student Transportation Services

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

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

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

Yokota High School

DODEA P/J (YHS)

UNIT 5072

APO AP 96328-5072

JAPANESE MAILING ADDRESS

197-0001, Tokyo-to, Fussa-Shi

Yokota AB, Bldg 4173

PHONE: DSN: (315) 225-7018; IN JAPAN: 042-552-2511 (*57018)

INTERNATIONAL: 011-81-3117-55-7018

EMAIL ADDRESS

firstname.lastname@dodea.edu

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

YHS HOME PAGE ADDRESS:

<http://www.yokotahs.dodea.edu>

<https://www.facebook.com/dodea.yokota.hs/>

YOKOTA HIGH SCHOOL FIGHT SONG*

We're blue and gold
We're brave and bold
We're Panthers.
Our team will fight with
pep and might
We're Panthers.
We'll win this game
and bring more fame
to our own Yokota High.
PANTHERS PANTHERS!
PANTHERS
PANTHERS!
We'll win this game and
bring more fame
to our own Yokota High!

SCHOOL COLORS:

BLUE AND GOLD

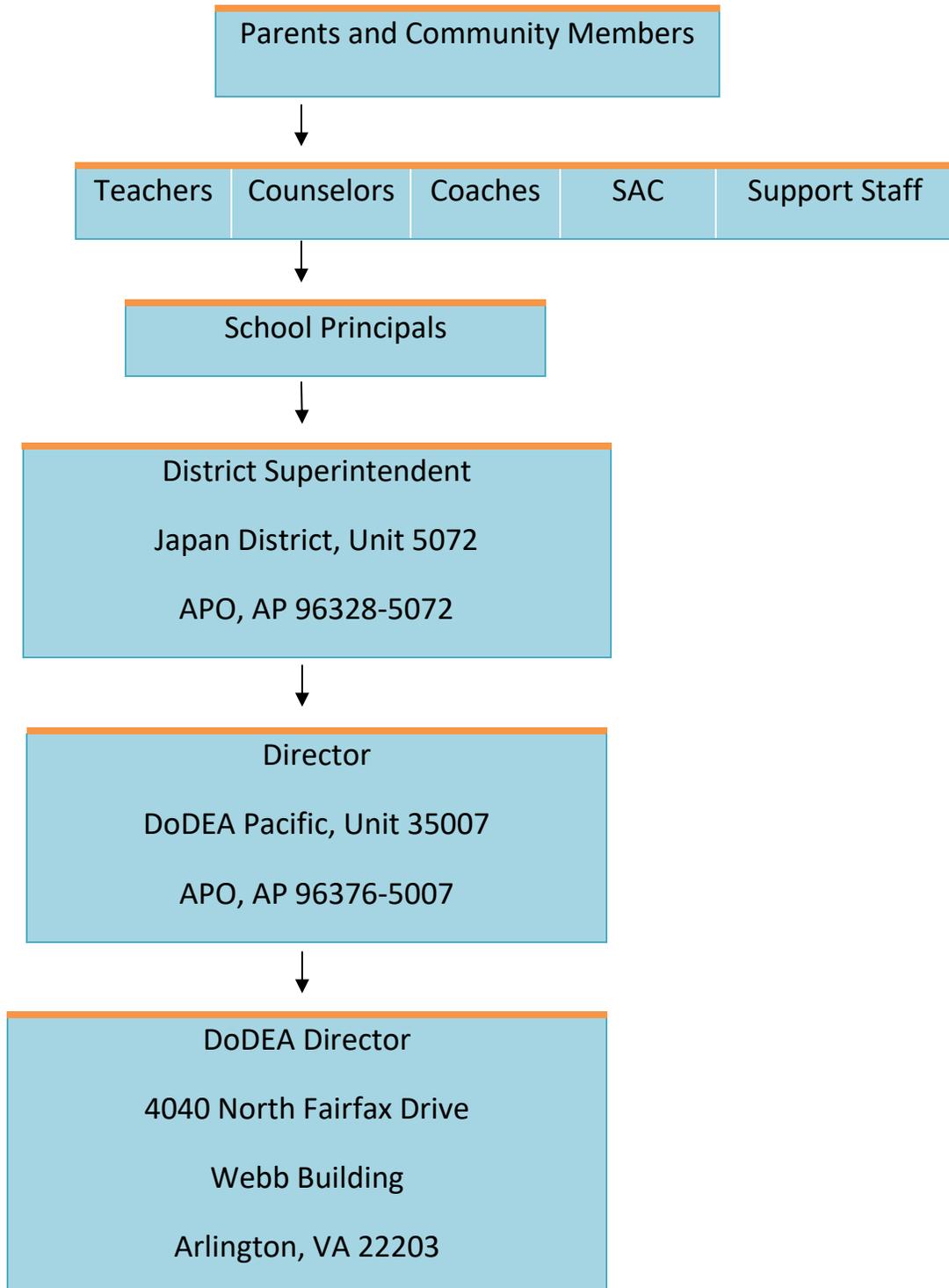
SCHOOL MASCOT: PANTHERS



**All students and staff members are asked to stand when the fight song is playing.*

CHAIN OF COMMAND

For addressing and resolving school-level issues, or if you have questions or concerns about your student at Yokota High School, please contact the local official before proceeding to the higher authorities.



CALENDAR SY 2020-2021

Monday, August 17 Reporting date for non-administrative educator personnel for CCR training, Orientation and classroom preparation (17-21 August).

FIRST SEMESTER

Monday, August 24 Begin First Quarter and First Semester
Monday, September 7 Federal Holiday — Labor Day
Friday, September 25 CCRS Training – no school for students
Friday, October 2 Professional Development Day – no school for students
Monday, October 12 Federal Holiday — Columbus Day
Thursday, October 22 End of First Quarter
Friday, October 23 Teacher Work Day (No School)
Monday, October 26 Begin Second Quarter
Friday, October 30 Parent-Teacher Conference – no school for students
Wednesday, November 11 Federal Holiday — Veteran’s Day
Thur - Fri, November 26-27 Federal Holiday – Thanksgiving/Thanksgiving Recess
Friday, December 4 Accelerated Withdrawal Date/CCRSL Training – no school for students
Monday, December 21 Begin Winter Recess (21 Dec – 3 Jan 2020)
Friday, December 25 Federal Holiday – Christmas Day

2021

Friday, January 1 Federal Holiday – New Year’s Day
Monday, January 4 Instruction Resumes
Thursday, January 14 End of Second Quarter/End of First Semester
Friday, January 15 No School for Students – teacher work day
Monday, January 18 Federal Holiday — Martin Luther King, Jr. Day

SECOND SEMESTER

Tuesday, January 19 Begin Third Quarter/Second Semester
Wednesday, February 10 CCRSL Training – no school for students
Wednesday, February 15 Federal Holiday – President’s Day
Friday, March 12 Professional Development Day – no school for students
Wednesday, March 24 End of Third Quarter
Thursday, March 25 Teacher work day – no school for students
Friday, March 26 Begin Spring Recess
Monday, April 5 School Resumes/Begin Fourth Quarter
Friday, April 23 CCRSL Training – no school for students
Tuesday, May 11 Accelerated Withdrawal Date
Friday, May 28 Recess Day
Monday, May 31 Federal Holiday – Memorial Day
Thursday, June 3 Graduation @1830
Thursday, June 10 End of Fourth Quarter and Second Semester
Friday, June 11 Teacher work day – no school for students

YOKOTA HIGH SCHOOL

TELEPHONE NUMBERS

ADMINISTRATIVE OFFICES

Principal	Ms. Priscilla Hill	225-7018
Assistant Principal	Ms. Marian Leverette	225-7018
Administrative Assistant	Ms. Rosalie Nacionales	225-2205
Registrar/Attendance Clerk	Ms. Ayako Osaki	225-3597
Office Automation Clerk	Ms. Aracely Diaz	225-7018
Administrative Officer	Ms. Jacqueline Hubbard	225-8420
Administrative Technologist	Mr. Charles Beetschen	225-7820

ACADEMIC GUIDANCE OFFICE

Grade 9-11	Dr. Stephen Burton	225-7018
Grade 12	Ms. Rene Kelley	225-7018

CASE STUDY COMMITTEE

CSC Chairperson	Mr. Dennis McKibben	225-7018
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SCHOOL LIAISON OFFICER

SLO	Ms. Crawford	225-3438
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NURSE'S OFFICE

School Nurse	Ms. Lily Bagtas	225-8292 (YHS)/5524 (YMS)
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INFORMATIONAL CENTER

Information Specialist	Ms. Colleen McDougall	225-9728
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SCHOOL BUS TRANSPORTATION

Bus Transportation Office		225-9560
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SUPPLY OFFICE

School Support Assistant	Mr. Timothy Butler	225-8409
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Yokota High School Teachers

Bagtas, Lily	School Nurse
Ball, Lester	JROTC Instructor
Bennett, Wallace	Science Teacher
Burton, Stephen	9th-11 th grade Counselor
Cameron, Bonnie	English Teacher
Francis, Anthony	Science Teacher
Galvin, Daniel	Math Teacher
Gaume, Jenny	Music/Physical Education Teacher
Robinson, Jeffrey	School Psychologist
Holladay, Greg	English/Drama/Yearbook Teacher
Jackson, Victor	ESL Teacher
Kelley, Rene	12 th grade Counselor/English Teacher
Kuntz, Theodor	Science Teacher
McDougall, Colleen	Information Specialist
McKibben, Dennis	Special Education Teacher
Miller, Shuji	Math Teacher
Napoli, Michael	Social Studies Teacher
Otani, Noriko	Japanese Teacher
Palmer, Tommy	Career Technical Education
Parreirinha, Sebastian	Spanish Teacher
Pascoe, Veronica	Special Education Teacher
Pujol, Timothy	Physical Education/Health Teacher
Rassas, Tyler	Special Education Teacher
Ruby, Clark	Social Studies Teacher
Seeley, Bonnie	Social Studies Teacher/AVID
Spears, Lakisha	Art Teacher
Swygert, Fumiyo	Math Teacher
Szilagyi, Vincent	Educational Technologist
Thek, John	Math Teacher
Wagner, Michael	English Teacher
Wagner, Patricia	English Teacher
Weare, Jamey	Business and CTE
Wrenn, Byron	JROTC Instructor

BELL SCHEDULES

Regular Daily Schedule

A-Day	Time	B-Day
A-1	0800-0925	B-1
A-2	0930-1055	B-2
Blue Lunch	1055-1130	Blue Lunch
Gold Lunch	1135-1210 *	Gold Lunch
A-3 (Blue) A-3 (Gold)	1135-1300 1100-1300+	B-3 (Blue) B-3 (Gold)
A-4	1305-1430	Seminar

Early Release Schedule

A-Day	Time	B-Day
A-1	0800-0910	B-1
A-2	0915-1025	B-2
Blue Lunch	1025-1100	Blue Lunch
Gold Lunch	1105-1140 *	Gold Lunch
A-3 (Blue) A-3 (Gold)	1105-1215 1030-1215+	B-3 (Blue) B-3 (Gold)
A-4	1220-1330	Seminar

Late Start Schedule

A-Day	Time	B-Day
A-1	1000-1055	B-1
A-2	1100-1155	B-2
Blue Lunch	1155-1230	Blue Lunch
Gold Lunch	1235-1310 *	Gold Lunch
A-3 (Blue) A-3 (Gold)	1235-1330 1200-1330+	B-3 (Blue) B-3 (Gold)
A-4	1335-1430	Seminar

+ Includes 35-minute lunch period

* Gold lunch return to 3rd period

Emergency Procedures

Safety and Security ([DoDEA Administrative Instruction 6055.01, "DoDEA Safety Program," November 17, 2017](#))

At times a natural disaster such as an earthquake, typhoon, or some other emergency may occur. It is good practice to frequently review disaster preparedness and emergency procedures so that this information is familiar in the event of an emergency. The closing of school can occur only by direction of the Base Commander. Parents should listen to 810 (AM radio station) and await instructions. AM 810 will be notified immediately if the decision to close school has been reached.

IN ALL CASES OF **EMERGENCIES**, parents are encouraged to call the school at 225-7018. To dial from off-base, this number is 042-552-2510 (ext.7018). Additional phone lines at the Yokota Front Office will be needed to coordinate instructions and communicate needs with base authorities. Information can also be obtained from AFN radio and TV channels (**Base Commander Channel**).

GENERAL PROCEDURE DURING EMERGENCIES

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

ACCIDENT PROCEDURE

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

BOMB THREAT PROCEDURE

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

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

EARTHQUAKE PROCEDURE

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

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

AFTER THE TREMOR HAS STOPPED, DO THE FOLLOWING:

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

IN CASE OF A TSUNAMI WARNING, DO THE FOLLOWING:

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

FIRE DRILL PROCEDURE

Routine fire drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teachers in each classroom will give the students instructions. Fire alarm boxes are not to be touched except in a case of fire. Anyone tampering with or ringing the fire bell is subject to expulsion and may face federal criminal charges.

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

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

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

INCLEMENT WEATHER PROCEDURE

In the event that inclement weather should occur, parents should listen to AM 810 and await instructions. The closing of school can only occur by direction of the Base Commander, and AM 810 will be notified immediately when this decision is reached. Also check the AFN Base Commander Channel.

TROPICAL CYCLONE PROCEDURE

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

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

TYPHOON PROCEDURE

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

School Closures

There are times when weather situations could result in school being closed. Please contact your child’s school for details regarding notification procedures.

Phone

DSN: (315) 225-7018

IN JAPAN: 042-552-2511 (*57018)

International: 011-81-3117-55-7018

<http://www.yokotahs.dodea.edu>

<https://www.facebook.com/dodea.yokota.hs/>

Student Meals

LUNCH

The school cafeteria is located in the Commons area and has a hot lunch program. Students eat lunch from 1055 to 1130 (1025-1100 on Tuesdays). Students may purchase a lunch or bring a lunch from home and are permitted to leave the campus for lunch with restrictions. Students are expected to maintain the appearance of the campus during lunch and at all times by properly disposing of trash. **Students are not allowed to leave the base for lunch.** It is our expectation that students will model exemplary behavior while off campus. Disorderly behavior will result in restricted access to the local eating establishments. An open campus is a privilege, not an entitlement. 9th and 10th grades remain on campus. Electronic debits for meals can be purchased at the Yokota BX or shoppette. Free and reduced lunch applications can be picked up in the Mission Support Group School Liaison office.

Discipline Matrix/Dress Code

CODE OF CONDUCT

FOR SCHOOL STUDENTS ON BUSES

It is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

Behavior on buses:

- Use appropriate language not offensive or racist language
- Fighting, spitting, feet on seats, throwing things in or from the bus is not permitted
- No eating or drinking (other than water) – unless for medical reasons or the bus operator gives written permission.
- Do not push or shove other people
- Do not bully or harass other passengers or the driver
- Avoid attracting the attention of the driver except in the case of emergency
- Do not play music at such volume that it may distract the bus driver or other passengers
- Do not touch or move recording equipment or devices on buses

Safety on and near buses:

- Obey reasonable directions from the driver (e.g. where to sit or to remain in the bus)
- Remain in your seat – do not move around the bus unnecessarily
- If standing, remain behind the front passenger seat and keep a secure hand hold at all times
- Keep bags and other items clear of the aisle
- Do not allow any part of your body to protrude out of the bus at any time
- Wait for the bus in a quiet and orderly manner – including at bus interchanges
- Stand away from the roadside until the bus comes to a complete stop
- Allow other passengers to leave the bus before stepping onto the bus in a single line
- Wait until the bus stops before moving to get off the bus at your designated stop
- Wait until the bus leaves the stop and you have clear vision before crossing the road
- Cross the road where and when it's safe to do so, use crossings/traffic lights where available

Legal considerations on buses:

- Wear the seat belt properly adjusted and fastened, if one is available
- Obey the law that bans smoking on buses

- Ensure that buses are not vandalized – report any damage, e.g. graffiti and window etching, to the driver
- Do not interfere with bus property, equipment and signage
- Do not leave rubbish on the bus, or at bus stops or interchanges

DISCIPLINE PROCEDURES

Expectations of Yokota Students

All Yokota students are expected to behave in a manner that will enhance the safety and welfare of the entire Yokota community. This is best accomplished when students FOLLOW DIRECTIONS, SHOW RESPECT, ARE HONEST AND CONSIDERATE OF OTHERS. Appropriate school behavior is both a DoDEA and a military responsibility for ensuring proper conduct of dependents of the command. Appropriate behavior enhances learning in the classroom and promotes positive relationships with the Japanese community. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent that such actions contribute adversely to the American reputation overseas.

YOKOTA HIGH SCHOOL DISCIPLINE MATRIX CONSEQUENCES

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

INFRACTION	1st Offense	2nd Offense	3rd Offense
Dangerous Weapon	Expulsion		
Drugs/Inhalants	10 day Suspension	Expulsion	
Alcohol	5 day Suspension	10 day expulsion	Expulsion
Fighting	3-5 day Suspension	5-7 day Suspension	Expulsion
Theft/Unauthorized Possession of others property	2 day Suspension	4 day Suspension	10 day Suspension
Bullying/Harassment	See Bullying	See Bullying	See Bullying
Tobacco	1 day Suspension	3 day Suspension	5 day Suspension
Truancy	Saturday School	1 day Suspension	3 day Suspension
Gambling	Saturday School	1 day Suspension	3 day Suspension
Vandalism	Saturday School	3 day Suspension	5 day Suspension
Mistreatment	Saturday School	2 day Suspension	5 day Suspension
Disrespect to a teacher	Saturday School	2 day Suspension	5 day Suspension
Insubordination	Saturday School	1 day Suspension	2 day Suspension
Failure to serve detention	Saturday School	2 day Suspension	5 day Suspension
Electronic Device	60 min detention	120 min detention	Saturday School
Disruption in class	Saturday School	Saturday School	2 day Suspension
Profanity/Vulgarity	Saturday School	2 day suspension	5 day Suspension

Plagiarism/Cheating	0 + Sat. school	0 + 2 Sat. Schools	0 + 1 day Suspension
Forgery	Saturday School	2 Saturday Schools	1 day Suspension
Computer use agreement violation	1 week use suspension + Saturday School	2 week use suspension + Saturday School	4 week use suspension + Saturday School
Tardy (Per Quarter)	3 rd Unexcused 60 min detention	4 th Unexcused 120 min detention	5 th Unexcused Saturday School
Dress Code	60 min detention	120 min detention	Saturday School
Public Display of Affection	60 min detention	120 min detention	Saturday School
Horseplay non-injury	60 minute detention	120 min detention	Saturday School
Food/Drink in non-designated areas	60 min detention	120 min detention	Saturday School
Cell Phone unauthorized use	60 min detention	120 min detention	Saturday School
<i>This matrix is a guideline for disciplinary consequences. The school administration may use subjective judgment in determining deviation from the prescribed consequences and may award a more serious punishment.</i>			

The complete DoDEA Discipline Regulation 2051.1 may be found online at

http://www.dodea.edu/Offices/Regulations/upload/DoDEA-Regulation-2051_1a.pdf

DISCIPLINARY ACTIONS LISTED BY INCREASING SEVERITY

I. DETENTION

Teacher-Assigned Detention/Academic Detention

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

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

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

- 1) A four hour Saturday School
- 2) Additional consequences if the situation warrants.

Administrator-Assigned Detention

School administrators assign one or two-hour after-school detentions. When this occurs, students must bring materials necessary to do homework or other schoolwork. Administrative after-school detentions are held on Monday, Tuesday, Wednesday and Thursday afternoons from 2:40 — 3:40 p.m. Students will not be admitted after 2:45 p.m. and must remain until dismissal at 3:40 p.m.

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

- Saturday School
- Out-of-School Suspension

II. SATURDAY SCHOOL (SS)

From time to time students will be assigned Saturday School. The most common reason for being assigned SS is truancy and tardiness. Students can also be assigned SS for cumulative minor offenses. If you are assigned SS, you are responsible for reporting to the SS Monitor's classroom on the day assigned by the administrator. The student will remain in the SS room from 0800 – 1200. ***If a student arrives later than 0805, they will not be admitted and an additional SS will be added bring the total to 2 Saturday schools.*** If a student misses another Saturday school, the student will receive a 2 day suspension.

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

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

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

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

(See YHS Athletic/Activities Policy on file at the Front Office).

FORMAL DISCIPLINE HEARING

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

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

In cases where the suspension of a student is due to frequent and/or serious offenses and the student has not been successful in changing the unacceptable behavior, a Formal Hearing (with a formal statement of charges) will be held. The Formal Discipline Committee shall prepare a written report of its findings and its recommendations, and shall forward it to the Principal who shall forward it to the District Superintendent. The District Superintendent, after review and consideration of the recommendation of the disciplinary committee, will promptly prepare and deliver to the student, or the student's representative, the written decision stating the findings of fact and disciplinary action, if any, to be taken against the student.

POLICE INVESTIGATION

The school cooperates very closely with Security Forces officials in the investigations of break-ins, theft, vandalism, bomb threats, etc. If the need arises to have local Security Forces officials meet with students, the parents will be notified by the investigators in order to secure parental permission before an interview takes place. Students may be asked to go to the law enforcement office as part of an investigation. The school reserves the right to investigate all incidents of misbehavior of a student (or students) while at school or at a school-sponsored event.

Students who fail to report pertinent information are subject to disciplinary action regardless of any direct involvement in the act.

MINOR OFFENSES

Teacher Discipline Procedures

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

ELECTRONIC DEVICES

Parents may wish their child to carry a cellular telephone for safety and security reasons, but because of their potential for disruption in classrooms, students may not use cell phones during the hours of 0800-2:30 (except during passing periods, lunch and at the teachers request for curricular purposes) anywhere inside the school outside of the designated times or locations. Students may have cell phones in their possession but they must remain turned off and out of sight.

Students may not receive phone calls or text messages on their cell phones from parents during school hours. If a parent needs to speak with their child or deliver a message, the school office should be called, and the office personnel will either bring the child to the office if it is an emergency or deliver the message at the most opportune time to minimize classroom disruptions. Students are prohibited from recording any audio or video of students, teachers, or staff members. If a cell phone rings in class, regardless of who is calling, or a student looks at a text message and/or responds to a text message, the phone will be confiscated and disciplinary measures taken.

We **strongly** suggest that students not bring these items to school due to the high cost of such items and the risk of theft/loss.

Consequences:

1) First Offense

The item will be confiscated and held until the end of the school day to be picked up by the student who will receive a 60 minute detention. Items not claimed by the student, parent, or sponsor will be donated to a charity at the end of the school year.

2) Second Offense

Parents will be contacted. The item will be confiscated and kept until the parent/sponsor collects it and the student will receive a 120 minute detention. Items not claimed by the student, parent, or sponsor will be donated to a charity at the end of the school year.

3) Third Offense

Parents will be contacted. The item will be confiscated and kept until the parent/sponsor collects it and the student will be referred to administration and receive a Saturday school and suspension will ensure for every confiscation thereafter.

WHEN STUDENTS HAVE EXCUSED ABSENCES, it is their responsibility to ask about and make-up any missed assignments and tests upon their return to school. One day per missed school day is allowed for make-up work.

A Day	B Day	A Day	B Day	A Day
Monday	Tuesday	Wednesday	Thursday	Friday
Student is present in class and receives assignments and homework		Student is absent	Student required to see seminar teacher to receive assignment	Assignments that should have been turned in on Wednesday are due and those missed should be picked up if not received during seminar.
B Day	A Day	B Day	A Day	B Day
Monday	Tuesday	Wednesday	Thursday	Friday
Assignments picked up in seminar are due	Assignments picked up on Friday are due			

UNEXCUSED ABSENCE POLICY (TRUANCY)

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

Examples of unexcused absences:

- Modeling, movie making, or personal money-making ventures
- Baby-sitting
- Missing the bus, having car or transportation problems
- Oversleeping
- Spending time with friends or relatives arriving/departing from AMC Terminal/Airports
- Non-school sponsored functions; senior skip day
- Missing an assigned class to complete work for another class
- Missed/delayed Space A flights
- Due to parent (s) or sibling (s) circumstances/Responsibilities.
- To complete an assignment for another class

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

TARDY POLICY

Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness. Late arrivals will be considered “tardy unexcused” unless the school receives formal verification from a parent or an authorized school official consistent with the reasons for an excused absence. After 20 minutes, a parent must accompany the student to be signed in at the main office whether excused or unexcused. Students are responsible for making up all missed work when arriving late to class. The tracking of tardiness, and subsequent disciplinary actions, will start over each quarter for all classes.

The passing time between classes is adequate to move from one class to another. Administration, the registrar, and the attendance clerk will closely monitor tardiness and chronic tardiness will be referred to the administration for appropriate action. Consideration shall be made for a student's unique circumstances such as illness, medical situations, or family circumstances. Tardiness are cumulative within a quarter.

Examples of **unexcused** reasons for tardiness:

- Oversleeping; Alarm clock problems
- Transportation problems: Missing the bus, Car trouble, Traffic (unless there is an accident, etc.), Back-up at the base gate (unless extenuating circumstances)
- Weather extremes impacting many individuals entering the base
- Slow walking
- Due to parent (s) or sibling (s) Consequences/ Responsibilities.

If students are tardy to 1st/3rd period, they are to report to the front office to sign-in. 2nd and 4th period are marked by classroom teacher. Notes for absences or tardiness must be **received two school days following the absence** or it will be automatically deemed unexcused. The note must contain the following information:

- Student name
- Date and time of absence/tardy
- Reason for absence/tardy
- Parent/guardian signature
- Parent/guardian phone number

A note/parent notification does not automatically excuse a student's absence and/or tardy (refer to guidelines).

DISCIPLINARY ACTION FOR TARDINESS

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

1)	First tardy	Warning (documented)
2)	Second tardy	Warning (documented)
3)	Third tardy	Student assigned an After-School Detention (60 mins)
4)	Fourth tardy	Student assigned two After-School Detentions (120 mins)
5)	Fifth tardy+	Student is assigned one Saturday School + subsequent Saturday School
6)	Sixth tardy +	Admin can assign suspension if chronic tardiness occurs

TRUANCY POLICY

Truancy is not being where you are supposed to be, also called skipping, cutting, ditching, unexcused absence, etc. Yokota High School works closely with our base Security Forces. If they find a YHS student who is not in school when he/she should be, the student is escorted to school where his/her attendance record is verified. The sponsor is then notified and appropriate disciplinary consequences will be issued.

However unintentional, a student may be declared truant if:

- Their absence from school has not been verified by a parent or guardian **within two school days of the absence** (unexcused absence).
- Leaving campus without permission or failing to return after lunch.

DISCIPLINARY ACTION FOR TRUANCY (unexcused absence)

School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents and sponsors whenever possible.

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

ATTENDANCE PROCEDURES

If a student **must** miss school, **parents or sponsors** need to do at least **one** of the following **WITH A VALID REASON**:

- 1) Submit official documentation from a reputable source, such as an appointment slip, that confirms the validity of the absence. In the case of excessive absences, parents may be required to provide medical or other valid documentation supporting the student's absence.
- 2) Submit Email, or written verification, to the attendance clerk or the Registrar at YKHS.registrar@dodea.edu. Parents assume responsibility for the security or privacy of their email correspondence, and parents are strongly encouraged to keep an active email address on file with the Registrar.
- 3) Call the school to inform the attendance clerk or the registrar of the absence. The Front Office phone number is 225-7018 (calling from off-base, 042-552-2510 ext. 57018), and is open **0700-1600**.

Absences MUST BE VERIFIED BY 15:00 WITHIN TWO SCHOOL DAYS of the absence. Without verification by a parent or guardian within two school days, the absence will be declared truant and result in disciplinary action. The parent or sponsor will be automatically notified by **GRADESPEED TRIGGER**, when a student is marked as "absent unexcused" from school.

LEAVING CAMPUS/LEAVING BASE

If a student **must** leave school during the school day, they **must** sign-out with the Front Office or risk the penalty of truancy. Students will not be allowed to sign out and leave campus without at least one of the following (also see list above):

- 1) A valid appointment slip that indicates an appointment date and time (e.g., hospital, dental clinic, PSD, legal office, embassy, accompanied by a parent etc.).
- 2) Parent present or designee with a notarized Power of Attorney

This above procedure applies to all students regardless of their legal age (even if a student is 18 year of age). If students do not sign out of school, they are considered truant and appropriate disciplinary measures will be taken. Yokota High School has an open campus for lunch only for grades 11-12. Students leaving campus or the base without permission or failing to return after lunch **without notifying the office will be considered truant.**

RETURNING TO CAMPUS

When a student returns to school, they are to report to the front office with a parent to sign-in with the Front Office.

SPONSORSHIP WHILE AWAY FROM STATION

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

Yokota Air Base Instruction (YABI 31-118) guidance concerning supervision of minors states that minors age 15 and up may be left alone for short temporary duties (TDY) or leaves, not to exceed two nights/three consecutive days. These minors must have designated adult supervision available to make periodic checks daily and the adult having a power of attorney. Any minor with an active YCAP case file is not eligible to be in this status.

EXTENDED ABSENCE

Students who know in advance that they are going to be absent (**this includes extended family trips**) should obtain a **Parent and Student Request for Excused Absence Form** from the Registrar as soon as possible *prior to* the absence. After the principal has approved the extended absence, all of the student's teachers should also be notified and sign this form prior to the student's extended absence. If the extended absence becomes a situation that the student must be withdrawn from Yokota High School, please follow **either** the Acceleration **or** the Grade-to-Date procedure to obtain student grades and/or course credits. See page 9 for Acceleration and Grade-to-Date policies. If the extended absence becomes a situation that the student must be withdrawn from Yokota High School, please follow **either** the Acceleration **or** the Grade-to-Date procedure to obtain student grades and/or course credits. See p. 16 for Acceleration and Grade-to-Date policies.

The following procedures should be followed for extended absences:

1. At least **one week** before the scheduled date of absence (or as soon as possible prior to the absence), the student should pick up a *Parent and Student Request for Excused Absence Form* from the Front Office to be filled out and signed by their parent. The signature indicates that the parent is aware of the "Principal's Statement" at the top of the form.
2. The student should then sign the form, indicating that he/she understands the policy.
3. The form then goes to the administration for their recommendation concerning the student's extended absence.
4. After the decision from the administration, the student should take the form to each teacher. The teachers will sign and add comments if pertinent.
5. The form is to be returned to the attendance clerk where a copy will be given to the student and parent. The form will be kept on file by the attendance clerk.

STUDY TRIPS

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

NOTE: *Students who are absent for four days or more (for medical reasons), MUST return with a doctor's/hospital's medical note in order for the absence to be excused.*

SEMINAR RULES

Seminar is a scheduled class with many purposes: to work on homework or school tasks with teacher assistance; to study for quizzes or examinations; and to complete missed assignments, quizzes, or examinations. Seminar is also a time for the school to schedule assemblies or to conduct other activities that are necessary to the operation of the school.

The following rules apply to Seminar:

- No sleeping or socializing--this is not a *free period*.
- No use of cell phone without explicit teacher permission.
- Come prepared with work and materials for 85 minutes of seminar.
- E-readers, such as iPads and Kindles are permitted during Seminar for reading only. No Internet access is authorized.
- No departure from seminar without properly requested through E- Seminar with the teacher.
- *Students are allowed up to 5 minutes passing time.*
- *All students must return to seminar within 5 minutes of the end of seminar period.*

FOOD AND BEVERAGE

Food and beverages may not be open or consumed in the hallways or common areas, with the exception of water. No food or beverage (with the exception of water) is permitted to be consumed in the neighborhoods/learning studios. On special occasions, a teacher may request prior approval via the administration to have a celebration in the commons, at which time food and beverages may be consumed.

Consequences:

- 1) Items will be confiscated/60 min detention
- 2) Students will be referred to administration for 2 hr. after-school detention.
- 3) Student will be referred to administration for Saturday school.

HALL CONDUCT

Students are to conduct themselves in an orderly manner at all times. Students should not loiter in the stairway or hallways, and students are encouraged to use the time between classes to visit the restroom facilities. Students are permitted in the hallway from 0745-1215 and 1300-1430. Students, with prior approval (signed agenda) may visit a teacher before 0745 and after school. If a student needs to see a teacher and did not get prior approval, they may report to the office for them to contact the requested teacher. Individual teachers have classroom policies for allowing students to leave their classroom during class time. Should a student be out of class during, not only should they have an agenda, but it must be appropriately signed. Additionally, they should also be respectful of the classes in-session and should not disrupt the educational process.

PROFANITY AND INAPPROPRIATE LANGUAGE

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

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

Consequences of Profanity:

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

PUBLIC DISPLAY OF AFFECTION

Public displays of affection can be disrespectful and disruptive. Displays of affection other than **handholding or hugging** are inappropriate and subject to disciplinary action, ranging from a verbal warning to suspension from school.

TARDY

See page 15 for more details and information concerning tardy violations.

MAJOR OFFENSES

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

- Cheating or Plagiarism
- Computer Misuse
- Dress Code Violation
- Fighting, Intimidating, or Threatening another person
- Harassment or Bullying, to include cyber-bullying
- Insubordination toward a school official
- Possession, consumption, or selling of alcohol or drugs
- Truancy
- Vandalism
- Weapons

ALCOHOL or ILLEGAL DRUGS

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

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

Offenses and Consequences:

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

TOBACCO PRODUCTS

The use of tobacco products and secondary smoke is dangerous to one's health. Yokota High School has a smoke-free campus. Neither students nor parents are permitted to smoke on campus, at school activities, in the

immediate vicinity of the school, or be in the presence of smoking. Additionally, chewing tobacco, snuff, E-cigarettes, or other tobacco products are not allowed.

Students who use or have in their possession tobacco products or related items will be subject to the following:

Consequences:

- 1) **First Offense**
SUSPENSION (1 DAY)

- 2) **Second Offense**
SUSPENSION (3 DAYS), meeting with parents and notification of Station Inspector

- 3) **Third Offense**
SUSPENSION (5 DAYS), meeting with parents and sponsor's command

CHEATING / PLAGIARISM

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

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

DRESS STANDARDS

In addition to the YHS Dress Code, Yokota High School recognizes the **Yokota Air Base** current civilian dress code standards. Students enrolled at Yokota High School are on Yokota Air Base because they are accompanying either a military or civilian sponsor assigned to this area. Consistent with their status as guests in the host nation, students will refrain from wearing clothing that would offend our host country either by style or message. Additionally, dress in the school environment should contribute to the overall learning environment and should not detract from it.

The Yokota High School Dress Code is in effect at all school functions during and after. To be fashionably dressed is not necessary, but to be appropriately dressed is. Students, as well as parents, should assume responsibility for acceptable appearance. Students not in dress code compliance will remain in the main office until a change of clothing is provided.

Consistent with the aforementioned objectives, the following is the dress code for Yokota High School regardless of the weather:

- ✓ Students will wear neat and clean clothing.
- ✓ Both shoulders and armholes should be covered so as not to expose any undergarments.
- ✓ Pants, shorts, or skirts should fit at the waist so as not to expose any undergarments. Clothing must be fastened in a way that undergarments are not seen.
- ✓ The hems of shorts or skirts should extend mid-thigh.

- ✓ Shorts and miniskirts may be worn provided are no shorter than mid-thigh. (Typically, mid-thigh is measured by arms resting naturally at your sides, palms lying flat against the thigh. The hem may be no shorter than the tip of the middle finger.)
- ✓ No excessive skin or cleavage visualize

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

- X All Yokota Base inappropriate civilian base attire
- X Halter tops, tank tops/muscle shirts/shirts with sleeves removed, midriff tops, tank tops that expose undergarments or any undershirt designed to be worn as an undergarment.
- X Tank tops that are not 2 inch in width
- X Sheer clothing
 - o Tank tops worn under sheer garments must meet the acceptable width (2 inches) and not expose any undergarments
- X If an outer garment is removed, then all undergarments (t-shirts, tank tops, dresses, etc.) needs to follow the dress code
- X One-shouldered tops or shirts, or those that have an altered neck area that allow for one or both shoulders to be exposed.
- X Arm holes on all tops should not gap, extend, or open so that body parts or undergarments are not exposed.
- X Hip-hugger pants exposing the waist or hips, or baggy pants worn excessively below the waist is not allowed. **Sagging is strictly prohibited.**
- X Skirts, shorts, dresses (including shirt and sweater dresses) shorter than mid-thigh. Long skirts with slits above mid-thighs are also not acceptable.
- X Leggings, stretch pants, tights, yoga pants, or spandex pants are not permitted as standalone pants.
- X Leggings underneath shorts, skirts, and dresses and the shorts, skirts, or dress does not meet the mid-thigh length requirement (leggings do not take the place of the mid-thigh guideline).
- X Clothing with holes, rips, or tears are not permissible in non-appropriate areas (bottom, exposure of private areas or in close proximity). Leggings on underneath do not allow for clothing to have holes, rips or tears in non-appropriate areas.
- X Pajama tops and bottoms unless on designated days.
- X Clothing, jewelry, or buttons that contain offensive language (such as profanity, sexual content or racial, ethnic, or religious slurs), or display illegal substances (such as tobacco, alcohol, marijuana, etc.).
- X Body piercings that pose a safety risk.
- X Articles that can cause injury to other students or property (studded bracelets, studded necklaces, or chains, including wallet chains).
- X Dark glasses or sunglasses **inside the building**, unless medically approved.
- X Headgear (males or females) such as hats, bandannas, scarves, doo-rags, stocking caps, sweat bands, hoods, etc. **inside any building** (specifically, this means the Yokota classrooms, gym, or the local eateries which effectively serve as our cafeteria), during the school day or during any Yokota High School events.
- X Headgear worn backwards or sideways.
- X Shower shoes, or rubber/plastic flip flops with toe-thong.
- X Headphones/earphones/ear buds on person only at passing, lunch or prior to school
- X PE attire has to meet base/school dress code

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

Consequences for Dress Code Violations:

- 1) **First Offense---AFTER SCHOOL DETENTION 60 mins**
- 2) **Second Offense--- AFTER SCHOOL DETENTION 120 mins**

- 3) **Third Offense--- SATURDAY SCHOOL**
- 4) **Fourth Offense---SUSPENSION (1 DAY) AND EVERY TIME THEREAFTER**

HARASSMENT

BULLYING

Bullying is repeated psychological or physical harassment and attacks on other people over a period of time. Bullying is causing ridicule, intimidation, or fear in others through verbal, non-verbal, or physical means. This can occur face-to-face or via social channels such as gossip or internet media (called cyber-bullying).

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

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

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

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

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

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

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

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

Bullying harassment includes but is not limited to:

VERBAL	PHYSICAL	NON-VERBAL
<ul style="list-style-type: none"> • Offensive jokes • Offensive comments • Name calling 	<ul style="list-style-type: none"> • Pushing/Shoving • Hitting • Kicking 	<ul style="list-style-type: none"> • Hand gestures • Use of social media • Displacing of one’s personal belongings

SEXUAL HARASSMENT

SEXUAL HARASSMENT is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. What may seem like harmless behavior to one person can be totally offensive to another. Such conduct interferes with an individual’s performance or creates an intimidating, hostile, or offensive environment. One engaging in deliberate or repeated unwelcome physical contact, verbal comments, or gestures of a sexual nature is also engaging in sexual harassment.

Sexual harassment isn't about sex or healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others.

Sexual harassment includes but is not limited to:

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

Consequences for Harassment:

1) First Offense

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

2) Repeated Offense

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

INSTIGATING

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

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

FIGHTING

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

INSUBORDINATION

Students who willfully refuse to follow directions of a teacher or other staff member will be considered insubordinate. Violators face a minimum consequence of a four-hour Saturday school detention. The length of the

punishment will be determined by the severity of the act and the student's previous record of offenses. Open defiance or inappropriate language or profane gestures may result in suspension.

LITTERING / VANDALISM

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

ELEVATOR

Students are not permitted to use the elevator without obtaining permission from the Principal or Assistant Principal.

WEAPONS

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

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

Examples include, but are not limited to:

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

Consequences:

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

COMMUNICATION

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

Facebook: <https://www.facebook.com/dodea.yokota.hs/>

Daily Bulletin

The Daily Bulletin is available on Schoology and is continually updated with current information about on-going events.

30-60-90

A 3 month informational calendar will be emailed to every 90 days which contains events and activities that will take place with Yokota High School Students. Parents may also request a printed copy if they do not have access to email.

Panther Press

The office automation clerk also distributes a monthly-newsletter titled the “Panther Press” that gives up-to-date information for the current school week. Every effort will be made to send this out via email on a weekly basis.

Panther Points

A Weekly condensed issue of the Panther Press.

Panther Parent Partnership

Triple “P” is held quarterly and is an open forum for parents.

HOMEWORK

GradeSpeed Guidelines
Yokota High School
2020 - 2021

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

1. Teachers will use the following indicators in GradeSpeed:

Blank Grade: assignment not yet graded

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

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

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

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

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

- Specific situations as determined by individual teachers

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

- No correct answers
 - Assignment was plagiarized
2. When entering assignments into GradeSpeed teachers will utilize the “assigned” and “due” date categories so students and parents will be correctly informed.
 - Teachers can still edit assignments and change due dates as needed
 - If teachers have the same class on A and B days they will note in their syllabus how they enter these dates, always A-day date, always B-day date, etc.
 3. All teachers will reference the “Due Date Example” for excused absences that is on p. 16 of the handbook in their syllabus.

INFORMATION CENTER

The Information Center will be open from 7:40 to 3:00 each day that school is in session, unless otherwise noted. The objective of the Informational Center is to enhance the educational program of Yokota High School. Please be considerate and work as quietly as possible. Disruptive behavior of any kind will not be tolerated.

Resources in the Information Center

Books may be checked out for three weeks w/ 3 week renewal period.

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

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

Guidelines for use of the Information Center

- 1) Electronics with headphones are allowed in the Information Center during lunch and after school only.
- 2) Computers are to be used exclusively to gather information relevant to the school curriculum. Students may **not** visit websites designated as inappropriate by authorized school personnel. Use of chat rooms, games, on-line shopping, and entertainment sites of any kind is **strictly prohibited**.
- 3) Upon entering the Informational Center, students must clearly print their name and the time they entered. Students must also sign out each time they leave the Information Center again, except during lunchtime hours.
- 4) Materials checked out from the Information Center should be returned promptly so that other students may use them. Behavior in the Information Center should be respectful of another’s’ need to study.
- 5) During lunch and after school, students are allowed in the Information Center for “social activities” (e.g., quiet social talking, club meetings) but no parties.

LOST AND FOUND

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

PARKING/STUDENT DRIVING ON CAMPUS

Parking of student vehicles at school is a privilege and not a right. Please keep in mind that this privilege can be revoked. Students must register their vehicle with the office. Students must park in the designated parking lot (main parking lot). Only seniors with an YKHS senior parking pass may park in the senior parking area. Parking pass must be displayed at all times. Students must obey the speed limit around the school and in the parking lot. Re-Registration is required annually.

Students in violation of any of the above will have their parking privileges suspended for 10 school days on the first offense. A second offense will result in a suspension of parking privileges for 20 school days. A third offense will result in the suspension of parking privileges for 45 school days.

SCHOOL PROPERTY

Students are responsible for the books, materials, and other supplies issued to them for use during the school year. Students are liable for any damage or loss of such items.

Likewise, the school buildings and school grounds are to be used and not abused. Students should take pride in Yokota High School and attempt to keep the buildings and grounds in a clean and neat condition. It is the duty of every student to report vandalism.

SCHOOL DANCES

- Parents are responsible for their teen's guest in the event of a discipline situation, an accident, or an illness. (We recommend that parents contact the guest's parents in advance of the dance so they have a clear understanding of all details related to this responsibility.)
- Book bags will not be allowed.
- Suggestive dances or gestures (as outlined by the principal) are prohibited.
First offense--- Warning
Second offense--- Required to leave the dance
- A student may NOT return once he/she leaves the dance.
- Loitering in the parking lot or outside the location of the dance will NOT be allowed.

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

VISITORS

All visitors must first sign in at the main office in Building 4173 and obtain a Visitor's Pass before moving about the campus. For student day visit a formal request must be made two weeks prior to date of visitation.

SCHOOL GROUNDS

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

SCHOOL TELEPHONE

Students needing to use the telephone during the school day for **emergency** purposes may use the phone in the Main Office or request permission from a teacher to use the classroom telephone. These telephones are **not** to be used for social calls.

SECURITY

Due to the large number of students using the Yokota High School Facilities, it is strongly suggested that **items of value not be brought to school**. If it is necessary to bring such items to school, each student is responsible for safeguarding his or her personal property. The school cannot assume responsibility for lost or damaged items.

- Bring to school only the money you will need for the day.
- Leave valuables at home unless you are wearing them.
- Be responsible and remember to take all your belongings with you when you leave your class and the school grounds.

Should a theft occur, the student may report it to the office soon as possible and ask the sponsor to contact Security Forces at 225-7227.

MEDICATION ON FIELD/STUDY TRIPS

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

ADDITIONAL HEALTH SERVICES

The Front Office (DSN 225-7018) may be contacted for more information regarding these services.

Military Family Life Consultant (MFLC)

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

Adolescent Support and Counseling Services (ASACS)

What is ASACS? The "Adolescent Support and Counseling Services" is a comprehensive school and community based program providing prevention education, support, and confidential counseling services to students in the 6th through 12th grade (12-19 years old). ASACS provide screening and assessments, individual counseling, family counseling, group counseling and alcohol and other drugs (AOD) out-patient treatment services.

ACTIVITIES & AWARDS

Parent Teacher Organization (PTO)

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

SCHOOL ADVISORY COMMITTEE (SAC)

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

EXTRACURRICULAR ACTIVITIES

Each participant in extracurricular activities must be in regular attendance in all classes the day of the activity and declared eligible by his/her teachers. Athletes must abide by the WJAA Constitution and DoDEA Regulation 2740.1, *Interscholastic Athletic Program*.

Year-Round Clubs & Organizations

- Band Ensembles
- Class Advisors
- Drama Club
- HarvarModel U.N.
- National Honor Society
- AFJROTC Color Guard
- AFJROTC Drill Team

- AFJROTC Rifle Team
- Poetry Club
- Cursive Writing Club

AVID PROGRAM - Achievement via Individual Determination

AVID is an elective college preparatory system that prepares students to attend a two or four year college or university upon high school graduation. Qualifications for admittance include average to high standardized test scores, grade point between 2.0 and 3.5, enrollment in at least one advanced course. The students learn writing, inquiry, collaboration and reading skills. Also included are strategies for success, and college and career exploration. This is an elective class which provides one credit each year the student is enrolled in the program. Please talk to the guidance counselor or AVID instructor for more information and enrollment requirements.

SPECIAL EDUCATION PROGRAM

Special education is any specially designed instruction, support, or equipment a student may need to order to reach his or her fullest potential. These services are available to eligible students, ages 3 through 21 years of age within DoDEA, and may include changes to the education program, commonly known as classroom modifications. A student may also receive services in the general education classroom, a resource room, self-contained class, or other appropriate setting. Special education services provide the additional support or assistance you child may need to be successful.

If your child requires special education services, you will be involved in decisions about what services, instruction, and equipment are to be provided, as well as where these services may take place. DoDEA will ensure that placement is made in the least restrictive environment. This means a student who receives special education services must be placed, to the greatest extent possible, in an educational setting with students his or her own age. Special education and general education are partners with you in this process. DoDEA special education services are directed by the 1997 amendment (PL 105-17) to *The Individuals with Disabilities Education Act (IDEA)*, (P.L. 101-476) and Department of Defense Instruction, DoDI 1342.12, *Provision of Early Intervention and Special Education Services to Eligible Dependents*, dated April 11, 2005. These documents ensure that DoDEA personnel and families know who is eligible and what they must do to provide a free and appropriate public education (FAPE).

CLUBS AND ACTIVITIES

Yokota High School has one of the most extensive extra-curricular activities program in the Pacific schools. In addition to the athletic program, Yokota High School offers a wide variety of school activities. Organizations are formed each year on the basis of their appeal to the students. Some organizations are traditional; others are activated only when there is sufficient student interest. All students are encouraged to take an active part in at least one extra-curricular activity during the school year.

CLASS ORGANIZATIONS

Class/grade level organizations function for the purpose of directing individual group activities within the framework of Student Government activities.

DEBATE

The purpose of the Debate Team is to practice preparing good arguments so that members can argue the affirmative and negative side of any one issue. Debate is an after-school activity that meets from three to four times a week. During debate season, early September through late November, students develop plans for and against a topic.

JUNIOR RESERVE OFFICER TRAINING CORPS SPECIAL TEAMS

Drill Team: Members perform exhibitions with and without rifles. The Drill Team can vary in size but for regional competition there are ten members and a Commander.*

Honor Guard: The Honor Guard consists of two units - the Color Guard and the Sabre' Team. They perform at major school and JROTC functions, i.e. homecoming, JROTC Ball, Graduation, etc., and numerous base events, such as parades, balls and special occasion.*

Marksmanship Team: The JROTC marksmanship team consists of marksmen who engage in competitive marksmanship competitions via postal or 'shoulder-to-shoulder' meets against other junior marksman

***Selected Members will participate in a Regional Competition**

JUNIOR SCIENCE AND HUMANITIES SYMPOSIUM

Each year, the Department of Defense Dependents Schools, Pacific Region sponsors the Junior Science and Humanities Symposium program. Students are invited to conduct original experimental research in the sciences, mathematics, and the humanities. Students, who complete research projects submit written research papers, attend a weeklong Symposium. At the Symposium they present the results of their research to other students, visit Japanese science research institutes, and participate in Japanese-American cultural events.

MODEL UNITED NATIONS

Model UN is open to students grades 9-12 who are interested in leadership and world affairs. Students are required to attend one meeting per week, write a paper about problems that face the UN, and prepare a team for the UN Conference. The Model UN is a nonpartisan, nonprofit national organization concerned about our common global future. Members develop public speaking skills, research skills, organizational skills, and negotiation skills. Time will be spent keeping abreast of world activities and developing international awareness.

MUSIC

The Senior High Music Department is actively involved in the following events: Far East Honor Band/Choir, KPASSP Band Festival, parades, winter and spring concerts, and graduation. At present, two band classes consisting of different ability levels is offered, along with choir.

Goals of the Music Department include:

- --increasing the students' appreciation of music
- --developing high standards of musical performance
- --maintaining a well-organized instrumental and choral program
- --increasing the students' ability to read and interpret music
- --encouraging music in the home
- --cultivating good public relations with our Japanese friends ➤ --contributing to the spirit and morale of the school.

The school has an adequate number of instruments to run its program. Government supplied instruments make it possible for students to experiment with beginning band without purchasing an expensive instrument. Choir robes and band uniforms are issued by DoDEA.

NATIONAL HONOR SOCIETY

Throughout the United States a member of the National Honor Society is recognized as an extraordinary person. The National Association of Secondary School Principals (NASSP) sponsors this organization to reward and encourage character, scholarship, leadership, and service among high school students. To be invited to join the high school chapter of the NHS, a student must have been enrolled in at least five (5) courses at Yokota High School for at least one full semester and have a cumulative grade point average of 3.5. A faculty council that bases selection on character, leadership, and service then chooses members. Members are expected to maintain a high grade point average (3.33 and above) and to participate in both school and community service activities. If all qualifications are not maintained, members are subject to dismissal.

STUDENT GOVERNMENT ASSOCIATION

The Student Government of Yokota High School exists to encourage student leadership in school affairs through a constitutional and representative organization. Executive officers are elected in May. Ninth through twelfth grader students serve a full year's term. Class presidents and three representatives from each class are elected in September.

It is the purpose of the SGA to seek the involvement of students at Yokota High School in activities that will not only develop organizational and leadership abilities, but that will also help build an *esprit de corps* and a genuine concern for each student body and the school. The SGA traditionally sponsors Homecoming-Spirit Week activities, coordinates fund-raising activities for school organizations, coordinates school dances and assemblies and hosts the annual Sayonara Matsuri farewell (yearbook signing festival).

How to become a member:

The SGA is divided into two parts: the executive officers (President, Vice President, Secretary, and Treasurer) and the four elected presidents of each class, and the general assembly members (three elected representatives from each class).

SGA OFFICERS FOR THE ENTIRE SCHOOL:

- To be elected to one of the four main officers of Yokota High School, a student must participate in the school wide elections in May. Candidates must complete an application and then be approved by the advisor and elected by the General Assembly of the Student Government. The General Assembly is made up of all elected members.
- The Presidential and Vice-Presidential candidates must be rising junior or seniors. The Secretary and Treasurer may belong to any class.
- School wide elections will be held each May to elect the four main school officers. Seniors do not vote in the May elections as they will be graduating.

GENERAL ASSEMBLY:

- The General Assembly will be made up of the four main school officers plus all elected members for each class (9-12 grades). In September, each class will nominate and elect candidates to serve as President. The three representatives for the coming year will be elected in the fall. These nominations will be compiled into a ballot, and each class will vote on its own class officers and representatives.

Responsibilities of students:

When students are elected to an office in Student Government, their duties are clearly spelled out in the Constitution. At the beginning of the school year each member of the Student Government will be given a copy of the SGA constitution. Then the students will sign a Pledge and Commitment saying that they agree

with and understand the responsibilities written therein. Upon the third unexcused absence, or after failure to do assigned tasks, assignments or volunteer work, the student will be automatically dismissed from the Student Government. Elected student government officials must understand their commitment to the school and to the SGA organization. The Yokota High School Student Government has a strong commitment to making Yokota High School a valuable place to gain an education. The SGA is also committed to working with our community for the mutual benefit of the students, community, and school.

STUDENT 2 STUDENT (S2S)

S2S or Student-2-Student is a group for students whose purpose is to help other student’s transition into and out of YHS. They welcome new students to school and try to help those students leaving transition to their new schools. After receiving training, the S2S members give tours of the school to all new students. They made sure that they are welcomed at lunch, as well as before and after school.

INTERSCHOLASTIC ATHLETICS

Eligibility for Sports

The DoDEA Pacific Area Interscholastic Athletics Manual (PAIAP 2014) outlines the criteria for our student athletes to be eligible to participate in the regular season events and the Far East events. This manual, dated, 2014, is used by all DoDEA schools in the Pacific to determine eligibility for our athletes. This is our guide and failure to follow this guidance would result in our disqualification from an event.

FALL SPORTS & EVENTS

CHEERLEADING	VOLLEYBALL
CROSS COUNTRY	HOMECOMING
FOOTBALL	FAR EAST JAZZ FESTIVAL
TENNIS	FAR EAST JOURNALISM

WINTER SPORTS & EVENTS

BASKETBALL	FAR EAST JROTC MARKSMANSHIP
CHEERLEADING	FAR EAST HARVARD MODEL CONGRESS
WRESTLING	FAR EAST ENGLISH & DRAMATICS ART FESTIVAL
FAR EAST CREATIVE EXPRESSIONS	

SPRING SPORTS & EVENTS

BASEBALL	SOFTBALL
SOCCER	JUNIOR SCIENCE & HUMANITIES SYMPOSIUM
TRACK AND FIELD	FAR EAST FILM & ENTERTAINMENT ARTS FESTIVAL
FAR EAST JROTC DRILL	JUNIOR/SENIOR PROM
FAR EAST LINGUAFEST	FAR EAST MATHMATICALFEST
GRADUATION	

ACADEMIC ELIGIBILITY

Participation in extracurricular activities requires students to maintain academic eligibility. Eligibility reports are run on **Tuesdays at 3:00 PM**. Grade checks will be done after completion of the school day each Tuesday. Eligibility runs from Wednesday morning to Wednesday morning. **Students must have a 2.0 grade point average and have no more than one F to be academically eligible.** Students cannot practice with the team during academic ineligibility. Academic support and remedial interventions is highly encouraged to be arranged by the coach and teachers. Ineligible students are not allowed to play in home or away athletic contests or practice with the team or attend practice sessions until they have demonstrated they are academically eligible for the following week. No exceptions.

YOKOTA HIGH SCHOOL CO-CURRICULAR ELIGIBILITY POLICY

Co-Curricular Activities include all varsity and junior varsity athletics. Also included are Far East Activities, all non-class related activities, drama fest, journalism conference, AJROTC Drill team, AJROTC Rifle team, music and the many other activities that take students out of class for enrichment. School administrators, athletic directors, and coaches shall ensure that the following eligibility rules are observed in all DoDEA-Pacific/DDESS-Guam interscholastic athletic competition.

1. AGE

- A student, who on the first day of September, has reached or passed his or her 19th birthday, will be ineligible to practice/participate in athletic events. A contestant who is age-eligible prior to the first day of September remains eligible throughout the school year.

2. 8-SEMESTER RULE

- A student shall be eligible for competition only during eight consecutive semesters after entry into the 9th grade, and prior to graduation.

3. UNDERGRADUATES

- Only students currently enrolled in grades 9-12 shall take part in any contest. A student is eligible to participate if enrolled in at least four classes. (For homeschool student's eligibility, see homeschool tab)

4. ATTENDANCE ELIGIBILITY

- Students must attend school a minimum of a half day on the day of an after school event in order to participate. This includes sports events, concerts, practices and rehearsals. If a student does not attend

school on a Friday he/she is not eligible to participate in any extracurricular event held on the weekend.

5. ACADEMIC ELIGIBILITY

- To be eligible to participate in interscholastic athletics, students must maintain a minimum 2.00 Grade Point Average and receive no more than one failing grade.
- All student participants will be monitored on a **weekly** basis.
- Grades will be cumulative to date for the quarter.
- A student declared ineligible **cannot** practice and is not authorized to participate in any games. In addition, ineligible students cannot be in uniform for any games or travel to any away games.
- All students will be eligible at the beginning of each school year. After the first week of the school year, the following monitoring will begin:
 - Grade checks will be done at 3:00 on Tuesday. Eligibility will run from Wednesday morning to Wednesday morning.
 - The grade to date for the last week of a quarter will determine eligibility for the first week of the following quarter; the quarter grade, which will be available the first week of the following quarter, will determine eligibility for the second week of the quarter; the eligibility check the second week of the quarter will determine eligibility for the third week; and so on. Semester grades are not used to determine eligibility.

NON-SPONSORED ACTIVITIES

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

AWARDS

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

ACTIVITY OR ATHLETIC LETTER

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

ACADEMIC LETTER

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

PRESIDENTIAL AWARDS

PRESIDENT'S AWARD FOR EDUCATIONAL EXCELLENCE

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

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

VALEDICTORIAN and SALUTATORIAN

The standards for being recognized as the Valedictorian and Salutatorian are as follows:

1. To be recognized as either Valedictorian or Salutatorian, a student must have attended Yokota High school for the entire 12th grade year and have been enrolled full time at Yokota High School each semester in that year.
2. Grade points shall be determined by the cumulative grade point average earned during the students' high school career.
3. The top two ranking graduates shall be Valedictorian and Salutatorian, respectively. GPA computations to the nearest thousandth will be counted in determining ties. Ties will result in co-Valedictorians and/or co-Salutatorians.

PRESIDENTIAL AWARDS FOR EDUCATIONAL ACHIEVEMENT

Awards are given to students who are graduating from high schools that meet the criteria below.

This award recognizes academic success in the classroom. To be eligible, students must meet requirements, including grade point average or, school-set criteria and choice of state tests or teacher recommendations. Students at each award level (elementary, middle, or high school) must meet the requirements in Category A and either 1 or 2 of Category C. If a school does not have letter grades, a student must meet the requirements in Category B and either 1 or 2 of Category C.

A. Grade Point Average: Students are to earn a grade point average of 90 on a 100 point scale, (an A on a letter scale or a 3.5 on a 4.0 scale). When computing grade point averages at the respective award level, only the years at that level are to be included through the fall semester of the exiting grade.
Note: Elementary schools are not to include K-3 in their computations.

B. School Criteria/Standards: Standards for the award are to be established by each school that reflect a 90 percent level or higher on the traditional grading scale. This category enables school personnel to use new assessment and evaluation tools in developing award criteria at their school and apply the criteria fairly to all students. The primary indicators of excellence must be based on academic achievement. School personnel may also consider, as part of the criteria, activities in which a student demonstrates high motivation, initiative, integrity, intellectual depth, leadership qualities and/or exceptional judgment. They may also require student essays and outstanding attendance, but these activities must bear some relationship to the academic performance of a student.

C. In addition to A or B, schools are to include one or more of the following criteria to determine their selected students:

1. State Tests and Nationally-Normed Achievement Tests: High achievement in reading or math on state tests or nationally-normed tests. The school may consider college admissions examinations for seniors, for example the SAT or ACT.

— OR —

2. Recommendations from a Teacher Plus One Other Staff Member: One recommendation is to reflect outstanding achievement such as English, mathematics, science, history, geography, art, foreign

language, and any other courses that reflect a school's core curriculum. This judgment is to be supported by tangible evidence that is comprised of either results on teacher-made tests, portfolio assessment, or special projects. The second recommendation from a school staff member may address, for example: involvement in community service or co-curricular activities including tutoring other students and/or demonstration of creativity and achievement in the visual and performing arts.

KPASSP

Yokota High School is a member of the Kanto Plain Association of Secondary School Principals -- KPASSP. The purpose of the organization is to establish standard procedures and to promote cooperation among the various English speaking schools in the inter-school activities throughout the Kanto Plain.

KANTO PLAIN SCHOOLS

THE AMERICAN SCHOOL IN JAPAN (ASIJ)

1-1 Nomizu 1 Chome, Chofu-Shi, Tokyo 182

Tel. 0422-34-5300 - High School 0422-62-2563 - Middle School

Directions by Train:

Fussa - 13 min. (Ome Line), Tachikawa - 15 min. (Chuo Line), Musashi Sakai – 15 min. (Seibu-Tamagawa Line), Tamabochi Mae - ASIJ (7 minutes on foot)

CHRISTIAN ACADEMY IN JAPAN (CAJ)

1-2-14, Shinkawa-Cho, Higashi Kurume-Shi, Tokyo 203

Tel. 0424-71-0022 0424-74-6480 - Principal

Directions by Train:

Fussa - 5 min. (Ome Line), Haijima - 18 min. (Seibu-Haijima Line), Ogawa - 10 min., Tokorozawa - 19 min. (Seibu-Ikebukuro Line), Higashi-Kurume - CAJ (On Foot)

INTERNATIONAL SCHOOL OF THE SACRED HEART (ISSH)

4-3-1 Hiroo, Shibuya-Ku, Tokyo 150

Tel. 03-3400-3951

Directions by Train:

Fussa - 13 min. (Ome Line), Tachikawa - 25 min, (Chuo Line), Shinjuku - 15 min. (Yamate Line), Ebisu (Hibiya Line), Hiroo (On Foot)

NILE C. KINNICK HIGH SCHOOL

PSC 473, Box 95, FPO AP 96349-0005

Yokosuka Naval Base ,Yokosuka-Shi, Honcho, Kanagawa-Ken 238

Tel. 0468-26-1911 Ext. 7392/3

Directions by Train:

Fussa - (Ome Line), Tachikawa (Chuo Line), Hachioji (Yokohama Line), Higashi Kanagawa (Keihin Tohoku), Ohfuna (Yokosuka Line), Yokosuka (Walk to school)

SAINT MAUR INTERNATIONAL SCHOOL

83 Yamate-Cho, Naka-Ku, Yokohama 231

Tel. 045-641-5751 - Principal 045-621-6971 - Vice Principal

Directions by Train:

Fussa (Ome Line), Tachikawa (Chuo Line), Hachioji (Yokohama Line), Higashi-Kanagawa (Keihin Tohoku Line), Yokohama

SAINT MARY'S INTERNATIONAL SCHOOL

6-19 Seta, 1 Chome, Setagaya-Ku, Tokyo 158

Tel. 03-3709-3411

Directions by Train:

Fussa (Ome Line), Tachikawa (Chuo Line), Shinjuku (Yamate Line), Shibuya (Tokyo Shin Tamagawa Line), Futako Tamagawa En Stn. (Walk to school)

SEISEN INTERNATIONAL SCHOOL

12-15 Yoga, 1 Chome, Setagaya-Ku, Tokyo 158

Tel. 03-3704-2661

Directions by Train:

Fussa (Ome Line), Tachikawa (Chuo Line), Shinjuku (Yamate Line), Shibuya (Tokyo Shin Tamagawa Line), Yoga Stn. (Walk to school)

YOKOHAMA INTERNATIONAL SCHOOL

258 Yamate-Cho, Naka-Ku, Yokohama 231

Tel. 045-622-0084

Directions by Train:

Fussa (Ome Line), Tachikawa (Chuo Line), Shinjuku (Yamate Line), Shibuya (Tokyo Shin Tamagawa Line), Futako Tamagawa En Stn. (Walk to school)

ZAMA MIDDLE & HIGH SCHOOL

Zama Camp, Zama-Machi, Zama-Shi, Kanagawa-Ken 228

Tel. 0462-51-1520, Ext. (23)3-3181/4040

Directions by Train:

A: Fussa (Ome Line), Tachikawa (Chuo Line), Hachioji (Yokohama Line), Hashimoto (Sagami Line), Atsugi (Odakyu Line), Sobudai Mae (Walk to school)

B: Fussa (Ome Line), Tachikawa (Chuo Line), Shinjuku (Odakyu Line), Sobudai Mae (Walk to school)