Kadena High School Student – Parent Handbook

SY 2011 – 2012

Click here for Table of Contents

Table of Contents

COMMUNICATION

KDHS Welcome letter
SY 11-12 Calendar
KDHS Office Hours & Daily Schedules
Phone Numbers
DoDEA Chain of Command
Daily Bulletin & Monthly Newsletter
DoDEA Community Strategic Plan
Okinawa District Mission Statement
KDHS Mission Statement /Vision Statement
KDHS School Improvement Plan
Progress Reports & Teacher Conferences

GRADES AND GRADUATION

Grading and Grading System
Graduation Requirements
Graduation with Honors
Early Graduation
Graduation & Baccalaureate Ceremonies

PARTNERS IN EDUCATION

School Advisory Committee
Volunteer Program
Booster Club

STUDENT ENROLLMENT

Registration
Re-Registration
Early Departures & Withdrawal Procedures
Acceleration Procedures
Transcripts

STUDENT SERVICES

Pupil Personnel Services
School Psychologist
School Nurse
Guidance Counselors
ASACS Counselor
Case Study Committee
Crisis Intervention Team
Information Center

ACADEMIC PROGRAMS

Advanced Placement (AP) Courses
English as a Second Language (ESL)
Special Education
Lab Classes
AVID
Career Practicum

STUDENT RECOGNITION

Valedictorian and Salutatorian
National Honor Society
Award Ceremonies & Honor Rolls

EXTRA-CURRICULAR PROGRAMS

Activities
Student Council
Rules of Eligibility for Activities
Sports Physical
Athletic Code of Conduct
Athletic Council
Guidelines for the Athletic Council
Spectator Code of Conduct
Parent Conduct at Athletic Contests

SCHOOL-WIDE EXPECTATIONS

Computer Use Policy
Attendance
Sign in/Out
Truancy
Advanced Absences
Power of Attorney
Make-up Policy for Absences
Tardies
Student Rights, Responsibilities, and Due Process
Student Code of Conduct
Anti-Bullying Policy
Incident Reports or Referrals
Classroom Behavior
Plagiarism or Cheating
Assembly and Common Area Conduct
Public Display of Affection
Dress Code
Other Misconduct
Suspension
Grounds for Suspension and Expulsion
Non-Educational Items

Discipline Committee
DoDDS Zero Tolerance Policy
Drug Free School Policy
Harassment
Consequences Chart

GENERAL INFORMATION

Closing-Cancellation-Delay of School
Closed Campus
Dance Policy
School Lunch Program
Emergency Contact Information
Fire Drills
Food and Beverages
Hall Passes
Homework Policy
Lockers
Lost and Found
Messages for Students
Parking Permits
Report Cards
Safety and Security
Study Trips
Telephones
Textbooks and Other School Property
Visitors

EMERGENCY EVACUATIONS

Emergency Procedures
Bomb Threats and Procedures

TRANSPORTATION

5 Step Guide to Safe Bus Transportation
PACTMO Safety and Behavior Standards

DoDDS OKINAWA TROPICAL CYCLONE GUIDE

ZERO TOLERANCE POLICY

SCHOOL MAPS

Communication

KDHS Welcome letter
SY 11-12 Calendar
KDHS Office Hours & Daily Schedules
Phone Numbers
DoDEA Chain of Command
Daily Bulletin & Monthly Newsletter
DoDEA Community Strategic Plan
Okinawa District Mission Statement
KDHS Mission Statement /Vision Statement
KDHS School Improvement Plan
Progress Reports & Teacher Conferences

Table of Contents

WELCOME TO KDHS

Dear Students and Parents:

Welcome to Kadena High School. This Student-Parent Handbook answers many of the questions you may have about the policies and activities at Kadena High School. It is significant to keep in mind as you read through this handbook, that guidelines governing students are established to preserve the educational setting as well as the rights of each individual student in his/her pursuit of academic success.

We hope that this booklet will be helpful to you throughout the school year. We recommend you become familiar with its contents and keep it readily accessible at your home for easy reference. The handbook is also readily available on line for your convenience.

Kadena High School students seek success in all areas of school life from academics to athletics. They have proven themselves to be confident in their abilities, courteous in their relationships with others, and proud to be Kadena High School Panthers. We are confident this tradition of excellence will continue.

We are looking forward to helping you have a successful school year and are open to suggestions you might have.

Sincerely,

KDHS Administration

ACCREDITATION

Kadena High School is accredited by ADVANCED (formerly the North Central Association of Colleges and Secondary Schools). To meet accreditation status, the school must submit to a review of its educational programs together with an on-site team visitation. Kadena High School received and maintains full accreditation.

Communication
Table of Contents

2011-2012 – Standard DoDDS School Calendar

Reporting date for Educators and Non-administrative Personnel

Tuesday, August 23	Reporting date for non-administrative educator personnel for orientation and classroom preparation and in-service

First Semester►► (91/92* Instructional Days)

Monday, August 29	Begin First Quarter and First Semester
Monday, September 5	Labor Day Federal Holiday
Monday, October 10	Columbus Day - Federal Holiday
Thursday, November 3	End of First Quarter (47 days of classroom instruction)
Friday, November 4	No school for students - teacher work day
Monday November 7	Begin second quarter
Friday, November 11	Veterans Day - Federal Holiday
Thursday, November 24	Thanksgiving - Federal Holiday
Friday. November 25	Friday - Recess Day
Monday. December 19**	Begin Winter Recess
Monday. December 26	Christmas - Federal Holiday

2012

Monday, January 2	New Year's Day - Federal Holiday
Tuesday. January 3	Instruction Resumes
Monday, January 16	Martin Luther King, Jr. Day - Federal Holiday
Thursday. January 26	End of Second Quarter and First Semester
Friday, January 27	No school for students - teacher work day (44 days of classroom instruction)

Second Semester - (91/92* Instructional Days)

Monday, January 30	Begin Third Quarter and Second Semester
Monday, February 20	Presidents' Day - Federal Holiday
Thursday, April 5	End of Third Quarter (48 days of classroom instruction)
Friday, April 6	No school for students - teacher work day
Monday, April 9	Begin Spring Recess
Monday, April 16	Instruction Resumes - Begin Fourth Quarter
Monday, May 28	Memorial Day - Federal Holiday
Thursday, June 14	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 15	No school for students - teacher work day Last day for non-administrative educator personnel

School Year 2011-2012:	Instructional Days -183

Teacher Work Days - 190

Communication

Kadena High School Office Hours

Monday-Friday
0645-1515
Closed on Federal Holidays

DAILY SCHEDULE

A Day		B Day	
0725 – 0850	Period 1	0725 – 0850	Period 5
0855 – 1020	Period 2	0855 – 1020	Period 6
1020 – 1100	First Lunch	1020 – 1100	First Lunch
1105 – 1230	Period 3	1105 – 1230	Period 7
1155 - 1230	Second Lunch	1155 – 1230	Second Lunch
1025 – 1150	Period 3	1025 – 1150	Period 7
1235 – 1400	Period 4	1235 – 1400	Seminar

Early Release Schedule (A or B Day with Seminar)

0720 – 0810 Period 1 or 5
0815 – 0900 Period 2 or 6
0905 – 0945 Period 3 or 7
0950 – 1030 Period 4 or Seminar

Early Release Schedule (B Day without Seminar)

0720 – 0825 Period 5
0830 – 0930 Period 6
0935 – 1030 Period 7

KADENA HIGH SCHOOL FREQUENTLY CALLED NUMBERS*

Attendance Clerk	634-1712 /1216 or KDHS.Attendance@pac.dodea.edu
Administration	634-0467
Registrar	634-1701
Main Office Fax Number	634-3323
Nurse	634-3435
Psychologist	634-3434
Counseling Office	634-1712
Student Bus Transportation Office (Kadena)	623-9034

**Phone calls on all KDHS phones are subject to monitoring*

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CHAIN OF COMMAND

Kadena High School, Educational Professional (Teacher)
Telephone: 634-1712
Email: firstname.lastname@pac.dodea.edu

Kadena High School, School Administration (Mr. Terry Gibson, Mr. Dave Theis, Marti)
Telephone: 634-1712Email: firstname.lastname@pac.dodea.edu

DoDDS Okinawa District Superintendent (Ms. Martha Brown)
Telephone: 634-1204

DoDDS Pacific Director/DDESS Guam (Ms. Diana Ohman)
Telephone: 644-5878

DoDEA Director,
4040 North Fairfax Drive
Arlington, VA 22203-1635
Email: DoDEA.Director@hq.dodea.edu

Parents with questions or concerns are encouraged to contact the school. Calls will be directed to a staff member who can provide the most direct information. To minimize classroom disruptions, parents are encouraged to contact staff members via e-mail. School personnel can be reached through the following address format: FirstName.LastName@pac.dodea.edu. When telephoning a teacher, it is necessary to leave a message with the office for the teacher to return the call. Parents should discuss issues directly with the teacher before referring to an administrator. If it is not resolved, parents should then ask for the assistance of a school administrator. Any problems which cannot be resolved by discussing them with the teachers and administrators are then referred to the District Superintendent.

Teacher email: firstname.lastname@pac.dodea.edu	
Kadena High School WEB Site: **http://www.kadena-hs.pac.dodea.edu**	
Mailing Address:	DOD Dependent Schools-Pacific Kadena High School-Okinawa Unit 5166 APO AP 96368-5166
Japanese Mailing Address:	Kadena High School Attn: Supply/HE7602 Bldg 9490 Kadena Air Base Okinawa City, Okinawa JP

DAILY BULLETIN

The Daily Bulletin is posted on Panthernet and presented to the student body during the morning announcements. The Daily Bulletin contains information including: sports and activity dates and times, testing information, meetings, and other pertinent information for students.

MONTHLY NEWSLETTER

A monthly Newsletter is sent to parents via e-mail and/or mail. Please ensure the school has an updated and functioning e-mail address for the sponsor. If an e-mail address is not available, a hard copy of our newsletter can be sent upon request. The monthly Newsletter features academic, sports and community information as well as a calendar of events.

DODEA COMMUNITY STRATEGIC PLAN

GOAL 1: Highest Student Achievement - All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continually measured using multiple internal and external performance-based assessments.
GOAL 2: Performance-Driven, Efficient Management Systems – An annual budget plan will be designed and implemented at all levels in direct support of the CSP. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to provide education standards.
GOAL 3: **Motivated, High Performance, Diverse Workforce** – In support of student achievement, administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly motivated and committed workforce which reflects the diversity of the school community.
GOAL 4: Network of Partnerships Promoting Achievement – All levels of the organization will develop, promote, and maintain a network of meaningful partnerships and alliances to enhance social, emotional, and academic growth, and to maximize resources.

DoDDS – OKINAWA DISTRICT MISSION STATEMENT

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment

"Support to Schools Equals Success for Students"

KADENA HIGH SCHOOL
MISSION STATEMENT

Kadena High School provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

KADENA HIGH SCHOOL
VISION STATEMENT

Shaping Futures

KDHS SCHOOL IMPROVEMENT

The Continuous School Improvement (CSI) plan process requires the participation of all stakeholders in order to be an effective vehicle for continuous school and instructional improvement. As the instructional leaders, teachers contribute the technical aspects of instructional delivery. In such capacity, they serve with parents on various committees to collect data, process and analyze that data, solicit community input and involvement, determine strategies and interventions, monitor those interventions and present the results. Parents are invited and encouraged to participate as active members of these committees. Committees are in place for the entire school year. Current information on School Improvement efforts is available on the Kadena High School Intranet at www.edunet.kadena-hs.pac.dodea.edu .

PROGRESS REPORTS

Parents should monitor student progress through the online program. Sponsors who are concerned about a student's progress are encouraged to contact the subject teacher(s) or the grade level counselor. Official progress reports are issued to students midway through the marking period who are achieving below expected level or who are currently earning a "D" or "F."

PARENT/TEACHER CONFERENCES

Kadena High School has one parent conference day each school year at the end of quarter one. This year's scheduled conference day is **November 14, 2011**. Parents are encouraged to meet with teachers at this time. Parents can also request an individual parent-teacher conference with the teacher or through the grade level counselor at other times during the year.

Grades and Graduation

Grading and Grading System
Graduation Requirements
Graduation with Honors
Early Graduation
Graduation & Baccalaureate Ceremonies

Table of Contents

GRADING AND THE GRADING SYSTEM

Official grade reports are issued at the end of each marking period. Letter grades are based on more than just marks received on tests, quizzes, and semester exams. They may include class discussion, laboratory or class participation, teacher observations, homework, projects, special assignments, etc. Report cards should arrive in the mail approximately ten days after the end of each marking period. Please refer to the School Calendar for specific dates.

An Incomplete **(I)** grade may be given when the student is not able to complete the required assignments due to late entry, prolonged illness, or excessive excused absence from school. This temporary grade is not for students who attended class regularly and could have completed the assignments on time. When a grade of "I" is given, the counselor and the teacher must determine the length of time needed to complete the work based on the number of days the student was absent from school (but not to exceed two weeks). After two weeks, if the required work is not completed the "I" will become an "F". In preliminary computations of the student's grade point average, the grade of "I" is equivalent to zero grade points. The following letter grades will be used to evaluate a student's academic achievement:

A 90 - 100
B 80 – 89
C 70 – 79
D 60 – 69
F 59 and below – no credit received

For purposes of calculating student GPA, the following scales shall be used:

Weighted	Unweighted
Advanced Placement (with AP exam)	Standard Scale
A = 5	A = 4
B = 4	B = 3
C = 3	C = 2
D = 2	D = 1
F = 0	F = 0

2.0 GPA and 26 Credit GRADUATION REQUIREMENTS

Students must have a minimum cumulative grade point average of 2.0 and complete 26 credits to graduate from all Department of Defense Education Activity Schools.

DoDDS GRADUATION REQUIREMENTS

SUBJECT AREAS	CREDITS
English Language Arts (English 9, 10, 11, & 12)	4 Units
Social Studies (1 credit of U.S. History, 1 credit in either World Regions or World History and ½ credit in U.S. government is required).	3 Units
Mathematics (Algebra I and Geometry are required)	3 Units
Science (Biology required)	3 Units
Health Education	½ Unit
Physical Education	1 ½ Units
Fine Arts (Courses used to meet this credit must relate to visual arts, music, theater, drama, dance, and/or humanities)	1 Unit
Foreign Language (A total of 2 credits in the same foreign language required)	2 Units
Professional Technical Studies (Formerly called Career Education credits. JROTC, Family Consumer Science. ½ credit must be in a computer course)	2 Units
Electives	6 Units
Total =	26 Units

GRADUATION WITH HONORS - HONORS DIPLOMA

Honors Diplomas will be awarded to students who meet the required criteria. Please consult your counselor for further details.

EARLY GRADUATION

Students are expected to complete an eight-semester high school program to graduate. However, students may apply to graduate early after completing graduation requirements when they clearly demonstrate scholastic aptitude, possess vocational readiness, have a financial need for early entry into the labor market, or have health and/or other mitigating circumstances. An application for early graduation must have parental approval. **Parents must submit this written application to the principal prior to 12th grade course selection if the student wants to graduate at the end of the first semester of their senior year.**

GRADUATION CEREMONIES

Graduation is an important event for students and their families. To assure the appropriateness and dignity of the occasion, the District sponsors graduation ceremonies and retain ultimate control over the structure and content.

BACCALAUREATE CEREMONIES

Students and their families may organize baccalaureate services, at which attendance must be entirely voluntary. This event is planned entirely by the graduates and parents.

PARTNERS IN EDUCATION

As partners, we want the same thing for our students, the best possible education. The role of parent participation in education is a critical one. In order to prepare our students for success in a dynamic global environment we need to form a strong bond between school and home.

School Advisory Committee
Volunteer Program
Booster Club

SCHOOL ADVISORY COMMITTEE (SAC)

School Advisory Committee meetings are open to the public and are held monthly at the school. The School Advisory Committee advises the principal on matters affecting the operation of the school. Committee concerns include school policy, instructional programs, staffing issues, budget, facilities, maintenance, administration procedures, services, educational resources, program evaluation, student standards of conduct, and other educationally related items. This committee is an advisory group. The principal retains the right to make all final decisions on school policy.

The SAC may:

- Review school policy and advise principals on curricula and budget issues
- Recommend solutions to a problem
- Determine the feasibility of implementing new programs
- Measure the effectiveness of programs
- Keep the community aware of plans and programs initiated in the schools
- Hold forums on topics and invite community members to present their views
- Hold open houses
- Invite qualified speakers to address specific subjects
- Participate in briefings on school accreditation and school task groups

The SAC may not:

- Engage in political campaigns or issues
- Become a pressure group
- Decide on curriculum or choose textbooks
- Be a forum to air employee grievances
- Report independently to the public
- Function as a board of education
- Be involved in personnel actions of individual staff members, or participate in negotiations between DoDDS and its employees
- Engage in fund-raising activities for school equipment or special events, grant scholarships, or assume functions normally provided by Parent, Teacher, Student Associations, booster clubs or similar organizations

Parents of Kadena High School students and professional staff members are eligible to be candidates for the SAC. The SAC also invites students to present and participate on issues brought to this forum.

VOLUNTEER PROGRAM

Kadena High School encourages parent participation in all aspects of the school program. Parents can make our school more successful by mentoring, tutoring, providing computer support or clerical assistance, supervising students during lunch, chaperoning student activities, etc. Volunteers make a significant contribution to KDHS each year. Parents are welcome and encouraged to work with us as we pursue our instructional goals. Please see Mr. Deeter to register as a school volunteer.

PARENT-TEACHER-STUDENT ORGANIZATION

The Kadena High School PTSO is a self-governing unit that plans programs and activities to support the needs of our students. The primary function of the PTSO is to bring the home and the school closer together in working to improve the education of our students. The PTSO is one of the primary fund-raising agencies in the school. They welcome parents, teachers, students, and any community members interested in the well being of Kadena High School students.

School Motto: ***Spirit in Unity***

School Colors: ***Black and Gold***

School Mascot: ***Panther***

STUDENT ENROLLMENT

Registration
Re-Registration
Early Departures & Withdrawal Procedures
Acceleration Procedures
Transcripts

REGISTRATION

The following documents will be required for Registration:

1. Orders

Air Force or Army
Orders with verification of dependents by name

Locally hired Civilians
SF-50
Certification of Employment letter
SF-1190 for those receiving LQA

Marine Corp or Navy
Orders & Area Clearance/Entry Approval

NAF
Notification of Personnel Action Form*
*AF-2545
*Marines-A500
*GS Civilian-SF-50-B

2. Certification of Immunization (Form 122.1)
3. Student Social Security Card
4. Student Passport
5. Student's Military ID Card
6. Proof of Residence (Lease Agreement or Housing Acceptance Letter)

RE-REGISTRATION

Re-Registration is mandatory for students who are currently enrolled and plan to attend KDHS the following school year. A Re-Registration opportunity is held during Spring Recess each year when all schools on Kadena are located in the same place as well as the Free/Reduced lunch program and Transportation. Re-Registration includes meeting the school's registrar to verify, update, provide, and sign necessary documentation. This process is necessary to obtain the enrollment data used to provide adequate staffing and to create a master schedule that meets the academic needs/elective course choices of students. Preliminary course selections are developed by the Guidance counselors prior to the end of the school year. However, this does not Re-Register a student for the following school year. **Course selections cannot be finalized unless Re-Registration is accomplished.** If you have any questions, contact the school's Registrar at 634-0701.

The following documents will be required for Re-Registration:

- If your DEROS is before September, you must provide extension orders or a letter from your command pending your extension orders
- If your DEROS is indefinite, you must bring in a current letter from your command that you will remain in Okinawa
- If you are a DODDS teacher, you must bring a copy of current RAT orders. If you are not taking RAT travel then you must bring a current verification of employment letter.
- If you are a DOD civilian, you must bring a current letter verifying your employment

***Due to unforeseen changes in registration requirements, please contact your school for current information or documentation that may be required.

EARLY DEPARTURES DUE TO PCS

A copy of the sponsor's orders must be presented to the registrar as soon as you receive them to confirm PCS and to request student records. Two types of grades may be given (depending on the date and the reason for departure. A student who leaves before the established acceleration date of the semester will receive a "Grade to Date". Only students who leave after the established acceleration date **due to PCS orders** are eligible to complete

all required assignments and receive quarter and semester grades. All other requests for acceleration (other than PCS orders) must be submitted in writing for administrative approval on a case-by-case basis.

WITHDRAWAL PROCEDURES – GRADE TO DATE

The sponsor must notify the school of their departure date by filling out a Withdrawal form with the registrar. A minimum of 5 business days is required to ensure all necessary paperwork is complete. Withdrawal date is 2 school days before departure so the student should see the registrar before reporting to class on the next to last day of enrollment. A final clearance form will be given to the student to take to each teacher during the day. Teachers will provide a grade to date, confirm that all books and materials have been turned in, and sign the clearance form. **The student must return the completed form to the registrar on the last day of enrollment at the end of the school day in order to be officially cleared from school.** Once the final clearance form has been completed and turned in to the registrar, the sponsor/parent must come to the office to sign for the student's records.

ACCELERATION PROCEDURES – QUARTER/SEMESTER GRADES

The acceleration program is entirely voluntary and is an option for PCSing students to complete semester credit before they leave. Acceleration dates are established each school year 20 school days before each semester ends and are only authorized for students who are on PCS orders. Responsibility for completion of the program rests with the parent/sponsor and student. Advanced assignments for the school days missed and all final examinations **must** be completed prior to the student's last day of enrollment.

Guidelines for the Acceleration Process:

- Sponsor must notify the school at least 4 weeks prior to departure date by filling out a Withdrawal form with the registrar. This enables us to notify appropriate staff and process student records for your departure. PCS orders must be submitted upon receipt.
- Complete and return the Pre-Clearance form to the registrar as soon as possible.
- Maintain contact with teachers to obtain required work.
- Complete and submit all required assignments.
- Inform grade level counselor if there are any problems.
- The student should see the registrar before reporting to class on the next to last day of enrollment. A final clearance form will be given to the student and he/she will take it to each class during the day. The teacher will provide a quarter and semester grade, confirm that books have been turned in, and sign the clearance form. The student must return the completed form to the registrar on the last day of enrollment at the end of the school day in order to be officially cleared from school.
- Once the final clearance form has been completed and turned in to the registrar, the sponsor/parent should come to Guidance Office and sign for the student's records.

TRANSCRIPTS

Current students may request transcripts online on the Kadena High School Intranet by clicking here: Request Transcript

During the first four (4) years **after** graduation, transcripts are stored in the KDHS Guidance Office. Requests for copies of transcripts should be sent to:

Kadena High School

Attn: Guidance Office
Unit 5166
APO AP 96368-5166

If a request is made for a transcript during the fifth (5) year after graduation, mail the request to:

DOD Dependent Schools - Pacific
PSC 556 Box 796
FPO AP 96372-0796

Requests for transcripts after the fifth (5) year should be sent to:

Thomson Prometic
ATTN: Daryl Moore
2000 Lenox Drive
Lawrenceville, New Jersey 08648
FAX # 609-895-5026

Student Services

Pupil Personnel Services

School Psychologist
School Nurse
Guidance Counselors
ASACS Counselor
Case Study Committee
Crisis Intervention Team
Information Center

School Psychologist
(634-3434)

KDHS is staffed with a full time school psychologist. The psychologist does individual psychological assessments as well as individual and group counseling. In addition, the psychologist is a member of the Case Study Committee and works with the academic teams on a regular basis. Parents are encouraged to contact the school psychologist if they have concerns about their child or want to inform the school about factors that may impact the student.

School Nurse
(634-3435)

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. The nurse may sign out an ill or injured student in the main office with the sponsor's permission. Students will not be released to any person other than their designated emergency contacts. **Please keep the school informed of current emergency contact numbers.**

Medication

DoDDS requires that no student carry medication (prescription or over the counter) to school. It is preferable to schedule a student's medication so that it can be taken at home before and/or after school. In those rare cases when students must take medication at school, only a parent or the nurse can administer it. Any medication dispensed by the nurse requires a "Hold Harmless" form from the physician. All medication kept in school must be the original container from the pharmacy. The label must provide the following information:

Name of Student
Name of Medication
Time to be taken
Dosage

The school nurse must keep all medication in a locked cabinet. Under no circumstances should a student self-administer medication. This includes aspirin, vitamins, over the counter medication and prescriptions.
The School Nurse does not diagnose or treat any non-school related injury or illness, including Youth Services sports injuries, non-specific rashes and other skin conditions, allergic symptoms, or dispense aspirin or other over-the-counter medications and does not excuse students from participating in physical education.

Allergies/Chronic/Acute Conditions/Emergency Contacts

It is extremely important that parents inform the school of at least one emergency contact (name, phone number, address) in addition to the home and duty phone number of parent/sponsor. This is necessary should there be an emergency at school. You will also want to inform the school and the nurse of any chronic or acute health problems, including allergies, asthma, seizures, diabetes, heart condition, orthopedic problems, or any condition that may require special attention. If a student is allergic to bee stings, a bee sting kit should be brought to school and left with the nurse. Inhalers should be provided for students with asthma.

Child Abuse/Neglect

The Department of Defense Schools and community regulations mandate school officials report suspected child abuse and neglect. When faced with issues of child abuse and/or neglect, our primary job is to be a child advocate. Child abuse must be reported to the appropriate authorities. Any suspected cases of physical abuse or sexual molestation will be reported. The national mandate to prevent child abuse is so strong that school officials can be charged if they fail to report a suspected case of child abuse. Neglect is considered a deprivation of necessities, including failure to provide nourishment, shelter, clothing, health care, education, and supervision. This includes leaving children unattended or without adequate supervision. Students should not be kept home from school to supervise other children. Our responsibility and obligation at Kadena High School is to report all suspected cases to family advocacy. Their job is to investigate the suspected abuse or neglect and provide appropriate services for the family.

Guidance Counselors
(634-1216)

The Kadena High School Guidance Office is staffed with four counselors and one psychologist who provide guidance and counseling services as quickly and efficiently as possible. Students and parents are encouraged to make appointments with teachers, counselors, and administrators to discuss personal and scholastic problems as they arise. Appointments can be made by contacting the teacher or guidance counselor. Emergencies can be handled immediately.

The referral process includes: Self Referral
Parent-referral

Peer-referral
Administrative-referral

Counselors assist with: Educational Planning
College Night
Career Information and Planning
General Concerns/ additional programs

Academic counseling services include: Career Options
College Search and Application Process
Conferences with Students, Parents, Teachers
Course Selections
Four Year and Post Secondary Planning
Financial Aid Application Assistance
Graduation Credit Checks
Testing Program--ASVAB, Terra Nova,
ACT, SAT, Advanced Placement, PSAT

Personal counseling services include: Anger Control
Family Problems
Peer Counseling and Support Groups
Personal and Relationship Issues
Stress Management
Study Skills
Time Management

Each year, tests of basic skills are given to measure the status of achievement for DoDDS students in the areas of Science, Reading, Language Arts, Mathematics, and Social Studies. In addition, Algebra and US History students take end-of-course exams. These tests combine norm referenced and criterion referenced assessment to provide useful information about the instructional needs of the students. Teachers review the scores for each grade level, determine strengths and weaknesses, establish priorities, and devise action plans for instruction. From this information, an overall School Improvement Plan is developed to improve the mastery level of our students. Parents are also sent these test results. If you have questions, please call the Guidance Office at 634-1216.

ASACS Counselor

We offer Adolescent Substance Abuse Counseling Services (ASACS) for Kadena High School Students. ASACS counselors treat not only students who may be experiencing problems with alcohol or other drugs, but might have other issues. Services provided by ASACS are free and confidential.

CASE STUDY COMMITTEE

Kadena High School has a multi-disciplinary team of special education support specialists. These specialists assist parents and teachers with the health, social, emotional, and academic concerns of students with disabilities. Parents can contact them by calling 634-3434. Parents, teachers, or students may initiate a referral. The team assesses students to properly identify learning problems. If the student is declared eligible, the CSC (with the help of the parents) will develop an appropriate program to meet the student's needs.

CRISIS INTERVENTION TEAM

The purpose of the KDHS Crisis Intervention Team is to develop and prepare to implement an action plan for crisis intervention at Kadena High School. Potential crises include suicide or attempted suicide, death issues, traumatic accidents involving severe injury, natural disasters, and military actions. There is a crisis plan in place and appropriate procedures to follow. In the event of a crisis, accurate and factual information will be given via a prepared written document from the administration or command. Services and personnel will be available to teachers, students and families who may need assistance.

INFORMATION CENTER

It is the goal of the Information Center (Library) to create informed users of information technology, explain the expectations and responsibilities of users, and teach students how to evaluate the information they find. Parents are asked to review the Internet responsibilities with their teenagers. Before being permitted to use the Internet, students must sign an Internet Usage Contract which lists the students' responsibilities and consequences for not abiding by them. **INTERNET usage in the schools is monitored.**

ACADEMIC PROGRAMS

Advanced Placement (AP) Courses
English as a Second Language (ESL)
Special Education
Lab Classes
AVID
Career Practicum

ADVANCED PLACEMENT COURSES

Advanced Placement courses by definition are extremely rigorous courses, demanding a great deal of the student's time, energy, and commitment for success. Enrollment in advanced placement classes enables the student to qualify for college level credit upon successful completion of the Advanced Placement test in the subject (usually with a score of 3 or better on a 5 point scale). Selection for Advanced Placement courses is based on multiple criteria. Test results, teacher recommendation, and previous grades in similar subjects may be used to determine which students qualify for Advanced Placement courses; however, if the student is highly motivated, they may also be considered. Failure to take the exam for an AR course will result in the student not receiving a weighted grade. DoDDS pays the AP exam fees for all students enrolled in AP courses.

ENGLISH AS A SECOND LANGUAGE

English as a Second Language (ESL**)** program aids students with limited English proficiency. The goal of this program is to help students acquire oral, reading, and writing skills needed for effective communication and participation in mainstream classroom activities. Depending on the age and proficiency level of the student when he/she enters the ESL program, the process may take from one to six consecutive years.

SPECIAL EDUCATION

Kadena High School has the resources and staff to accommodate the needs of a variety of special needs students. Students who are eligible for an Individual Education Program (IEP) will be provided with the special education and related services they require for their educational success. These services provide for the academic, social, emotional, and physical needs of students requiring specialized instruction. Teachers, parents, counselors, and community agencies may make referrals to special education. Whenever appropriate, students receive instruction in the regular education classrooms with support in these classes. Teachers implement modifications based on each student's Individual Education Program (I.E.P.).

Child Find

CHILD FIND is the Department of Defense Dependents Schools (DoDDS) effort to locate children who have handicapping conditions and need individual and appropriate educational services. Kadena High School actively searches for these students so they may receive the special services they need. Programs are offered for students with communication problems, physical disabilities, learning disabilities, and severe handicaps in the least restrictive environment suitable to their needs. If you know of a student who may qualify and has not yet been identified, contact a guidance counselor.

READING, ALGEBRA, AND GEOMETRY LABS

Labs are offered in Reading, Algebra and Geometry. These are elective courses designed to support these subjects. Students who qualify for these support classes are enrolled in the appropriate section. A parent must sign a release form for a student to be dropped from one of these courses.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

A program that prepares students who are not working to their potential for four-year college eligibility and restructures the teaching methodology of an entire school to make college preparatory curricula accessible to all students. The AVID elective classes are offered in grades 9 through 12 and admittance into the class is determined by evaluation of the following criteria:

- Strong student and parent academic commitment
- Grade Point Average of 2.0 – 3.5
- CTBS national stanine scores of 5 to 7 in math computation and in total language
- Teacher, parent, friend, sibling, and/or self nomination
- Good discipline and attendance records
- Completion of the interview process

CAREER PRACTICUM (CP)

Career Practicum gives students an opportunity to work and to acquire skills training through on-the-job experience. CP also provides opportunities for students to research different careers, learn about the job application process, and write resumes, job descriptions, and cover letters. In addition to practical work experience, the CP program offers aptitude testing, career counseling, work exploration, career information searches, interest inventories, and career decision-making processes. Transportation is available to support this program.

STUDENT RECOGNITION

Valedictorian and Salutatorian
National Honor Society
Award Ceremonies & Honor Rolls

SENIOR CLASS VALEDICTORIAN/SALUTATORIAN

The students considered for these honors must be enrolled in the KDHS senior class for the first marking period of the school year and complete the year with that class. Eligibility is based on a full time student status, defined as enrollment in seven classes for the entire senior year. Weighted grades are used for the computation of Valedictorian and Salutatorian. Final selection will be made at the end of the eighth semester of school.

NATIONAL HONOR SOCIETY

Kadena High School has a chapter of the National Honor Society. A student must maintain at least a 3.5 cumulative grade point average in order to be eligible for membership and to remain a member. Students must have attended one full semester at Kadena High School to be considered for membership. Selection is by a faculty committee and is based on the scholarship, character, leadership, and service criteria published by the National Honor Society. NHS students are required to attend regular meetings, complete an annual service project, and comply with all NHS by-laws. Election to the Kadena High School chapter entitles a student admission to another school's NHS chapter upon transfer. Induction programs are held once each semester.

AWARDS CEREMONIES

Kadena High School recognizes academic excellence at awards assemblies held at the end of each semester. Outstanding students are selected by subject area and are awarded certificates of excellence or academic letters. Senior class scholarships are announced at the final awards assembly.

Honor Roll

A student earning an overall grade point average of 3.0 or better during a semester will be listed on the Honor Roll for that marking period and recognized at the semester assembly.

High Honor Roll

A student earning an overall grade point average of 3.6 or better, with no grade lower than "C" during a semester will be listed on the High Honor Roll for that semester. Students will also be recognized at the semester assembly. Students who remain on the High Honor Roll for 3 consecutive marking periods in the same school year will be awarded the Kadena Academic Letter at the final awards assembly. Each year after, students earn a pin for the "K" letter.

Principal's Honor Roll

A student earning an overall grade point average of 4.0 or better will be listed on the Principal's Honor Roll for that semester. Students will also be recognized at the semester assembly and students who remain on the High or Principal's Honor Roll for 3 consecutive marking periods in the same school year will be awarded the Kadena Academic Letter at the final awards assembly. Each year after, students earn a pin for the "K" letter.

EXTRA-CURRICULAR PROGRAMS

Activities
Student Council
Rules of Eligibility for Activities
Sports Physical
Athletic Code of Conduct
Athletic Council
Guidelines for the Athletic Council
Spectator Code of Conduct
Parent Conduct at Athletic Contests

ACTIVITIES

Students at Kadena High School are encouraged to participate in one or more of the many extra-curricular activities available. To be a member or participate, students must maintain a 2.0 GPA and have no more than one failing grade.

The following sports (subject to change) will be offered in school year 2010-2011:

Volleyball	Basketball
Golf	Baseball
Tennis	Cheerleading
Wrestling	Cross Country
Football	Soccer
Track	Softball

In addition to this well rounded athletic program, the following activities and clubs offered in a school year:

Cooking Club	International Thespians	Step Team
Tri M	Newspaper	Model United Nations
National Honor Society	Student Council	Spanish Club
Forensics	Band	FBLA
AFJROTC Drill Team	Chorus	
AFJROTC Color Guard	Mu Alpha Theta Society	
AFJROTC Black Knights	AFJROTC Kitty Hawk Air Society	

STUDENT COUNCIL

Student Council members are elected representatives who meet regularly to help facilitate student activities in the school. Members are elected by the entire student body to represent each grade level. Student council officers are elected at the end of the school year for the upcoming school year.

RULES OF ELIGIBILITY TO PARTICIPATE IN EXTRA CURRICULAR ACTIVITIES

Participation in extracurricular activities at Kadena High School is a privilege, which is extended to those students who agree to compete under the rules governing this program:

1. To be eligible for athletic competition throughout the entire school year, a student must not reach his/her nineteenth birthday **prior** to the first day of the new school year.
2. For athletic competition and for activities requiring physical performance, students must pass a current school year sports physical examination and have it on file at the school. **No practice or participation is to be allowed until the physical is on record with the school nurse.**
3. Students **must** be in attendance during the school day to participate in an extra-curricular activity that day. The administrator in charge of activities will address exceptions.
4. Students who are ineligible **will not be allowed** to try out for extracurricular activities. Roster spots **will not be** saved for ineligible students.
5. Students **must** maintain a 2.0 GPA each week and have no more than one F for the week.
6. Students **must** be eligible with a 2.0 GPA to try-out and participate in any extra-curricular activity.

Participation in extracurricular activities at Kadena High School is a privilege which is extended to those students who agree to follow the rules governing the program. Student participation in school sponsored activities is a desirable aspect of a student's total educational growth. However, if participation negatively impacts academic performance, it may suggest that the student needs to spend more time pursuing his or her course work and less on his or her extracurricular activity.

SPORTS PHYSICAL

A sport physical is required before a student may participate in any sport's tryout, practice or event. The sports physical form is kept on file with the school nurse for one calendar year. Parents may call their Primary Care Manager to set up an appointment for the sports physical. The clinic suggests having this exam done annually during your child's birth month. If your child is planning to participate in fall sports please have the physical done during the summer months. Sports physicals are also recommended for extracurricular activities requiring strenuous exercise or physical training.

ATHLETIC CODE OF CONDUCT

The school offers a well-rounded Athletic Interscholastic Program based on **DoDEA Manual 2740.2**. Athletic programs are an integral part of the total educational offerings of a school and should enhance the physical, mental, social, and emotional growth of each participant. Practice sessions and games are scheduled outside the academic day. Close supervision will be maintained to insure that participants receive adequate instruction for safe, effective participation. Athletic schedules will be published in the fall of the year and advertised to the community by the athletic director for the following sports:

FALL: cross country, football, tennis, volleyball, and cheerleading
WINTER: basketball, wrestling, and cheerleading
SPRING: soccer, golf, baseball, softball, and track and field

ATHLETIC CODE: The following Athletic Code has been established for Kadena High School. It consists of guidelines that all participants in interscholastic activities are expected to adhere to at all times while in training during a sport season. Each coach may establish additional requirements for team membership. These will be issued in writing, and signed by each player, and consistent with this code. The player and his/her sponsor will sign the appropriate athletic team code, retain a copy of the code, and return the signatures through the coach to the Activities Director.

1. To be eligible to participate in Kadena High School athletics, students must be under 19 years of age on September 1st of the current school year. A student who is age-eligible prior to 01 September remains eligible throughout the school year.
2. Students will submit completed Physical Examination/Parental Consent with a certified statement from a physician (certified nurse practitioner, or physician's assistant) for Interscholastic Sports for the current year prior to trying out for the team. A physical is valid for one calendar year. The form must be retained on file with the school principal or his/her designee.
3. Students must be passing with a 2.0 over-all average and no more than one failing grade in the classes that they are enrolled to remain eligible. All students will be monitored on a weekly basis throughout the season. Grades during the quarter will be cumulative to date for that quarter. A student declared ineligible is not authorized to attend or participate at practice, be in school uniform at a scheduled event, or travel with the team to any away events until regaining eligibility. Students that are ineligible will be given intervention support services to regain eligibility.
4. Students will not use or possess alcohol, tobacco or drugs (prescription/nonprescription).
5. Students will meet the requirements and expectations of the team coaches during the sport season. Each coach will review these requirements with the players.
   At the beginning of each season, coaches will provide, in written form, the criteria used for determining letter eligibility. Criteria common to all sports eligibility include:
   a. The athlete must attend all practice and contests.
   b. The athlete must complete the season.
   c. The athlete must turn in equipment.
   d. The athlete must attend the tournament if the team qualifies.
   e. The athlete must meet any additional criteria established by individual coaches.
6. Students may not change team membership following the opening contest of each sport season. A student does not have to participate in that contest, only be listed as a member on the team roster.
7. **STUDENTS MAY NOT PARTICIPATE IN AN ATHLETIC CONTEST IF THEY ARE ABSENT ON THE DAY OF THAT ACTIVITY AND IF THAT ABSENCE IS A RESULT OF AN ILLNESS.** This means that an athlete absent on Friday may not play that night, but may conceivably play on Saturday.
8. STUDENTS MUST ATTEND SCHOOL THE FULL DAY PRIOR TO (OR THE DAY OF) ANY SCHEDULED GAME IN WHICH SHE/HE IS TO PLAY. If the absence is not due to illness and is excused then the athlete may participate with the approval of the administration.
9. A player who is suspended from school **is ineligible** to participate in practice sessions or compete during the period of suspension.
10. Students are expected to be in class the day following a game or match that takes place on a school night. **A violation of this rule will result in the student being ineligible for the next week.**
11. Students **must** return all uniforms at the end of each season or departure from the team. No athlete will be eligible for another sport if they have not "cleared" a previous season's sport. A letter will not be awarded until clearance is accomplished. An athlete who completes the season is removed or resigns from a team must return all equipment to the coach within three school days. The individual or sponsor prior to receiving an athletic letter or participation in another sport will pay for items not returned.
12. A student **who is academically ineligible for three consecutive weeks** may be dropped from the team.
13. Scholastic eligibility may be waived for students at the discretion of the Principal if the Case Study Committee identifies the student as "special needs" and an Individual Education Program is on file. All other eligibility requirements, i.e., age, number of semesters, etc., must be met.

Limitation of Team Membership: Any player, who competes in the first scheduled game or is a member of a given team on that date, is not authorized to participate in any other sport during that sport season. Therefore, students are authorized to participate in only one sport in the fall, one sport in the winter, and one sport in the spring.

The Athletic Director and School Administration will consider exceptions to team limitations due to injury. Also, students withdrawing from school on a weekday may maintain eligibility through the week/weekend of withdrawal.

Transcript: Any student who does not have an official transcript of credits from a school previously attended **may not** compete in any interscholastic competition. Exception: A student arriving from CONUS will be eligible to participate in an athletic contest provided their scholastic progress is satisfactory and DODDS eligibility requirements have been met. The student may continue to participate on a weekly basis until the official transcript arrives. In a case of this kind, there must be evidence that effort has been made to obtain the student's stateside record or the student becomes ineligible immediately. If, upon receipt of the transcript, the student is discovered to be ineligible, no protest may be entered for the games in which the student has participated.

Injuries and Insurance: An athlete who sustains a major injury must obtain written approval from the doctor and/or parents in order to resume participation. Parents who are not entitled to free medical care for their dependents should be aware that responsibility for injuries these students may incur is a personal expense. Parents who believe their present insurance coverage is not adequate should either increase the protection available through their respective employers or supplement their existing coverage through a private company.

Away Events: The school provides transportation for athletes to "away" events. A coach is responsible for athletes until they are picked up by parents/guardian. If an athlete wants to return home using transportation other than the team bus, then their parents must notify the coach in person or in writing. This will release the coach from the responsibility of the athlete's safety and behavior. **Athletes will not be permitted to drive themselves to any "away" event. All athletes will ride the bus to the away games.**

ATHLETIC COUNCIL

Kadena High School's Athletic Council insures due process for students presenting a dispute over interpretations of athletic rules. The Athletic Council will consist of the Athletic Director, the Assistant Principal, 2 coaches (one male and one female) not involved in coaching the current season, a parent representative, and a faculty representative.

The steps for appeal are:

1. The athlete and coach should try to resolve all problems between themselves.
2. Any request for an appeal must be submitted in writing to the athletic director stating the reason(s) for the appeal.
3. A meeting to resolve the dispute will be held within three days of the receipt of the written request. The athlete and coach will be given notice of the time and place of the meeting.
4. When the Athletic Council meets, each side in the dispute will be ready to present their positions. Once both sides have been presented, the board will make a recommendation to the Principal.
5. The Principal will review the council's recommendation and make the final ruling.

Guidelines for the Athletic Council

The board is convened for the sake of mediating any disputes that arise from the Athletics Program at Kadena High School. Each of the parties has the right to make their argument to the board in an effort to remedy the dispute. The Board consists of the following individuals:

- Activities Director (facilitator of the Board)
- One parent of a student at Kadena High School (voting member)
- A coach for a sport that is not presently in season (voting member)
- Two faculty members not directly related to athletics (voting members)
- Administrator in charge of extracurricular activities (Tiebreaker)

The Activities director facilitates the meeting and ensures that all parties are given the opportunity to speak and present their case. The coach and parents involved in the dispute remain outside the room until it is their turn to speak. The parents and the student will first present their case to the board. The board will then be given the opportunity to ask questions of the player and parents. Once they have presented their case they will be asked to leave the room. At this time the coach will be allowed to present his case to the board. The board again has the opportunity to ask questions. Once this is complete the coach is asked to leave the room. The board will discuss the issues and arrive at a decision as to the possible remedies for the case. The four voting members of the board will then be polled as to their decision. If there is a tie, the Administrator present will cast the deciding vote. The recommendation is forwarded to the Principal for review and either accepted or rejected. The Principal will notify the parents and the student of the decision. If the parents so choose, they may appeal the decision in writing within ten days to the Okinawa Activities Council, (the governing body for DoDDS activities on Okinawa) to review the case and make a recommendation to the District Superintendent.

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SPECTATOR CODE OF CONDUCT

Spectators are expected to:

1. Follow all school policies prohibiting the use of alcohol and tobacco at all school events.
2. Recognize that they represent the school just as definitely as does the member of a team and, therefore, have an obligation to be a true sportsman and encourage the practice of good sportsmanship by others through their behavior.
3. Recognize that good sportsmanship is more important than victory by approving and applauding good team play, individual skill, and outstanding examples of sportsmanship and fair play exhibited by either team and refrain from inappropriate language.

4. Recognize that the primary purpose of interscholastic athletics is to promote the physical, mental, moral, social and emotional well being of the players through the medium of contests. Victory or defeat is of secondary importance.
5. Treat visiting teams and officials as guests, extending to them every courtesy.
6. Be modest in victory and gracious in defeat.
7. Respect the judgment and integrity of officials.

PARENTAL CONDUCT AT ATHLETIC CONTESTS

Parental interest and support are essential.

1. Parents are encouraged to relieve the pressure of competition by stressing the importance of having fun. Players should not be pressured by excitement or tension created by their parents.
2. Coaches should emphasize their surrogate role within their coaching function on the field. Parents are to be reminded that they are not to question any decision of the coach or the referees.
3. Excessive screaming or direction of inflammatory remarks to coaches players or referees are strictly prohibited, only cheering of a positive nature should be encouraged.
4. Under no circumstances will a parent be allowed to enter the playing field during active play or to direct profanity to other players, officials, coaches, or other members of the audience.
5. Encourage parents to avoid conflicts with parents or other adults from the opposing team.
6. Always encourage good sportsmanship. Parents should teach their children to be gracious winners and good losers.
7. Discourage conversations between parent and player. No communication should be allowed during the game. Avoid additional distractions (e.g., film taking) whenever possible.
8. Parents should know the playing rules of the sport. They should teach these rules to their children. The coach can clarify any idiosyncratic aspects of the game if you have questions.
9. Punctuality and proper dress are a major responsibility of the parents. In addition, improper dress on the field creates unnecessary difficulties for the coach, player and his/her teammates.
10. Setting an example for your child to follow is the most important aspect of parent behavior. Players tend to imitate and emulate the behavior of their parents religiously, without any evaluation of its veracity.

SCHOOL-WIDE EXPECTATIONS

Computer Use Policy
Attendance
Sign in/Out
Truancy
Advanced Absences
Power of Attorney
Make-up Policy for Absences
Tardies
Student Rights, Responsibilities, and Due Process
Student Code of Conduct
Incident Reports or Referrals
Classroom Behavior
Plagiarism or Cheating
Assembly and Common Area Conduct
Public Display of Affection
Dress Code
Other Misconduct
Suspension
Grounds for Suspension and Expulsion
Non-Educational Items
Discipline Committee
DoDDS Zero Tolerance Policy
Drug Free School Policy
Harassment
Consequences Chart

COMPUTER-USE POLICY

DoDDS Policy

The Internet makes it possible to access computers and people all over the world. Therefore, it is impossible to control all materials, and an industrious user may discover controversial information, which may not be considered to have educational value. However, DoDDS firmly believes that the valuable information on this network far outweighs the possibility that users may find undesirable material. DODDS has listed the following responsibilities for all Internet users:

1. The use of the Internet is a **privilege, not a right,** and inappropriate use will result in cancellation of this privilege.
2. Internet access in DODDS schools must be in support of education and research. Personal use is **NOT** acceptable.
3. Users who visit inappropriate sites or download inappropriate files will be denied Internet access.
4. Disrupting the use of the Internet by others is not acceptable.
5. Federal regulation mandates that users protect and conserve government property and not use such properties for other than authorized purposes.
6. Access or transmission of material in violation of U.S. regulation is prohibited. This includes copyright, threatening or obscene material.
7. Commercial use is not acceptable.
8. Vandalism may result in cancellation of privileges. Vandalism is defined as any attempt to harm, modify, or destroy computer hardware, software, the data of another user, or the Internet itself.

ATTENDANCE

It is expected that all students will attend school regularly and punctually. Regular attendance is vitally important as it promotes successful learning as well as development of the habits needed for the responsibilities of adult life, especially in the workplace. Although it is possible to make up reading and written assignments, it is not possible to replicate teacher directed lessons, class discussions, laboratory experiences, etc. Missing this instruction may adversely affect the student's learning and therefore, her/his grades.

Parent/Sponsor Responsibilities for Attendance:

- It is the responsibility of the parent or sponsor to ensure students arrive to school on time and attend classes regularly. This is an expectation of the school, the community and the military commands.
- It is the responsibility of the parent or sponsor to notify the school in a timely manner when their child is or will be absent.

Parents/Sponsors may notify the school by:

1. Logging into the Parents/Sponsors Only web site at www.edunet.kadena-hs.pac.dodea.edu and completing the Absent Tardy form. (Please register first as instructed on the site) Contact the school ET for login information to this site at Kadena.ET@pac.dodea.edu
2. Phone - Call 634-1712 or 1216 (from Off Base - 098-961-1712 or 1216)
3. Have the student bring a note signed by the parent/sponsor to the main office. (These will be authenticated via a phone call to the parent/sponsor)

Consequences:

- When a student exceeds 5 class absences for any ONE CLASS or 10 days absent for any reason other than a school related activity during a semester, **the parent will be notified. If the attendance does not improve, then the sponsor's command will be notified** that the sponsor is not meeting his/her obligation and expectation to keep their school age dependant in school.
- When a child's educational success is impacted by excessive absences, Family Advocacy may also be contacted to work with the family.

There are cases where a child has an extended illness or emergency leave situations arise and these will be taken into account on a case-by-case basis when proper documentation is provided.

SIGN IN/OUT

A parent/guardian must sign out a student who leaves school during the school day. Students will not be called to the office until parent or guardian is present, ID is validated, and has signed the logbook. Students must sign back in upon return that day. Deviation from this procedure will require a parent to make **prior** arrangements with the school. A school administrator must approve each request.

TRUANCY

Truancy is defined as any absence from a class without the **written permission** of the sponsor and/or school officials. Truancy is a serious matter as it poses a threat to the health and well being of our young people. The Kadena Disciplinary Action Program (KDAP) has joined forces with the Kadena Air Base schools to address truancy.

Consequences:

- First documented incident - After School Detention and Notification of Sponsor
- Second documented incident - One Day Suspension and Notification of Sponsor
- Third documented incident - (In School Suspension??) One Day Suspension and Notification of Sponsor's Command
- Fourth documented incident - Referral to the Kadena Disciplinary Action Program.

Additionally, any student scheduled for a KDAP hearing will have their attendance and behavior records reviewed. Any sanctions issued by KDAP will be in addition to those imposed by the school.

ADVANCED ABSENCES

Any student who will be absent for an extended period of time must:

- Obtain a Preauthorized Advanced Absence form from the Main Office.
- Get this form completed **and signed by teachers.**
- Return the form to the main office.
- **Upon return, it is the student's responsibility to make up work missed.**

Emergencies are unavoidable, but when a family trip is scheduled during the school year, careful consideration should be given to the impact the absence will have on the student's schoolwork.

Consequence for not giving advanced notice:

- Failure to notify the Main Office of an extended advanced absence could result in notification of the sponsor's command.

POWER OF ATTORNEY

- If parents temporarily leave Okinawa and grant power-of-attorney for someone to supervise their dependent, the parent **must notify the school**. Without this information, we are unable to provide medical or other emergency support. Please notify the school nurse and the main office.

MAKE UP WORK POLICY FOR ABSENCES

After an absence, students must:
Check with their teachers to ensure all missing assignments and/or class work are complete.

It is the student's responsibility:
To take care of all make-up work. Failure to do so may result in a failing grade. Each teacher will determine make-up procedures in his/her class. The policy for time allowed for making up class work due to an absence will be as many days as the student was absent from that class but **not to exceed 10 school days**.

When a student is absent more than three days, class work may be collected with a request made through the registrar. Long-term homework requests should also be made via e-mail to the teachers. **Students will have as many days to complete and turn in the work as days absent from any class but not more than 10 school days.** Cases of **documented** prolonged illness will be given special consideration. In such cases, assignments may be obtained through the counselors or teachers. Homebound instruction may be necessary in some cases. If parents have questions about this, they should call the counselor or school nurse.

TARDIES

Students who are not in their assigned classroom **by the time the tardy bell is finished ringing** are tardy. Tardies will be reported each period through Aspen attendance.

Consequences:
Unexcused tardies are addressed in the teacher's classroom management plan.
Excessive tardiness will be referred to the administration for disciplinary action.
Consequences start with 6 tardies per quarter, then with 8, 12, 16

- 6 Tardies - After School Detention and parent notification
- 8 Tardies - Saturday Detention and parent notification
- 12 Tardies - Suspension (In School?) and parent notification
- 16 Tardies - Suspension with Command Notification

STUDENT RIGHTS, RESPONSIBILITIES AND DUE PROCESS

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

To guarantee your rights as a Kadena High School student, you are expected to be responsible for your own actions and abide by the rules contained in this handbook. High school students are held more responsible for their actions because they are given more freedom and privileges. With these increased privileges come increased responsibilities.

Our policies governing students, both written and implied, are established for the purpose of preserving the educational setting as well as the rights of each individual student in his/her pursuit of an education.

Copies of DS Manual 2050.1, Students' Rights and Responsibilities in the Department of Defense Dependent Schools System may be obtained on request in the main office. This pamphlet includes the topics: "Access to Learning", "Freedom of Expression", "Student Governance", "School Records", "School Discipline", "Protection of Personal Privacy", and "Community Resources".

STUDENT CONDUCT

Students, teachers, and other staff members have the right to a safe and orderly school environment. Students are expected to be courteous to other students, staff members, and visitors to the school at all times. Students are to exhibit respect, appropriate behaviors, and cooperate with their teachers and other school staff members at all times.

No verbal or written put-downs, teasing, vulgar language, harassment, racial or ethnic slurs will be tolerated. Students are expected to mediate any conflict with a peer only in the counselor's office or administrative office. Fighting, play fighting, pushing, shoving, shouting, and horseplay are unacceptable. Weapons at school, sexual harassment and racial comments **will not be tolerated** and carry severe consequences. Any student who instigates, encourages, promotes, or displays behavior that encourages peers to participate in any unsafe and/or negative practices will be held accountable for their actions.
School policies and procedures for student conduct apply in the school, on school grounds, and in parking areas near the school grounds. This includes any time students are on campus before and after school, while students attend, participate in, or observe school-sponsored activities, and on all school-sponsored trips.

KADENA HIGH SCHOOL ANTI-BULLYING POLICY

A. "***Bullying***" means systematically and chronically inflicting physical hurt or psychological distress on one or more students or employees. It is further defined as: unwanted purposeful written, verbal, nonverbal, or physical behavior, including but not limited to any threatening, insulting, or dehumanizing gesture, by an adult or student, that has the potential to create an intimidating, hostile, or offensive educational environment or cause long term damage; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation, is carried out repeatedly and is often characterized by an imbalance of power.

Bullying may involve, but is not limited to:

1. Unwanted teasing
2. Threatening
3. Intimidating
4. Stalking
5. Cyber stalking
6. Cyber bullying
7. Physical violence
8. Theft
9. Sexual, religious, or racial harassment
10. Public humiliation
11. Destruction of school or personal property
12. Social exclusion, including incitement and/or coercion
13. Rumor or spreading of falsehoods

B. "***Harassment***" means any threatening, insulting, or dehumanizing gesture, use of technology, computer software, or written, verbal or physical conduct directed against a student or school employee that:

1. Places a student or school employee in reasonable fear of harm to his or her person or damage to his or her property.
2. Has the effect of substantially interfering with a student's educational performance, or employee's work performance, or either's opportunities, or benefits.
3. Has the effect of substantially negatively impacting a student's or employee's emotional or mental well-being.
4. Has the effect of substantially disrupting the orderly operation of a school and/or school district work environment.

C. "***Cyber stalking***", as defined: to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at or about a specific person, causing substantial emotional distress to that person and serving no legitimate purpose.

D. "*Cyber bullying"* is defined as the willful and repeated harassment and intimidation of a person through the use of digital technologies, including, but not limited to email, blogs, texting on cell phones, social websites (e.g., MySpace, Facebook, Twitter, etc.), chat rooms, "sexting," instant messaging, or video voyeurism.

E. "***Bullying***", **"*Cyber bullying*",** and/or "***Harassment***" also encompass:

1. Retaliation against a student or school employee by another student or school employee for asserting or alleging an act of bullying, harassment, or discrimination.
2. Retaliation also includes reporting a baseless act of bullying, harassment, or discrimination that is not made in good faith.
3. Perpetuation of conduct listed in the definition of bullying, harassment , and/or discrimination by an individual or group with intent to demean, dehumanize, embarrass, or cause emotional or physical harm to a student or school employee by:

a. Incitement or coercion;
b. Accessing or knowingly and willingly causing or providing access to data or computer software through a computer, computer system, or computer network within the scope of KDHS; or
c. Acting in a manner that has an effect substantially similar to the effect of bullying, harassment, or discrimination.

F. "***Bullying***," *"**Cyber bullying*",** "***Harassment***," and "***Discrimination***"
Encompasses, but are not limited to, unwanted harm towards a student or employee in regard to their real or perceived; sex, race, color, religion, national origin, age, disability (physical, mental, or educational), marital status, socio-economic background, ancestry, ethnicity, gender, gender identity or expression, linguistic preference, political beliefs, sexual orientation, or social/family background or being viewed as different in its education programs or admissions to education programs and therefore prohibits bullying of any student or employee, consultant, contractor, agent, visitor, volunteer, student, or other person in the school or outside the school at school-sponsored events, on school buses, and at training facilities or training programs sponsored by KDHS.

G. *"Accused"* is defined as any employee, student, visitor, volunteer or other person in the school or outside the school at schools sponsored events, on school buses, and at training facilities or training programs sponsored by KDHS who is reported to have committed an act of bullying, whether formally or informally, verbally or in writing.

H. "***Complainant***" is defined as any student, employee, visitor, volunteer, or other person who formally or informally makes a report of bullying, orally or in writing.

I. *"Victim"* is defined as any employee, student, visitor, volunteer, or other person in the school or outside the school at school sponsored events, on school buses and at training facilities or training programs sponsored by KDHS, who is reported to have been the target of an act of bullying during any educational program or activity conducted by KDHS.

II. Expectations: KDHS expects students and employees to conduct themselves in keeping with their levels of development, maturity, and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities and equipment.

A. KDHS prohibits the bullying of any student or school employee:

1. During any educational program or activity conducted by KDHS.
2. During any school-related or school-sponsored program or activity or on a KDHS school bus.
3. Through the use of any electronic device or data while on school grounds or on a KDHS school bus, computer software that is accessed through a computer, computer system, or computer network of KDHS. The physical location or time of access of a computer-related incident cannot be raised as a defense in any disciplinary action initiated under this section.
4. Through threats using the above to be carried out on school grounds. This include threats made outside of school hours, which are intended to be carried out during any school-related or school-sponsored program or activity, or on a KDHS school bus.
5. Though an incident of alleged bullying (cyber bullying or other) may occur off campus and may not entail threats of acts to occur during school hours, if a student's ability to receive an education or a school's ability to provide an education is significantly impaired, as determined by the school administration, disciplinary sanctions may be issued.

B. All administrators, faculty, and staff, in collaboration with parents, students, and community members, will incorporate systemic methods

C. Student rights shall be explained as outlined.

III. Stakeholder Responsibilities

A. Student Support Services' Office of Prevention: Student Support Professionals, in collaboration with KDHS, will collaborate with school based staff members, families, and community stakeholders to utilize this Policy

B. At the beginning of each school year, the school principal/designee shall provide awareness of this policy, as well as the process for reporting incidents, investigation and appeal, to students, school staff, parents, or other persons responsible for the welfare of a pupil through appropriate references in the Student Handbook, Employee Handbooks, the school website, and/or through other reasonable means.

V. Disciplinary sanctions (consequences) and due processes for a person who commits an act of bullying under this policy.

A. Consequences and appropriate interventions for students who commit acts of bullying may range from positive behavioral interventions up to, but not limited to suspension, as outlined in the Student Code of Conduct, the discipline Matrix, and this Policy

1. All steps necessary to protect the victim from further violations of this policy will be taken.

B. Consequences and appropriate intervention for a visitor, volunteer, or parent/guardian found to have committed an act of bullying shall be determined by the school administrator after consideration of the nature and circumstances of the act.

IV. Referral for Intervention

A. Referral of a student to the collaborative problem-solving team for consideration of appropriate services is made through the school problem-solving process by school personnel
Parent notification is required. .

B. School-based intervention and assistance will be determined by the collaborative problem-solving team and may include, but is not limited to:

1. Counseling and support to address the needs of the victims of bullying.
2. Counseling interventions to address the behavior of the students who bully (e.g., empathy training, anger management).
3. Intervention which includes assistance and support provided to parents.
4. Analysis and evaluation of school culture with resulting recommendations for interventions aimed at increasing peer ownership and support.

V. Appeals process

A. Appeal procedure for bullying by a student will follow the steps outlined in the Student Handbook.

VI. Confidentiality

A. To the greatest extent possible, all complaints will be treated as confidential
B. Limited disclosure may be necessary to complete a thorough investigation as described
C. The complainant's identity shall be protected, but absolute confidentiality cannot be guaranteed.

VII. Retaliation Prohibited

A. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment in connection with filing a complaint or assisting with an investigation under this Policy.

B. Retaliatory or intimidating conduct against any individual who has made a bullying complaint or any individual who has testified, assisted, or participated, in any manner, in an investigation is specifically prohibited and as detailed in this Policy shall be treated as another incidence of bullying.

INCIDENT REPORTS/REFERRALS

Students have the responsibility to report to a teacher, a sponsor or a representative of administration anything that they feel needs to be addressed concerning any issue at school. Incident reports are available in the front office. Additionally, if a student is referred to the office for a discipline reason, they are encouraged to complete an incident report. This allows students to share their point of view of an incident.

CLASSROOM BEHAVIOR

Each teacher has and enforces a classroom discipline plan that is reviewed with students during the first week of the semester. Plans encourage appropriate behavior, list logical consequences, and involve the sponsors in the discipline process for routine disciplinary matters. When preventive measures, including sponsor involvement, are unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action. Serious misconduct may result in immediate referral to the administration.

PLAGIARISM or CHEATING

Our world acknowledges that ideas are the intellectual property of individuals. As such, plagiarism, or Intellectual theft has serious ramifications. Most universities consider it a matter of such consequence that students can be expelled and faculty members let go if they are found to have plagiarized. The legal community has developed a specialized area of practice to deal with the legal ramifications of this issue. Grades, which are reflective of student work, become of little value in an institution which does not address the issues surrounding intellectual theft. In a system which rewards students monetarily through scholarships and acceptance to universities and military academies, accurate reflection of student academic achievement is of utmost importance.

According to Lynn Quitman Troyka:

> To plagiarize is to present another person's words or ideas as if they were your own. Plagiarism is like stealing. The word plagiarize comes from the Latin word kidnapper and literary thief. Plagiarism is a serious offense that can be grounds for failing a course or expulsion from a college. Plagiarism can be intentional, as when you submit as your own work a paper you did not write. Plagiarism is also intentional when you deliberately incorporate the work of other people into your writing without using documentation to acknowledge those sources. Plagiarism can also be unintentional—but no less serious an offense—if you are unaware of what must be acknowledged and how to do so with documentation. (487)

While a student enrolled in Kadena High School may not be expelled for cheating or plagiarism, incidents of such will be reported to administration for disciplinary action and counseling. For our purposes Diana Hacker's distinction will be used:
Three different acts are considered plagiarism:

1. Failing to cite quotations and borrowed ideas.
2. Failing to enclose borrowed language in quotation marks.
3. Failing to put summaries and paraphrases in your own words. (115)

While there are many documentation systems which address accurate citation of sources, that developed by the Modern Language Association (MLA) is taught by the Kadena High School English department.

Hacker, Diana. A Writer's Reference. 4th ed. Boston: Bedford, 1999.
Troyka, Lynn Quitman. Simon & Schuster Handbook for Writer's: Annotated Instructor's Edition. 5th ed. Upper Saddle River: Prentice Hall, 1999.

The following are violations of KDHS academic standards and may result in administrative action:

Cheating:
Cheating involves any activity that creates an unfair advantage in relation to your peers or prevents an accurate assessment of your academic preparation and abilities.

- Using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class (e.g. calculators when not allowed, cell phones, crib notes, signals, etc)
- Helping or attempting to help another in an act of cheating or plagiarism
- Purposely allowing another student to copy from your paper during a test
- Giving your homework or other academic work to another student to plagiarize

Plagiarism:
Plagiarism is a form of stealing that involves claiming another's thoughts or words as your own without proper acknowledgement or citation. (see above)

- Representing an assignment as a unique and individual effort when, in fact, it is at least partly the work of another
- Submitting a work that has been purchased or copied in part or whole from an Internet source or another source

- Incorporating the words, images, artwork, graphical representations, or ideas of an author into one's paper without citing the original author(s)

Other Examples of Academic Dishonesty:

- Collaboration with other students without explicit permission of instructor and without proper disclosure of participants
- Lying to a parent, teacher or school official to improve your grade; (examples: feigning illness in order to get a time extension on assignments)
- Stealing or referencing undistributed tests, answer keys, or teacher's edition of textbooks.
- Forging signatures

ASSEMBLY/COMMON AREA CONDUCT

The same high standards of student conduct are expected and required at school assemblies, pep rallies, athletic events, concerts, or any other school sponsored event. This includes events before, during, and after school, in the evenings, and on weekends, whether at school or at an off campus location. Inappropriate behavior at school-sponsored events will be dealt with as inappropriate behavior occurring during the school day. Appropriate behavior extends from the classroom to the school's common areas. All staff members have the right and responsibility to enforce school rules and insist upon appropriate behavior in common areas. Students are expected to abide by a reasonable request and are required to give their names to a staff member when requested to do so. Failure to do so will result in appropriate administrative action.

PUBLIC DISPLAY OF AFFECTION

Public display of affection (hugging, kissing, etc.) is not appropriate in school, on school grounds or during school-sponsored activities. Students are expected to refrain from this type of behavior at school.

DRESS CODE

Students' dress and personal grooming are expected to be appropriate for the school environment. There are many reasons why schools have found dress codes to have a positive effect. Students and parents assume responsibility for acceptable appearance. Failure to comply with dress code standards will be addressed by the administration. Students should also refrain from wearing clothing that may offend our host country either by style or message. Teachers or activity sponsors may set additional dress standards for safety reasons, building team spirit, or presenting a good image on study trips or off-campus activities.

- Headgear and dark/sun glasses (unless medically prescribed) may not be worn inside the school complex at any time. This includes both males and females.
- Footwear must be worn at all times.
- Shirts or blouses that expose the chest, midriff or undergarments are not appropriate.
- Shorts and skirts must cover the majority of the thigh.
  - Clothing, jewelry, or any other items which have inappropriate pictures or logos, are obscene, are discriminatory, promote violence, are unsanitary or torn, or makes reference to drugs, alcohol, tobacco, or gangs may not be worn.
  - Clothing must be fastened in a way that undergarments are not seen.

DISCIPLINE

A student may be disciplined with written or oral reprimands, notice to parents, suspension from school or extracurricular privileges, teacher/student/parent conferences, and by other teacher interventions deemed

appropriate. These offenses include any conduct that is not conducive to the good order and discipline of the school. Examples of conduct for which discipline may be appropriate include, but are not limited to:

- Tardiness
- Running or horseplay in the halls or classrooms
- Cheating or lying
- Possessing items in violation of school rules
- Use of offensive language
- Damage to the property of any other person on or about school grounds
- Failing to follow instructions

Many first-time misbehavior infractions are handled by assigning after school detention. Detention requires a student to be present at a designated time and location for classroom or school-wide rule infractions. Teachers may assign classroom detentions based on their discipline plan. A school administrator will assign administrative detentions. A student who fails to attend a classroom detention will be assigned an appropriate administrative action. Suspension may also be assigned when a child engages in repeated or multiple acts of misconduct which, individually, might not warrant suspension. The administrator may determine that the nature of the offense, in the context of all circumstances, warrants a more severe consequence.

SUSPENSION

Students who are assigned Suspension are permitted to make up all class work and homework assignments. The objective in assigning suspensions is to modify inappropriate student behavior. It is not our goal to jeopardize academic growth.

At the discretion of the administration, and with the cooperation of the parents, students may be assigned service to the school on non-instructional days, such as teacher workdays, in-service days, or holiday recess periods. Students may be assigned to picking up trash in and/or outside the building, washing school vehicles, washing or painting walls, returning trays in the cafeteria, or other duties as appropriate. **We encourage direct parent escort with students to all classes in lieu of suspension when appropriate**.

If a student is to be suspended from school, the student and parents/sponsor are informed of the suspension and the reason(s) for this action. Copies of suspension notices are sent to the sponsor, District Office, Kadena Discipline Action Program (KDAP), and the Provost Marshall (on request). A re-admission conference may also be requested by administration.

The purpose of suspension from school is to communicate clearly to the student that the behavior that precipitated the suspension will not be tolerated at school. In order for suspension to be an effective deterrent to future behavior problems, it is extremely important that **students be under the direct supervision of an adult when out of school. Suspended students may not be on, or near the school campus, or attend any school functions for the duration of the suspension.**

GROUNDS FOR SUSPENSION AND EXPULSION

As outlined in DS Manual 2050.1, a student may be suspended or expelled from school, if the principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee, determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or dangerous object.

3. Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense, if the principal so recommends and the disciplinary committee concludes such measures are necessary.
4. Committed or attempted to commit robbery or extortion.
5. Caused or attempted to cause damage to school, government, vendor, or private property.
6. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
7. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.
8. Committed any lewd, indecent or obscene act or engaged in habitual profanity or vulgarity.
9. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
11. Gambling in any form.
12. Conduct; including fighting, that endangers the well being of others.
13. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
14. Possession or control of a beeper or similar portable communications devices unless authorized by the principal. Beepers or similar communications devices are subject to confiscation by school authorities.
15. Cursing, gesturing, or verbally abusing any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.
16. Vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
17. Forgery, cheating, or plagiarism.
18. Use or possession of fireworks.
19. Violation of attendance regulations.
20. Unauthorized or illegal use of, or access to, computers, software telecommunications, and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download obscene material.
21. Violation of any law, regulation of the military installation or school, or policy of the DoDDS system.
22. Complicity in the violation of any rule described above.

Non-Educational Items

Students should bring to school only those items that are needed in order to do or support their schoolwork. *A Cell phone that disrupts a class **may be confiscated**.* **Cell phones will be retained in the office for sponsor pick up.** Non-educational items are distracting to their owners and to other students, may be a safety hazard, and/or may present an unnecessary temptation to other students to take or misuse them. The following are examples of, but not limited to, items that are not allowed at school, on school buses, on study or incentive trips, or on any school-sponsored activity:

- Medications (except those kept for students by the school nurse)
- Household cleaners and chemicals
- Water guns
- Clothing or bags which advertise drugs or display logos with inappropriate language, alcohol, tobacco products or offensive messages.

These items will be retained in the office for sponsor pick up. Repeated disregard of the above may result in disciplinary action. Any potentially illegal or stolen items will be turned over to the Military Police.

The school will not be responsible for loss or theft of any personal items the student brings to school. It is the student's responsibility, in concert with his/her parents, to search for the missing item and to file any necessary police reports.

DISCIPLINE REVIEW COMMITTEE

A discipline committee is comprised of school officials and community members who meet to recommend disciplinary actions. This committee convenes to consider any recommendation that a student be suspended for more than 10 days or expelled. The disciplinary committee will hear the evidence and forward their findings and recommendations to the Superintendant. The principal appoints members to the committee.

The chart outlining consequences for Referrals to Administration is posted on page 37.

The chart outlining consequences for violation of DoDEA Zero Tolerance Weapons Policy is posted on page 46.

DRUG-FREE SCHOOL POLICY

DS Regulation 2792.2 Drug-Free School and Learning Environment establishes policies and procedures for ensuring drug-free school and learning environments for students of DoDDS by instituting clear and specific rules regarding drug possession, use, and distribution. Possession of, being under the influence of or selling or giving away non-prescription, prescription, illegal drugs, controlled substances, or alcohol on the school campus, during the school day, or during any school sponsored trip or activity is not permitted. Appropriate discipline will be taken if these standards are not met. Please contact the school's nurse if you have any questions or concerns about these issues or other health concerns at 634-3435 In addition to the automatic actions, each student must meet with the school's alcohol and substance abuse counselor before returning to school.

HARASSMENT

Harassment on the basis of sex is a violation of Sec. 703 of Title VII of the Civil Rights Act. Unwelcome sexual advances and other verbal or physical conduct of a sexual nature constitute sexual harassment. Harassment includes bullying, hazing, or touching another student in any unwelcome manner. Students should report sexual harassment incidents immediately to administration. There is Zero Tolerance for Sexual Harassment at Kadena High School. DoDEA Regulation 2151.1, "Disciplinary Rules and Procedures," August 16, 1996 explains our grounds for student suspension or expulsion for such offences.

KADENA HIGH SCHOOL CONSEQUENCES FOR REFERRALS TO ADMINISTRATION SY 2010-2011

INFRACTION	CONSEQUENCES		
	1st Referral	2nd Referral	3rd Referral
Assault of a Staff Member	10 Day Suspension / Discipline Hearing / 18th Security Force		

	Notification		
Computer Abuse or Crime	Restricted Use / Possible Forfeiture of Use	See KDHS Internet Agreement	
Contributing to Fights	1 Day Suspension	2 Day Suspension	3 Day Suspension
Disruptive Behavior	Parent Conference	Detention	1 Day Suspension
Dress Code Violations	Warning / Correction of Dress	Correction of Dress After School Detention	Saturday Detention
Drug or Alcohol Possession/Sale/Use	10 Day Suspension / Discipline Hearing and 18th SFS Notification		
False Fire Alarm	5 Day Suspension and 18th SFS Referral	10 Day Suspension, Expulsion Hearing 18th SFS Referral	
Fighting	3 Day Suspension	5 Day Suspension	10 Day Suspension and Discipline Hearing
Harassment / Sexually Offensive Behavior	1 Day Suspension and Counseling Referral	3 Day Suspension and Counseling Referral	5 Day Suspension and Command Notification
Horseplay	Admin Counseling \ Parent Notification	After School Detention	Saturday Detention
Illegal Parking / Reckless Driving on or near Campus	Parent Notification	Loss of Parking Privileges for Five Days	Loss of Parking Privileges and 18th SFS Notification
Insubordination / Disrespect / Disobedience to a Teacher	After School Detention	Saturday Detention	1 Day Suspension
Profanity / Vulgarity	Admin Counseling \ Parent Notification	After School Detention	Saturday Detention / Referral to Counselor
Smoking / Possession of Tobacco Products	1 Day Suspension and Referral to ASACS	2 Day Suspension and Referral to ASACS	3 Day Suspension and Referral to ASACS
Theft / Possession of Stolen Items	2 Day Suspension / Restitution / 18th SFS Notification	3 Day Suspension / Restitution / 18th SFS Notification	5 Day Suspension / Restitution /18th SFS Notification
Threat of Physical Violence to a Staff Member	3 Day Suspension and Counseling	5 Day Suspension and 18th SFS Notification	10 Day Suspension, 18th SFS Notification, and Discipline Hearing
Threat of Physical Violence to a Student	1 Day Suspension	3 Day Suspension	5 Day Suspension
Using Prohibited Items During School: Cell Phone, IPOD, etc.	Confiscate by teacher / Turn in to Office / Parent Retrieval	Detention / Parent Conference Saturday Detention	1 Day Suspension
Tardies (Excessive)	After School Detention	Saturday Detention	Saturday Detention
Truancy	Parent Notification / Saturday Detention	Parent Notification / 2 Saturday Detentions	Parent Notification / Saturday Detention / KDAP Referral
Vandalism	3 Day Suspension / Restitution / Clean Up and 18th SFS Notification	5 Day Suspension / Restitution / Clean Up and 18th SFS Notification	10 Day Suspension,/ Restitution / Clean Up / 18th SFS Notification / Discipline Hearing
Verbal Assault of a Staff Member	1 Day Suspension	3 Day Suspension	5 Day Suspension

***For Dangerous Items (Weapons) additional penalties are listed in the DODEA Zero Tolerance policy.**

This List Is Not All-Inclusive. All consequences will be determined on a case-by-case basis. Mitigating circumstances will be taken into account when determining final discipline. For minor offenses, Lunch Detention may be assigned.

General Information

Closing-Cancellation-Delay of School
Closed Campus 9th and 10th Grades
Dance Policy
School Lunch Program

Emergency Contact Information
Fire Drills
Food and Beverages
Hall Passes
Homework Policy
Lockers
Lost and Found
Messages for Students
Parking Permits
Report Cards
Safety and Security
Study Trips
Telephones
Textbooks and Other School Property
Visitors

CLOSING / CANCELLATION / DELAY OF SCHOOL

On rare occasions, bus transportation may be delayed or canceled altogether. If buses are delayed or canceled, school is also delayed or canceled. Cancellation and delay announcements will be made on AFN starting before 0600 hours. School may be closed early for a number of reasons. For example: typhoon or tsunami weather conditions, heating, electrical, or plumbing problems that would endanger the health or safety of the students would be a reason for closure. Announcements of closings and delays will be made on AFN.

CLOSED CAMPUS for 9TH and 10TH GRADES

Kadena High School maintains a closed campus policy for all 9th and 10th graders. All freshmen and sophomores are to remain on campus for lunch. Parents are welcome to check their child out of school to take them to lunch. Leaving school grounds without permission is classified as truancy.

DANCE POLICY

School dances can be hosted only by recognized school sponsored activities and organizations.
Kadena High School dances will be held not earlier than 1800 and not later than 2300. All dances will be held at an approved location.
DoDEA does not allow the school to provide transportation to school dances.

Students may only bring a guest to the dance recognized and identified per permission slips by the organization sponsor. Guest lists will be pre-approved by administration and only registered guests will be admitted to the dance. Only one guest (a high school student) per Kadena High School student will be allowed to attend. If a student or guest leaves a dance, he/she **will not be allowed** to reenter. Students and their guests are expected to comply with all school policies while at the school function.

The Junior-Senior Prom is for Junior and senior students only. No underclassmen will be permitted to attend as a guest. This guidance pertains to outside guests from other schools as well as students in home school programs.

SCHOOL LUNCH PROGRAM

The lunch program is provided by AAFES. All lunches served meet the USDA pattern meal requirements to provide approximately one third of a student's daily nutritional needs. Free and reduced price lunches are available through the Kadena Air Base DoDEA Transportation Office(Bldg 6800 - by gate one) for qualified families. AAFES is the official DOD government agency for providing school lunch meals to the DoDDS Okinawa schools. AAFES is the responsible agency for collecting and maintaining family data in support of the electronic system. AAFES will monitor and safeguard the information according to all regulatory requirements. Students will be able to purchase lunches using the electronic method.

EMERGENCY CONTACT INFORMATION

Parents should ensure that students know their sponsor's unit and current duty and home phone numbers. It is extremely important that the school has a least one emergency contact (name and phone number) in addition to the home and duty phone numbers of parents. Students who are ill or injured will be released only to a parent, guardian or to the person designated on DS Form 600, Sponsor Pupil Registration. If these individuals cannot be contacted, it may be necessary to request the assistance of the sponsor's unit or Family Advocacy.

FIRE DRILLS

A minimum of 10 fire drills will be conducted each year.

FOOD AND BEVERAGES

Students should eat or drink in the cafeteria. Only clear water bottles containing water are authorized in the hallways and classrooms during the normal school day. Drinks may only be brought to school for consumption at lunch. All drinks must remain sealed and kept in the student's locker until lunchtime. Food and drinks purchased in the cafeteria are to be consumed in the cafeteria and the container thrown away before leaving the cafeteria. NO GLASS CONTAINERS are allowed at school. This rule applies for all study trips and school activities. Water bottles (standard, clear water bottles only) may be allowed in the classroom. However, if misuse of this product occurs – administrators reserve the right to rescind this privilege.

HALL PASSES

All students are assigned to specific rooms each period of every day. Students must have a pass in their possession when they leave a room during a class period.

HOMEWORK POLICY

Homework is defined as assignments to be done outside the classroom. These assignments reinforce classroom instruction, increase understanding, encourage retention, prepare for class discussion and provide curriculum enrichment opportunities. Homework is a small part of a student's grade, but it is important that all homework assignments be completed and turned in because they can impact a student's grade.

LOCKERS

School lockers and locks are available to all students. Students are responsible for securing their locker with the lock provided. Many students experience locker problems during the school year because they fail to practice locker security. Periodically, throughout the school year, locker checks may be done to insure all students are in their assigned lockers and all lockers are secured with a school lock. Students are forbidden to share lockers and

are warned not to give combinations to friends. **THE SCHOOL IS NOT RESPONSIBLE FOR ANY ITEMS STOLEN OR LOST FROM STUDENT LOCKERS**.

LOST AND FOUND

Lost articles should be turned in to the Main Office. If unclaimed by the end of the semester, articles will be donated to a local charity.

MESSAGES FOR STUDENTS

Messages from parents/guardians will only be given to students in emergency situations to keep the classroom interruptions to a minimum.

PARKING PERMITS

Only authorized students who complete vehicle registration will be given the opportunity to park their vehicles on the Kadena High School campus. The only available parking areas for students are the designated student parking areas on the Kadena High School campus. Students involved in an incident in any parking lot will receive disciplinary action.

Students must be registered to park on campus. Cars must display a current parking pass. Students will park on a first come, first served basis. Students must follow the school guidelines regarding driving his/her vehicle to school or lose the privilege. The following are some of the rules that must be met for driving and parking privileges at KDHS:

- Students are not permitted to go to their cars during class time.
- Vehicles must be registered and the pass displayed to park on campus.
- Students can only park in designated student areas.
- Illegal parking will not be permitted, i.e. parking in the street, fire lanes, staff parking, behind the building, or other deemed locations.
- Random checks may be made and student drivers will be required to present their parking pass and ID cards.
- Students are not permitted to leave campus in their cars during class time.
- Student drivers are not permitted to transport underclassmen (Freshmen and Sophomores) off campus at lunch.
- Tickets issued on campus may result in parking privileges being revoked.

Use of the parking lot is limited to arriving and departing from school. Loitering in the parking lots is not permitted. All vehicle regulations apply to Kadena High School parking areas and access roads. Tickets will be issued to students who park in unauthorized parking or do not comply with other vehicle operating rules. Students may not park in staff or visitors slots. Students should be attentive and alert during heavy traffic times right before and after school. Students are reminded to only park in marked parking stalls. Students who are excessively truant or tardy may lose their privilege to park on the KDHS campus.

REPORT CARDS

Report cards are issued four times throughout the school year or every nine weeks. Report cards are sent home through the mail. Please ensure the school has a correct mailing address to secure the reliability of this process.

SAFETY AND SECURITY

The school is inspected regularly for compliance with fire and safety regulations. Evacuation drills for storm, fire, and/or bomb threats, which are required by military and DoDDS regulations, are held throughout the year. Each office and instructional area has a posted evacuation plan. The school is provided security protection at the level currently in force by the military community.

STUDY TRIPS

Occasionally, during the school year, students are taken on a study trip as a class project. Permission slips are sent home with the student before the trip is scheduled and must be returned promptly. Students must have a permission slip signed by a parent/sponsor before they can go on a study trip. Study trips are considered an extension of classroom studies and students are expected to participate to earn a grade.

School telephones are for official school business only. All calls should be limited to two (2) minutes. If an emergency situation arises, students are given permission to use the phone by the front office staff.

TEXTBOOKS AND OTHER SCHOOL PROPERTY

Textbooks are furnished free of charge. However, students are held financially responsible for loss or damage of these books. For any missing text book or library book lost, restitution is expected and required. Teachers may ask students to order and replace lost books. Or, a loss of Government Property letter will be issued to the sponsor with DD Form 1131. Payment for missing books will be due within three weeks at the Dispersing Office of Accounting and Finance (Bldg. 721, Kadena Air Base) with the DD Form 1131 for lost or damaged books. If the book is found, parents must bring the book and paid receipt to the school supply office for paperwork that must be taken back to the Finance Office on Kadena for reimbursement. Students are required to sign for books and must return the same numbered books when withdrawing or at the end of the school year. Sponsors are also responsible for payment in case of loss or damage to laboratory equipment, audio visual equipment, computer materials, musical instruments, and any other school property or equipment which may be lost or damaged.

VISITORS

We are pleased to welcome visitors who are interested in educational and extracurricular activities. Visitors during the school day must first come to the main office to receive a pass that will identify them as "Campus Visitors." A person who wishes to visit classes throughout the day must have the pre-approval of the teachers to be visited and of the school administration prior to their visit.

Emergency Evacuations

Emergency Procedures
Bomb Threats and Procedures

EMERGENCY PROCEDURES

In case of fire drill, fire, or other emergency evacuation procedure, a loud bell or announcement will be made. Students will follow the evacuation plan posted in the room and leave the room in an expeditious and orderly manner. Students are not to return to classrooms during or after emergency procedures until given permission by an appropriate authority.

BOMB THREATS

All threats are taken and treated very seriously. Anytime a threat is made, we must assume that our students and staff are in danger and take appropriate precautions. We work closely with the Security Police, OSI, Military Command, the Transportation Office and District Superintendent's Office to apprehend the individual that makes a threat and minimizes impact to students and on instructional time.

Bomb threats constitute a criminal offense. Consequences for the individual responsible and for the wider school community are severe and long lasting.

BOMB THREAT PROCEDURES

When a bomb threat occurs, students are evacuated to a safe location away from the school. Students are expected to remain with their teacher for the duration of the drill. Once evacuated, 18th Support Commander is in charge of the exercise. The exact evacuation location is not announced until the building is cleared. This is for the safety of the students. Once students are accounted for, classes will resume at the evacuation site. Parents will be notified of where the students are located on AFN and the radio.

Cell phones are not to be used during an evacuation. In the case of an emergency, parents must report to the evacuation site entrance and sign their child out with an administrator. Under no circumstance will a student be released to anyone other than a parent.

TRANSPORTATION

Although Kadena High School provides all possible assistance with bus safety and conduct, the School Bus Office, Building 5821, on Camp Foster and Kadena Satellite Office, Building 6800, administers all student transportation issues. For concerns about student discipline, bus monitor, or the reduced lunch program, please call 645-2360/2431. For issues dealing with bus passes, bus stops/routes, safety, or bus operations, please call 645-7820/2036. The Kadena Satellite Office can be reached at 632-9034.

5 Step Guide to Safe Bus Transportation
PACTMO Safety and Behavior Standards

SCHOOL BUS RIDER'S "5" STEP GUIDE TO SAFE SCHOOL BUS TRANSPORTATION

1. **DON'T MISS YOUR BUS:** Give yourself plenty of time to reach your bus stop. Getting to the bus stop on time will assure your arriving at school in time for your classes.

2. **WAITING AT YOUR BUS STOP:** While waiting for your bus to arrive, remember that this is not a time for horseplay. Respect other people's property by not running across lawns or yards, and remember to be quiet so as not to disturb other people in the neighborhood.

3. **WHILE RIDING TO AND FROM SCHOOL:** Remember to be quiet. The driver needs your assistance in order to concentrate on driving you safely to and from school. Keep the aisles clear. Nothing (book bags, arms, legs, etc.,) should block the aisle. Remain seated in your seat and do not attempt to stand in the aisle.

4. **GETTING OFF THE BUS AT YOUR DESTINATION:** Be organized. Be ready to leave when you reach your stop. Stay put. Wait until the bus has stopped completely before you get up from your seat. Always let the students in front of you get off the bus first. Don't push. You will get off faster if no one shoves or pushes. Leave immediately. After you get off the bus, leave the area quickly by going directly into the school.

IN ALL INSTANCES, LISTEN TO THE BUS MONITOR AND FOLLOW HIS/HER INSTRUCTIONS.

PACTMO School Bus Safety/Behavior Standards

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon request.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, steps, and empty seats free from obstruction.
- Remain fully and properly clothed.
- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver or monitor's instructions.
- Treat the bus and other private property with care.

ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.
- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as, hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in anyway.
- Ride unauthorized bus, loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum and candy.
- Spit or use saliva in any manner.
- Play radios, walkmans, disc-mans, etc. or play any electronic games.
- Use profanity, make derogatory racial, ethic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornography material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.
- Assault other individuals.
- Use or possess unacceptable items identified in the school Code of Conduct.

Transportation
Table of Contents

DoDDS Okinawa Tropical Cyclone Guide
This Guide applies to all Dodd Schools on Okinawa

Tropical Cyclone Condition	0600-0759	0800-1459	1500-0559
TCCOR One (TC-1)	No school for students, buses return students if en route. Administrators, teachers, and staff work. Normal duty hours for employees.	No school for students; prior to 1200 students will be sent home early, buses will run normal routes. After 1200 school will continue, students will go home at the normal time, buses will run normal routes. Normal duty hours for staff and teachers.	No school for students. Administrators, teachers, and staff work. Normal duty hours for employees.
TCCOR ONE CAUTION (TC-1C)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
TCCOR ONE EMERGENCY (TC-1E)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
TCCOR ONE RECOVERY (TC-1R)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
STORM WATCH (TC-SW)	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.
Tropical Cyclone Condition	**0600-0759**	**0800-1459**	**1500-0559**

ALL CLEAR	Modified school hours possible, listen to AFN radio or watch AFN Television for current information. School will begin one hour following "All Clear" for walkers. Buses for early schedule schools (Kadena Middle, Lester Middle, Kadena High School, Kubasaki High School, Kinser, Stearley Heights, and Zukeran) will pick up students approximately ½ hour after "All Clear" announcement. Buses for late schedule schools (Kadena Elementary, Bob Hope, Amelia Earhart, and EC Killin) will pick up students approximately 1 ½ hour after "All Clear" announcement. If school starts after 0900 a modified lunch will be served by AAFES.	Modified school hours possible, listen to AFN radio or watch AFN Television for current information. School will begin one hour following "All Clear" for walkers. Buses for early schedule schools (Kadena Middle, Lester Middle, Kadena High School, Kubasaki High School, Kinser, Stearley Heights, and Zukeran) will pick up students approximately ½ hour after "All Clear" announcement. Buses for late schedule schools (Kadena Elementary, Bob Hope, Amelia Earhart, and EC Killin) will pick up students approximately 1 ½ hour after "All Clear" announcement. If school starts after 0900 a modified lunch will be served by AAFES. If "All Clear" sounds after 1100 there is no school for students; employees work normal hours.	Normal school in effect.

Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

Grade	**Inherently Dangerous Weapons**	**Dangerous Weapons**					**Potentially Dangerous W**		
	First Offense	First Offense		Second Offense		Third Offense	First Offense	Second Offense	Thi Offe
	All Cases	No Injury	With Injury	No Injury	With Injury	All Cases			
K – 3	36 week Expulsion	5 day Suspension	10 day Suspension	10 day Suspension	20 day Suspension	18 week Expulsion	1 day Suspension	2 day Suspension	3 we Suspe
4 – 6	36 week Expulsion	10 day Suspension	20 day Suspension	20 day Suspension	40 day Suspension	18 week Expulsion	3 day Suspension	5 day Suspension	5 we Suspe
7 – 8	36 week Expulsion	20 day Suspension	30 day Suspension	30 day Suspension	18 week Suspension	18 week Expulsion	4 day Suspension	6 day Suspension	6 we Suspe
				All Cases					
9 –12	36 week Expulsion	9 week Suspension	9 week Expulsion	18 week Expulsion			5 day Suspension	10 day Suspension	9 we Suspe

INHERENTLY DANGEROUS ITEMS: DEADLY WEAPONS

Firearms, knives, explosives, or other dangerous objects of no reasonable use to the pupil at a school activity. It is not necessary to determine if the student was going to use the weapon.

DANGEROUS ITEMS: REPLICAS AND OTHER ITEMS (NOT INHERENTLY DANGEROUS) USED IN SUCH A WAY AS TO INJURE OTHERS OR INSTILL FEAR

Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others.

POTENTIALLY DANGEROUS ITEMS: REPLICAS OR OTHER ITEMS INAPPROPRIATE (NOT INHERENTLY DANGEROUS) ON SCHOOL GROUNDS THAT ARE NOT USED TO INJURE OTHERS OR INSTILL FEAR

Unrealistic replicas, toys, or other inappropriate items at school or at a school activity without any intent to use them as weapons.

Table of Contents