

**KUBASAKI HIGH SCHOOL
STUDENT - PARENT
HANDBOOK
1998 - 1999**



W E L C O M E

Dear Students and Parents,

Welcome to Kubasaki High School. Kubasaki High School is a warm and friendly environment that provides students with many opportunities. The faculty, staff, and administration will do their best to make this year successful, enjoyable, and memorable for every student.

We encourage parents to assist us to meet the challenge of providing a quality education for your sons and daughters. We can provide all the tools necessary for a student's education, but we cannot force him/her to learn. The home and the community are very important key elements in the learning process. Students learn best when the home, community, and the school work together. We hope to strengthen this partnership and give our students and school the advantages of strong community support and parental involvement.

Rules and regulations are important in any society, and the school is no exception. Students have a responsibility to be actively involved in their education, and they must actively support the education of others, not hinder it. Together, we can make this happen.

We encourage you to contact us whenever you have a concern or problem, and we welcome the opportunity to work with you.

GO DRAGONS!!

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|---------------|----|

KUBASAKI HIGH SCHOOL HISTORY

Kubasaki High School opened on September 15, 1946, as Okinawa University School. At that time, the school buildings were used by high school students during the day and by military personnel at night. The original high school student body was comprised of 25 students. The high school received accreditation in 1948. In 1952, the high school (then known as Okinawa American Dependent High School) was moved from its location in Awase to an area known as Kubasaki. From the Kubasaki campus, the high school moved to the Naha Port Wheel Area, and in the fall of 1964, moved to the present site. Since 1952, it has been known as Kubasaki High School. Kubasaki has withstood destruction by both typhoon and fire and has developed both a rich tradition and an excellent academic reputation.

STATEMENT OF PHILOSOPHY

The faculty and administration of Kubasaki High School, in cooperation with parents and community, believe that our main goal is to prepare our students to be responsible, knowledgeable individuals who can respond well to the challenges of our highly technological society and constantly changing world.

We at Kubasaki believe that we have three major responsibilities: to promote the learning of essential skills, to encourage students to realize their fullest potential, and to prepare students for a constantly changing world.

The faculty and administration of Kubasaki High School accept the challenges that each of these responsibilities involves. We realize that the effort to meet these challenges is shared with the family, community, and other institutions.

SCHOOL MOTTO

Crede quod habes et habes
"Believe you have and you have."

SCHOOL COLORS

Green and White

SCHOOL MASCOT

DRAGON



SCHOOL CREST



The **SUN** at the top of the shield represents the enlightenment that comes from learning; the rays signify the main avenues of learning open to all.

The **TORII** in the upper left corner represents Japan, the location of our school.

The **TORCH** in the lower left corner represents the light of learning and understanding.

The **ATOMIC SYMBOL** in the upper right corner represents the sciences.

The **WINGED FOOT** in the lower right corner represents the field of physical development and sports.

The **LAUREL BRANCHES** extending on either side of the crest represent success and victory.

DoD DEPENDENTS' SCHOOLS SYSTEM

The Department of Defense Dependents Schools (DoDDS) provides educational programs, kindergarten through grade 12, for children of American military personnel and Department of Defense civilian employees who are stationed overseas. Since it is classified as a service provided to military families, DoDDS is part of the Department of Defense and is headed by a director whose office is in Alexandria, Virginia. Serving directly under the director are Area Superintendents, each responsible for schools located within a specific geographic territory. The three DoDDS geographic regions are the Pacific, Europe, and Panama. Principals of the schools within each area are directly responsible to a district superintendent.

ACCREDITATION

Kubasaki High School is accredited by the North Central Association of Colleges and Secondary Schools (NCA). This is an accreditation program that provides an on-site team visitation every five years. Kubasaki was visited during the spring of 1998. DoDDS are evaluated by using Department of Defense Educational Activity (DoDEA) standards as well as the accreditation standards of NCA and the School Improvement Process (SIP).

MISSION STATEMENT

The mission of Kubasaki High School is to provide a positive climate in which the administration, teachers, students, and parents work to develop mutual respect and shared responsibility in an educational program that ensures that students have opportunities to master the skills necessary for success in a constantly changing society.

K H S TELEPHONE NUMBERS

ADMINISTRATIVE OFFICE

| | | |
|-------------------|------------------------------|---------------|
| Principal: | Mr. Timothy Kilkenny..... | 645-4876 |
| Asst. Principal: | Ms. Tari Wright | 645-4876/3728 |
| Secretary: | Ms. A. Margaret Melton | 645-4876/3728 |
| Registrar: | Mrs. Sue Hernandez | 645-6888/83 |
| Admin. Clerk: | Mrs. Marion Dudley | 645-4876/3728 |
| Data Entry Clerk: | Ms. Chiyoko Nago | 645-4308 |

COUNSELOR OFFICES

| | | |
|-----------------------|------------------------|----------|
| Grade 12 | Dr. Harvey Getz..... | 645-6888 |
| Grades 11 and 9 (N-Z) | Ms. Febbie Ramsey..... | 645-6888 |
| Grades 10 and 9 (A-M) | Ms. D. Kay Hilley..... | 645-6888 |

LIBRARY/MEDIA CENTER

| | | |
|------------------------|--------------------------|----------|
| Information Specialist | Mr. Larry Retzack | 645-4546 |
| Library Clerk | Ms. Fujiko Takushi | 645-4546 |

NURSE'S OFFICE

| | |
|---------------------------|----------|
| Ms. EmiLou Ebarle.. | 645-6879 |
|---------------------------|----------|

PSYCHOLOGIST'S OFFICE

Ms. Elizabeth Skarshaug 645-7128

BUS SECTION - USAF

Building T2518 645-7820

Lost and Found 645-7355

MAILING ADDRESS

Kubasaki High School
DoDDS P
UNIT 35008
FPO AP 96373-5008

Fax Number (DSN)645-0184
(Commercial)892-7769

E:MAIL ADDRESS

You may also reach us by e:mail. For example, if you want to reach the principal . . .
tim_kilkenny@ccmail.odedodea.edu

KUBASAKI HIGH SCHOOL CALENDAR

SCHOOL YEAR 1998 - 1999

Wednesday, August 26 Reporting date for non-administrative educator
personnel for orientation and classroom preparation

FIRST SEMESTER - (91 INSTRUCTIONAL DAYS)

1998

| | |
|--|---|
| Monday, August 31 | Begin First Quarter and First Semester |
| Monday, September 7 | Labor Day - Federal Holiday |
| Monday, October 12 | Columbus Day - Federal Holiday |
| Thursday, November 5 | End of First Quarter (47 days of classroom instruction) |
| Friday, November 6 | No school for students - teacher work day |
| Monday, November 9 | Begin Second Quarter |
| Wednesday, November 11 | Veterans Day - Federal Holiday |
| Thursday, November 26 - Friday, November 27 | Thanksgiving Recess (November 26 - Thanksgiving - Federal Holiday) |
| Monday, December 21 | Begin Winter Recess |
| Friday, December 25 | Christmas - Federal Holiday |

1999

| | |
|--------------------|---|
| Friday, January 1 | New Year's Day - Federal Holiday |
| Monday, January 4 | Instruction Resumes |
| Monday, January 18 | Martin Luther King, Jr. Day - Federal Holiday |

Thursday, January 28 End of Second Quarter and First Semester
(45 days of classroom instruction)

Friday, January 29 No school for students - teacher work day

SECOND SEMESTER - (92 INSTRUCTIONAL DAYS)

Monday, February 1 Begin Third Quarter and Second Semester

Monday, February 15 Presidents' Day - Federal Holiday

Thursday, April 8 End of Third Quarter
(48 days of classroom instruction)

Friday, April 9 No school for students - teacher work day

Monday, April 12 Begin Spring Recess

Monday, April 19 Instruction Resumes - Begin Fourth Quarter

Monday, May 31 Memorial Day - Federal Holiday

Thursday, June 17 End Fourth Quarter and Second Semester
(43 Days of classroom instruction)

Friday, June 18 No school for students - teacher work day
Last day for non-administrative educator personnel

School Year 1998 - 99:
Instructional Days - 183
Work Days - 190

DAILY STUDENT SCHEDULE

A LUNCH

WARNING BELL 7:20

1st 7:25 - 8:13

2nd 8:18 - 9:06

3rd 9:11 - 9:59

4th 10:04 - 10:52

LUNCH 10:52 - 11:26

5th 11:31 - 12:19

6th 12:24 - 1:12

7th 1:17 - 2:05

B LUNCH

WARNING BELL 7:20

1st 7:25 - 8:13

2nd 8:18 - 9:06

3rd 9:11 - 9:59

4th 10:04 - 10:52

5th 10:57 - 11:45

LUNCH 11:45 - 12:19

6th 12:24 - 1:12

7th 1:17 - 2:05

ALL PERIODS - 48 MINUTES - 0 MINUTES PASSING TO 5 MINUTES PASSING
FROM LUNCH: 34 MINUTES

ASSEMBLY SCHEDULE

WARNING BELL - 7:20

1st 7:25 - 8:08

2nd 8:13 - 8:56

Assembly - 9:01 - 9:31

3rd 9:36 - 10:19

4th 10:24 - 11:07

A Lunch - 11:07 - 11:41

5th 11:46 - 12:29

6th 12:34 - 1:17

7th 1:22 - 2:05

1st 7:25 - 8:08

2nd 8:13 - 8:56

Assembly - 9:01 - 9:31

3rd 9:36 - 10:19

4th 10:24 - 11:07

5th 11:12 - 11:55

B Lunch - 11:55 - 12:29

6th 12:34 - 1:17

7th 1:22 - 2:05

ASSOCIATED STUDENT BODY SCHEDULE

WARNING BELL 7:20

| | | | |
|-----------|---------------|-----------|----------------|
| 1st | 7:25 - 8:43 | 1st | 7:25 - 8:43 |
| | 8:08 - 8:13 | | Passing Period |
| | 8:13 - 8:43 | | ASB Meeting |
| 2nd | 8:48 - 9:31 | 2nd | 8:48 - 9:31 |
| 3rd | 9:36 - 10:19 | 3rd | 9:36 - 10:19 |
| 4th | 10:24 - 11:07 | 4th | 10:24 - 11:07 |
| A Lunch - | 11:07 - 11:41 | 5th | 11:12 - 11:55 |
| 5th | 11:46 - 12:29 | B Lunch - | 11:55 - 12:29 |
| 6th | 12:34 - 1:17 | 6th | 12:34 - 1:17 |
| 7th | 1:22 - 2:05 | 7th | 1:22 - 2:05 |

PEP RALLY SCHEDULE

WARNING BELL 7:20

| | | | |
|-----------|---------------|-----------|---------------|
| 1st | 7:25 - 8:07 | 1st | 7:25 - 8:07 |
| 2nd | 8:12 - 8:54 | 2nd | 8:12 - 8:54 |
| 3rd | 8:39 - 9:41 | 3rd | 8:59 - 9:41 |
| 4th | 9:46 - 10:28 | 4th | 9:46 - 10:28 |
| A Lunch - | 10:28 - 11:02 | 5th | 10:33 - 11:15 |
| 5th | 11:07 - 11:49 | B Lunch - | 11:15 - 11:49 |
| 6th | 11:54 - 12:36 | 6th | 11:54 - 12:36 |
| 7th | 12:41 - 1:23 | 7th | 12:41 - 1:23 |

Pep Rally - 1:23 - 2:00

AFTERNOON ASSEMBLY SCHEDULE

Warning Bell - 1:20

| | | | |
|-----------|---------------|-----------|---------------|
| 1st | 7:25 - 8:03 | 1st | 7:25 - 8:03 |
| 2nd | 8:08 - 8:46 | 2nd | 8:08 - 8:46 |
| 3rd | 8:51 - 9:29 | 3rd | 8:51 - 9:29 |
| 4th | 9:34 - 10:12 | 4th | 9:34 - 10:12 |
| 5th | 10:17 - 10:55 | 5th | 10:17 - 10:55 |
| A Lunch - | 10:55 - 11:29 | 6th | 11:00 - 11:38 |
| 6th | 11:34 - 12:12 | B Lunch - | 11:38 - 12:12 |
| 7th | 12:17 - 1:05 | 7th | 12:17 - 1:05 |

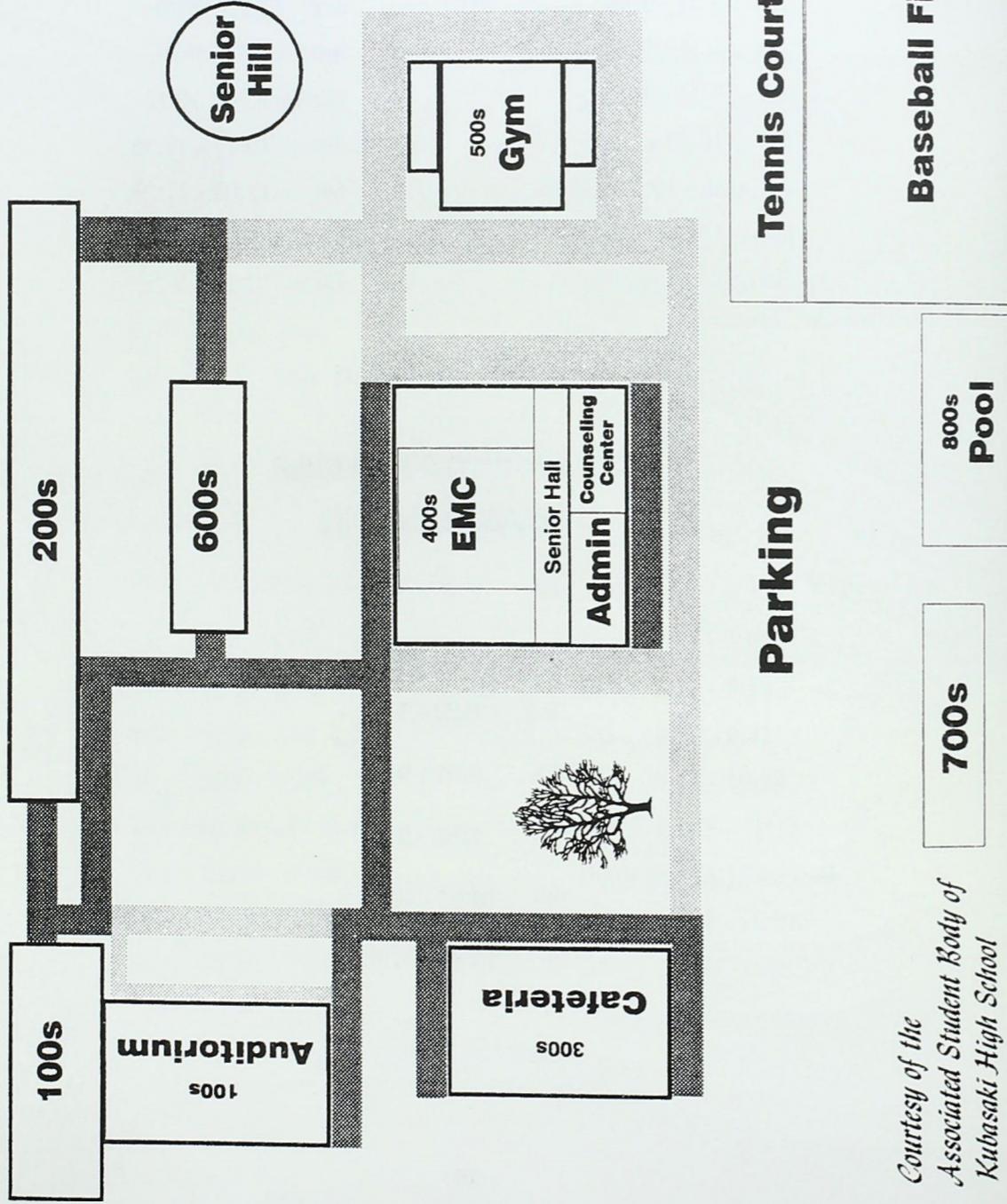
Assembly - 1:10 - 2:05

1/2 DAY MORNING SCHEDULE

Warning Bell 7:25

| | |
|-----|---------------|
| 1st | 7:25 - 7:52 |
| 2nd | 7:57 - 8:24 |
| 3rd | 8:29 - 8:56 |
| 4th | 9:01 - 9:27 |
| 5th | 9:32 - 9:58 |
| 6th | 10:03 - 10:29 |
| 7th | 10:34 - 11:00 |

Kubasaki High School



*Courtesy of the
Associated Student Body of
Kubasaki High School*

SECTION I

GUIDANCE

- Course Description Guide
- DoDDS Standardized Testing
- Dropping and Adding Courses
- Early Graduation
- Early Withdrawal/PCS
- Grade Classification
- Grade Point Average
- Graduation Requirements
- Graduation with Honors
- Guidance and Counseling Services
- Incomplete Grades
- Policy on Weighted Grades and Honor Courses
- Progress Reports/Report Cards
- Scholastic Achievement Honors
- Transcripts
- Withdrawal/PCS Procedures

COURSE DESCRIPTION GUIDE

The KHS Course Description Guide contains comprehensive information regarding the academic curriculum offerings for SY 98-99. In addition, the guide provides information about DoDDS graduation requirements.

DoDDS STANDARDIZED TESTING

The Department of Defense Dependents Schools (DoDDS) participates in standardized testing that is designed to provide information which addresses students' levels of academic achievement. Parents are notified by the school whenever testing takes place, and test results are mailed to parents. The test results provide a continuing record of each student's academic progress in comparison with national norms.

DROPPING AND ADDING COURSES

Once schedules are printed, we strongly discourage dropping or adding courses. Exceptions will be determined by the principal with advice from the guidance counselor and/or the teacher of the course. Courses may be dropped or added **prior to the completion of five (5) weeks**. Courses dropped within this time period will not appear on the transcript. Courses dropped after the above time period will be recorded as "WF" (failing) on the student's transcript. All course additions and deletions are accomplished with the course change form which can be obtained from the Counseling Center. School officials must approve requests for dropping and adding courses.

EARLY GRADUATION

The administration will grant permission for early graduation for students with unusual academic circumstances. Please be aware that early graduation is a serious matter and will be approved only when students and parents can demonstrate a compelling need to do so. The desire to start college early, to work, or PCS moves are **not** considered unusual academic circumstances. Please be aware that Kubasaki High School offers an excellent FOUR YEAR academic program with classes that will help students make a successful transition from high school to college or to the world of work. Early graduation must be requested in writing at least one year prior to the proposed graduation date.

EARLY WITHDRAWAL/PCS

Ninth through twelfth grade students who request early withdrawal/PCS will receive Carnegie Units through accelerated programs only if their teachers have been informed in sufficient time before their withdrawal date (approximately 20 days) before the end of semester. **Credit or Grade-to-Date** will be indicated on the clearance form and transcript. The sponsor should inform the Counseling Center of the student's last day in school by bringing a copy of orders and/or port call date or by making the request in writing. A "Request for Early Departure SY 98-99" form must be completed. This is to be filled out by the parent/guardian and then by each of the student's teachers.

Students PCSing earlier than twenty (20) days before the end of the semester will receive a grade-to-date.

Please note that no exams will be given early either semester in order to accommodate a family trip and that students who fail to take scheduled exams receive a zero test grade to be averaged with their other semester grades.

GRADE CLASSIFICATION

DoDDS requires 22 units of credit to graduate. **Beginning with the graduating class of 2002 (1998-1999 freshmen)**, DoDDS Schools will require 24 units of credit to graduate. (See Graduation Requirements DoDDS Class of 2002 and Beyond on page 20)

| | |
|----------|---|
| Grade 9 | Student satisfactorily completes 8th grade or has been enrolled in 9th grade in a previous school |
| Grade 10 | Student must have successfully completed at least 5 units of credit |
| Grade 11 | Student must have earned a minimum of 10 units of credit and be able to meet all graduation requirements with normal scheduling for his/her junior and senior years |
| Grade 12 | Student must have satisfactorily completed at least 15 units of credit; however, exceptions may be recommended by the Case Study Committee. It should be possible for the student to comply with all graduation conditions and requirements with optimum scheduling by the conclusion of the school year. |

GRADE POINT AVERAGE

Grade point average is figured on a four-point system with an "A" counting as four points, a "B" three points, a "C" two points, a "D" one point, and an "F" zero points.

GRADUATION REQUIREMENTS

Department of Defense Dependents Schools (DoDDS DSR 2000.1) has established the following graduation requirements:

A minimum of 22 units of credit is required for graduation. Sixteen of these credits are in required fields while the remaining six credits are in elective areas. The administration of Kubasaki High School strongly recommends that students take additional credits to permit easy transfer and adjustment to stateside school schedules and to stateside requirements. **Beginning SY 98-99, all incoming freshmen are required to have 24 credits to meet graduation requirements.**

| COURSE | UNITS |
|---|------------|
| Language Arts (e.g., English) | 4 |
| Social Studies, to include 1 unit of U.S. History and 1/2 unit of U.S. Government | 3 |
| Physical Education | 1 |
| Computer Language | 1/2 |
| Health | 1/2 |
| Mathematics | 2 or 3** |
| Science | 2 or 3** |
| Fine Arts | 1 |
| Practical Arts (Home Economics, JROTC, Industrial Arts, Business Education, Cooperative Work Experience, Automotive Technology, Graphic Communications) | 1 |
| Electives (not including Shakespeare) | |
| Minimum credits for graduation | 22* |

*Foreign Language: For the college bound student, a minimum of two (2) years of the same foreign language is strongly recommended.

**All students must have a combination of five (5) credits in science and math to meet the minimum DoDDS graduation requirements. It must be a combination of three (3) and two (2).

GRADUATION REQUIREMENTS DoDDS CLASS OF 2002 AND BEYOND

| | |
|---|-----------------|
| Language Arts | 4 units |
| Social Studies (1 unit of history & 1/2 unit of US Government) | 3 units |
| Mathematics (2 credits must be earned in course work that includes algebra & geometry) | 3 units |
| Science | 3 units |
| Career Education (Industrial technology; computer technology; business education; automotive technology; graphic communications; electricity/electronics; JROTC; school to work transition; family and consumer sciences; instruction in child care; clothing construction; culinary arts; and/or cosmetology) | 1 unit |
| Second (foreign) Language (A total of 2 credits in the same second (foreign) language) | 2 units |
| Fine Arts (Visual arts, music, theater, dance, and/or humanities) | 1 unit |
| Physical Education | 1 unit |
| Health | 1/2 unit |
| Computer Technology and/or Computer Science | 1 unit |
| Electives | 4 1/2 units |
| TOTAL CREDITS | 24 UNITS |

NON-CREDIT REQUIREMENT

Service Learning - A minimum of 20 hours of service learning per year is required for students in grades 9-12. Service learning includes preparation, action, and reflection which focuses on learning through service.

Students enrolled in a DoDDS school during their entire high school career, grades 9-12, shall graduate with a minimum of 80 hours of service learning.

GRADUATION WITH HONORS

In order for a student to graduate with honors from a DoDDS-Pacific school, the individual student's program of study must include the following: (1) courses in geometry, Algebra II, chemistry, advanced biology or physics; (2) two years of a foreign language; (3) excellence in writing demonstrated either in language arts or social studies upper division courses; and (4) the student must meet the standard graduation requirements. An honors graduate must have a GPA of 3.5 or higher.

GUIDANCE AND COUNSELING SERVICES

Kubasaki High School makes available to its students, counselors who are specifically trained to help high school students with their academic, personal, and social problems.

Mission Statement

The purpose of guidance at Kubasaki High School is to ensure that all students acquire the knowledge, attitudes, and skills for constructive participation in a multicultural, transient society.

Philosophy

We believe that:

The guidance program is a right and shall serve all students in grades 9 - 12.

The guidance program shall be consistent with the developmental stages of the individual student.

The guidance program will involve students, staff, parents, and appropriate members of the local community.

Guidance program activities shall be determined in accordance with the school's philosophy and planned by the local pupil personnel staff in consultation with other representatives of the school community.

Students shall have access to a counselor with whom they may discuss personal, occupational, and educational goals.

Students shall be encouraged to exercise their individual freedom and responsibilities of choices which permit their educational development within the guidelines of the DoDEA System.

The guidance program shall be managed by DoDEA certified counselors using participatory management concepts and practices.

The guidance program shall be evaluated on the results of the stated goals and related student competencies.

An on-going program of counselor competency renewal (training and retaining) is fully supported by the administration.

ACADEMIC OBJECTIVES: The counselors will help students plan their four-year program and help them determine which courses to take to achieve their academic goals. The counselors are also available to students to help them achieve their educational objectives. They can help them determine which courses to take to achieve their goals for entering a college, a junior college, a vocational school, or for going directly into a specific job. They will help the student to appraise his/her own academic abilities and job interests in view of future educational and vocational plans.

PERSONAL PROBLEMS: Many times students have personal problems that they wish to discuss with someone who is not part of their immediate family or one of their classroom teachers. The counselors are available to discuss these problems with them. They can not, of course, solve problems for them, but perhaps they can help the student arrive at an acceptable solution. If the student's own counselor is not available, another counselor may be seen.

SUPPORT SERVICES: The counselors and nurse assist any students who need to contact a support group or organize such a support group when it is approved by the principal.

There are also the services of a School Psychologist and Behavior Management Specialist. Students may take advantage of the services of the school psychologist. The school psychologist provides identification and diagnosis of pupils experiencing learning, emotional, and/or social adjustment problems. Testing is to determine probable causes of these problems. The school psychologist also serves as liaison and consultant to other professionals, such as physicians, social workers, nurses, and psychiatrists. The Behavior Management Specialist

works closely with the counselors, parents, and students to work out a plan for the student's educational success.

SPECIAL NEEDS SERVICES: There is also a wide continuum of services for students with special needs. For more information call the Child Study Committee Chairperson (CSC) at 645-0710. (See Section V - Program/Specialists)

INCOMPLETE GRADES

Incomplete grades must be made up within ten (10) instructional days following the end of the marking period. It is the **student's responsibility** to initiate the action to complete the course requirements within the specified time frame. All incomplete grades will automatically be changed to an "F" grade unless a grade change sheet is initiated by the teacher. Only under exceptional conditions will incomplete grades be given at the end of a semester.

POLICY ON WEIGHTED GRADES AND HONORS COURSES

DoDEA has assigned weighted point value to each letter mark in advanced placement and honors courses for the purposes of computing individual grade point averages. Kubasaki uses this weighting to determine class rank or for other competitive purposes within the school. The weighting will be as follows: A-5, B-4, C-3, D-2, and F-0. It is hoped that this policy will make it possible for DoDDS students seeking college admission to remain competitive with students in the continental United States.

The current *Learning and Course Description Standard Guide* lists one section of English 9 through 10 as honor courses. In addition to this, AP courses are offered in the following subjects: American History, art, biology, calculus, Computer Science A, English Language, English Literature, physics, and Spanish.

PROGRESS REPORTS/REPORT CARDS

Progress Reports go to students who are achieving below expected level or who show improvement or commendable progress. These reports are mailed mid-way through the marking period but can be given at any time. A duplicate copy is kept in the Counselors' Office.

Report cards are issued quarterly. They are not usually returned to the school. Report cards will be regularly distributed the week following the end of the marking period. Please refer to the school calendar at the beginning of this handbook. The distribution weeks will be as follows:

| | |
|----------|------------------|
| Thursday | 12 November 1998 |
| Thursday | 04 February 1999 |
| Thursday | 22 April 1999 |
| Thursday | 18 June 1999 |

If you do not receive a report card in the time frame outlined above, contact the Counseling Center (645-6883/6888) for a copy.

SCHOLASTIC ACHIEVEMENT HONORS

Quarters one and three Honor Roll selection will be based upon quarter grades. Quarters two and four Honor Roll selection will be based upon semester average grades.

Students must have at least five grades that earn quality points (A, B, or C). Students with a grade of "D", "F", or "W/F" will not be eligible for consideration.

Kubasaki recognizes scholastic achievement within the framework of the following grade point averages:

| | |
|-----------------|----------------|
| 4.00 (or above) | Highest Honors |
| 3.50 - 3.99 | High Honors |
| 3.00 - 3.49 | Honors |

Transcripts will reflect **only** semester grades. Teachers will report semester examinations on the report cards at the end of the second and fourth quarters. Semester exam grades will not appear on the transcript.

TRANSCRIPTS

The high school transcript, which is an official record of a student's high school career, is an important document.

Kubasaki High School is required to maintain records for four (4) years after a student graduates.

To obtain a copy of an official transcript up to four years after graduating, please write to the following address:

Kubasaki High School
Attn.: Registrar
Unit 35008
FPO AP 96373-5008

In the event Kubasaki High School closes (or after four years after graduation), please send requests to the following address:

DoD Dependents Schools, Pacific
PSC 556 Box 796
FPO AP 96386-0796

After the five (5) year period from graduation or in the event that the Office of Dependents Schools, Pacific has been deactivated, please address your request to:

Educational Testing Service
P.O. Box 6605
Princeton NJ 08541

Please call the following toll free number to receive instructions for obtaining your records and information on charges for this service: 1-800-257-9484. (There is no charge during the first five years). List all addresses to which the transcript is to be sent. When requesting a copy of a transcript, please identify the school from which the student graduated.

WITHDRAWAL/PCS PROCEDURES

Students may check-out no more than two school days prior to departure from Okinawa. Report to the Counseling Center for clearance procedure forms which must be completed before clearing school.

Students who are departing within twenty (20) school days of the end of the semester, because of PCS reassignment, may apply for permission to accelerate their courses and receive full credit for the semester's work prior to the departure. **All work and final tests must be completed prior to departure in order to receive credit. Students PCSing earlier than twenty (20) days before the end of the semester will receive a grade-to-date.** In accordance with the Privacy Act, all personal files are open for review by the owner(s). In the case of student records, the owner of the student record is the parent or guardian of the student, or the student if he/she is 18 years or older. **IT IS ESSENTIAL THAT A REVIEW BY THE OWNER(S) BE COMPLETED PRIOR TO A STUDENT LEAVING SCHOOL.** Therefore, the parent or guardian of each student must report to the Counseling Center on the student's last day of attendance for review of the records and to sign the necessary record release forms. This will ensure that the owner knows what is in the file and be able to resolve differences. Additionally, this will prevent the dissemination of inaccurate or misunderstood information.

In the event that a student owes for books or other items, payment should be made at the Disbursing Office of Accounting & Finance (Bldg. 721, Kadena AB) for lost or damaged

books. The form may be obtained at the Counseling Center, and the student or parent will make payment at the Disbursing Office. These debts must be cleared at the school before clearances can be effected. Return all clearance forms to the Counseling Center at the end of the school day.

It is strongly advised that students work ahead to complete the next grading period, particularly if credit is involved. Credit cannot be granted unless all requirements are completed. This includes the final exam. Students must follow the procedure as outlined on the clearance forms. Students must attend all classes for the entire period on the final clearance day. Students should return the class clearance form to the Counseling Center. A copy of the clearance form and a copy of the student's transcript will be given to the parents of the student following final clearance. Official transcripts will be mailed to the gaining school upon written request from that school. The original transcript will remain the property of Kubasaki High School.

SECTION II

HEALTH AND SAFETY

Child Abuse/Neglect
Emergency Procedures
Fire Drills
Health Services
School Nurse

CHILD ABUSE/NEGLECT

DS Regulation 2050.2 states, "Any staff member of DoDDS who has reason to believe that a student has been abused or neglected shall report that information to the school FAP representative on the installation. The obligation to make such reports is one of the official responsibilities of each staff member."

EMERGENCY PROCEDURES, NATURAL DISASTERS, AND OTHERS

In all cases of **emergencies**, parents should not call the school. Instead, get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities. Review disaster preparedness and emergency procedures. If a natural disaster or other emergency occurs (enemy attack, civil disturbance, accident, etc.), parents, teachers, and students should keep the following information available:

Plans and Information For Fire Alarms and Other Emergencies

For fires, the fire alarm will sound continuously until the buildings are cleared. Students should maintain silence during the fire drills and move in an orderly manner to the prescribed area. Evacuation charts are posted in all rooms and will be explained to you by the teachers. Efforts should be made to close all windows and doors prior to departure from the room. No effort should be made to remove books and other supplies. "All clear" will be sounded by a series of rings of the dismissal bell.

Fire alarm boxes are not to be touched except in case of fire. Anyone tampering with or ringing the fire bell is subject to expulsion and may face criminal charges.

Tropical Cyclone

If tropical cyclone condition one is announced during the school day, the school buses will be called. When the buses have arrived at school, the classes will be dismissed. All scheduled activities during or after school will be canceled automatically unless all-clear is announced. If students are dismissed in tropical cyclone condition one, they are urged to board the buses immediately.

If an all-clear is declared between 0600 and 0759 hours on a school day, school buses will pick up students one-half hour after the "all clear" announcement, and the school will be on a special schedule for the day. There can be no guarantee that hot lunches will be served under these circumstances, so students should bring a lunch. Refer to DoDDS Okinawa Tropical Cyclone Guide, page 31.

DoDDS OKINAWA TROPICAL CYCLONE GUIDE

| CONDITION | 0600-0759 | 0800-1459 | 1500-0559 |
|-------------|---|--|---|
| 4-3-2 | NORMAL SCHOOL HOURS | NORMAL SCHOOL HOURS | NORMAL SCHOOL HOURS |
| 1 | NO SCHOOL BUSES RETURN CHILDREN IF ENROUTE. STAFF AND TEACHERS WORK. TUNE TO AFRTS RADIO AND/OR TELEVISION. NORMAL DUTY HOURS. | NO SCHOOL PRIOR TO 1200 BUSES RECALLED FOR EARLY DISMISSAL. AFTER 1200 REGULAR SCHOOL. TUNE TO AFRTS RADIO AND/OR TELEVISION. NORMAL DUTY HOURS. | NO SCHOOL STAFF & TEACHERS WORK REGULAR HOURS. TUNE TO AFRTS RADIO AND/OR TELEVISION. NORMAL DUTY HOURS. |
| 1-CAUTION | NO SCHOOL NOBODY WORKS AT SCHOOL. EVERYTHING CLOSES. STAY INDOORS. TUNE TO AFRTS RADIO AND/OR TELEVISION. | NO SCHOOL NOBODY WORKS AT SCHOOL. EVERYTHING CLOSES. STAY INDOORS. TUNE TO AFRTS RADIO AND/OR TELEVISION. | NO SCHOOL NOBODY WORKS AT SCHOOL. EVERYTHING CLOSES. STAY INDOORS. TUNE TO AFRTS RADIO AND/OR TELEVISION. |
| 1-EMERGENCY | NO SCHOOL NOTHING MOVES EXCEPT EMERGENCY VEHICLES. STAY INDOORS. TUNE TO AFRTS RADIO AND/OR TELEVISION. | NO SCHOOL NOTHING MOVES EXCEPT EMERGENCY VEHICLES. STAY INDOORS. TUNE TO AFRTS RADIO AND/OR TELEVISION. | NO SCHOOL NOTHING MOVES EXCEPT EMERGENCY VEHICLES. STAY INDOORS. TUNE TO AFRTS RADIO AND/OR TELEVISION. |
| 1-RECOVERY | NO STUDENTS - STAFF AND TEACHERS REPORT TO WORK WITHIN TWO HOURS OF THE FIRST ANNOUNCEMENT. | NO STUDENTS - STAFF AND TEACHERS REPORT TO WORK WITHIN TWO HOURS OF THE FIRST ANNOUNCEMENT. BE PREPARED FOR ALL CLEAR OR RETURN TO A HIGHER CYCLONE CONDITION. | NO SCHOOL BE PREPARED FOR IMPENDING "ALL CLEAR" OR RETURN TO A HIGHER CYCLONE CONDITION. |
| STORM WATCH | MODIFIED SCHOOL HOURS POSSIBLE 1-HOUR DELAY IN START OF SCHOOL. BUSES FOR EARLY SCHEDULED STUDENTS WILL PICK UP STUDENTS APPROXIMATELY ONE HALF HOUR AFTER "ALL CLEAR" ANNOUNCEMENT. BUSES FOR LATE SCHEDULED STUDENTS WILL PICK UP STUDENTS ONE AND ONE HALF HOURS AFTER "ALL CLEAR" ANNOUNCEMENT. NO A.M. KINDERGARTEN. HOT LUNCHES WHERE NORMALLY SERVED. STAY TUNED TO AFRTS RADIO AND/OR TELEVISION. | MODIFIED SCHOOL HOURS (0800-1059) SCHOOL WILL BEGIN ONE HOUR FOLLOWING "ALL CLEAR" ANNOUNCEMENT FOR WALKERS. BUSES FOR EARLY SCHEDULED STUDENTS WILL PICK UP STUDENTS APPROXIMATELY ONE HALF HOUR AFTER "ALL CLEAR" ANNOUNCEMENT. BUSES FOR LATE SCHEDULED STUDENTS WILL PICK UP STUDENTS APPROXIMATELY ONE AND ONE HALF HOURS FOLLOWING "ALL CLEAR" ANNOUNCEMENT. NO A.M. KINDERGARTEN. NO LUNCH WILL BE SERVED IF "ALL CLEAR" IS ANNOUNCED AFTER 0900. | NORMAL SCHOOL HOURS |
| ALL CLEAR | NO SCHOOL (1100-1500) NO STUDENTS - STAFF AND TEACHERS WORK | NO SCHOOL (1100-1500) NO STUDENTS - STAFF AND TEACHERS WORK | NORMAL SCHOOL HOURS |

* NOTE: IF CONDITION IS CALLED WHILE SCHOOL IS IN PROGRESS, PRIOR TO 1200, ALL EARLY SCHEDULED SCHOOLS WILL BE DISMISSED WITHIN APPROXIMATELY ONE HALF HOUR AND ALL LATE SCHEDULED SCHOOLS WILL BE DISMISSED APPROXIMATELY ONE AND ONE HALF HOURS AFTER CONDITION IS CALLED. IF CONDITION 1 IS ANNOUNCED AFTER 1200, NORMAL SCHOOL HOURS WILL BE IN EFFECT. **EARLY SCHEDULED SCHOOLS: KADENA MIDDLE, LESTER MIDDLE, KUBASAKI HIGH, AND ZUKERAN ELEMENTARY SCHOOLS. LATE SCHEDULED SCHOOLS: ALL OTHERS**

The following are the announcements AFN radio and television will make during the typhoon conditions and times indicated.

CONDITION 2

DoDDS schools on Okinawa are in session. If condition one is declared prior to 1200 hours students at Kadena Middle, Lester Middle, Kadena High, Kubasaki High, and Zukeran Elementary schools will be dismissed approximately one half hour following the condition one announcement. Students at all other schools will be dismissed approximately one and one half hours after the condition one announcement. If condition one is declared after 12 hours, normal school hours will be in effect.

**CONDITION 1
(2400 - 0759)**

There is no school for students of DoDDS schools on Okinawa. Buses which have already picked up students will be returning the students home. Please make provisions to ensure that your children are supervised.

**CONDITION 1
(0800 - 1159)**

There is no school for students of DoDDS schools on Okinawa. Schools in session will be dismissed. Students at Kadena Middle, Lester Middle, Kubasaki High, and Zukeran Elementary schools will be dismissed approximately one half hour following the condition one announcement. Students at all other schools will be dismissed approximately one and one half hours after the condition one announcement. Please make provisions to ensure that your children are supervised.

**CONDITION 1
(1200 - 1459)**

School will be dismissed at the normal times.

CONDITION 1C, 1E, 1R

There is no school for students of DoDDS schools on Okinawa

CONDITION STORM WATCH

There is no school for students of DoDDS schools on Okinawa. School will begin approximately one hour following the announcement of All Clear. Buses for students at Kadena Middle, Lester Middle, Kubasaki High, and Zukeran Elementary schools will pick-up students approximately one half hour following the All Clear, or condition four announcement. Buses for all other schools will pick-up students approximately one and one half hours following the Storm Watch.

**CONDITION ALL CLEAR
(0600 - 1059)**

DoDDS schools on Okinawa will operate on modified school hours. School will begin at the normal time or one hour after All Clear is announced. Buses for students at Kadena Middle, Lester Middle, Kadena High, Kubasaki high, and Zukeran Elementary schools will pick up students approximately one half hour following the All Clear announcement. Buses for all other schools will pick up students approximately one and one half hours following the All Clear announcement. There will be no A.M. Kindergarten. No hot lunches will be served if condition All Clear is called after 0900.

**CONDITION ALL CLEAR
(1100 - 1459)**

There is no school for students today at all DoDDS schools on Okinawa. School will resume on normal schedule tomorrow.

OTHER EMERGENCIES: Major accidents, terrorist attacks, civil disturbances

1. Parents should listen to AFN for instructions.
2. The 18th WG/CC will coordinate procedures for schools to follow.
3. AFN will announce directions.
4. Specific directions will depend on the nature and severity of the emergency. If a problem is not anticipated for several hours, the administration will send students home. Other situations may require students to remain at school to ensure safety.

FIRE DRILLS

Fire drills at regular intervals are required by regulation and are an important safety precaution. It is essential that when the first signal is given, students follow these evacuation procedures:

1. Quickly clear the buildings by the prescribed route.
2. Stand 100 feet away from all buildings.
3. Stay off the asphalt fire lanes, driveways, and parking lots.
4. Stay away from fire hydrants.
5. Be orderly and quiet; teachers should take roll after their class has met at the designated area.
6. Re-enter the buildings when the all-clear signal is given.

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

HEALTH SERVICES

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. An ill or injured student may sign out in the attendance office with a sponsor's permission.

Sponsors are required to keep the school informed of current emergency phone contacts. Students are not permitted to be released to any person other than a designated emergency contact. The nurse will not dispense medication to any student unless the medication is supplied in a

labeled container and accompanied by a **HOLD HARMLESS LETTER** on file in the School Nurse's Office. Hold Harmless letters can be picked up at the hospital or the School Nurse's Office. All Hold Harmless letters must be signed by the prescribing physician.

Parents must notify the school nurse of any current or special medical problems that students might have. This will help in monitoring any potential problems.

The following health screenings will be scheduled yearly:

| | |
|---------------------|---------------|
| Height | (Grades 9) |
| Weight | (Grades 9) |
| Blood Pressure | (Grades 9) |
| Vision | (Grades 9) |
| Scoliosis Screening | (Grades 9) |
| Hearing | (As referred) |

SCHOOL NURSE

The following guidelines are provided regarding standard operating procedures for the Nurse's Office and for student referrals:

1. The School Nurse is not a medical diagnostician. Please do not send your child to school if she/he has a temperature of 100° or above and/or doesn't feel well.
2. Minor first aid can be provided in the Nurse's Office. Every attempt will be made to contact a sponsor and/or emergency contact person when health problems warrant.
3. For emergencies at the school, call 911.
4. The nurse will not allow students who are ill to leave school nor will they be allowed to depart until a parent or emergency contact person has been contacted. The nurse will telephone sponsors to pick up students who are ill.
5. Parents are responsible for dispensing medication. However, if it is imperative that medication be dispensed during school hours, a Hold Harmless letter must be signed by both the physician and a parent. The medicine should be in a pharmacy-labeled bottle marked with the student's name, the name of the drug, the amount to be taken, and the time the medication needs to be administered.
6. Substance abuse is unacceptable at Kubasaki High School. If a student is suspected of substance abuse, an administrator and the nurse will notify the parents/guardian.

Parents/guardian must accompany the student to the Emergency Room at Lester Hospital for examination.

7. The nurse does not excuse a student from a physical education class. If a student is physically unable to participate, parents should provide written medical verification.
8. **Parents/guardian, please make sure the school has your current address, telephone numbers (work and home), and emergency contact number on your child's health record at all times.**
9. If your child's records are incomplete, please stop by the Nurse's Office as soon as possible. These are very important records. A complete health record makes us aware of any health problems that your child might have. If for any reason your child's physical status changes, please inform the nurse.

SECTION III

ATTENDANCE AND DISCIPLINE

Advanced Absences

Attendance Policy

Attendance Procedures

Characteristics of a Good Citizen

Detention

Direct Escort

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Penalties For Referrals to Office

Minor Offense

Suspensions

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Tardiness

Violations and Disciplinary Actions

Truancy

Violations and Disciplinary Actions

ADVANCED ABSENCES

Students who know in advance that they are going to be absent should bring in a note from the sponsor and then inform their teachers of this fact by obtaining a Pre-Excused Absence Form from the front office which states the reason for the absence. This form should be signed by all teachers. Normally, this form is submitted when a family trip is planned. This form should be filled out first by the student, his/her teachers, and then signed by sponsor, counselor, and an administrator.

Students will be excused to travel with their families for a maximum of ten (10) school days. Family trips will be authorized up to the third week of May. The cut-off date coincides with the earliest day a student may be withdrawn from school and receive credit for second semester.

ATTENDANCE POLICY

Students are expected to attend all classes, and attendance records are kept on each student. Parents are encouraged to contact the school if there is a concern about attendance. Weekly attendance letters are mailed home. Chronic absences affect a student's school progress. **According to (USMC) Major General Stackpole's May 7, 1991, memo entitled *Mandatory School Enrollment for Dependent Children* "The major service commands on Okinawa have jointly adopted this policy: Any dependent child between the ages of 7 and 17 who is not enrolled in an appropriate full-time educational program may be barred from all US military installations on Okinawa and may be subject to any other administrative sanction deemed appropriate and authorized by reputation of law."**

Therefore, it is the school's policy that students are to come to school and remain in school until the school day is over. Kubasaki High School has an "open campus" during lunch time. This means students may leave campus for lunch **ONLY**.

Parents must come to school to sign students out when the students have to leave school. Students leaving the school grounds while school is in session must have a valid note from a sponsor which must be confirmed by the Main Office. Students must sign in/out at the Main Office. Leaving school grounds without such permission is considered truancy.

ATTENDANCE PROCEDURES

On a day that a student misses school, parents are requested to call 645-3728 or 645-4876 between 0700 and 0800 to inform the school of the student's absence and the reason for the absence. When the student returns to school, he/she should bring a note, signed by the sponsor or a parent,

to again verify the reason for the absence. This note should be given to the attendance clerk in the Main Office.

Attendance is taken each class period. Students leaving campus without permission or failing to return after lunch **without notifying the office will be considered truant.**

Students are required to report to the attendance clerk in the Main Office between 0645 and 0715 for admit slips. This applies if a student was absent from any class period the previous day. **It is important that admit slips be obtained early so students are on time to class. Students may not enter class after an absence without an admit slip.**

CHARACTERISTICS OF A GOOD CITIZEN

Students should behave in a manner that will enhance the safety, welfare, and dignity of all students. This is best accomplished when students FOLLOW DIRECTIONS, SHOW RESPECT, AND ARE HONEST.

There are five basic rules established at the beginning of the school year. Each student is responsible for the following:

1. Respect yourself and the rights of others.
2. Complete your homework and bring needed materials to class.
3. Say, "Good Morning" or "Good Afternoon" to everyone, and act in a friendly manner.
4. Ask your teachers how you can help them.
5. Compliment another student and/or a teacher daily.

DETENTION

Teacher-Assigned Detention

Teachers may assign lunch or afternoon detentions. Students who disrupt or misbehave in class or who fail to do the assigned classroom work may be required, on an individual basis, to serve detention with his/her teacher. (Sponsor/parent will be given a twenty-four (24) hours notice for an after-school detention.) If a student misses a teacher's detention, the teacher will contact the parent, and the student will be referred to the administration for further disciplinary action.

Administrative-Assigned Detention

The administrators may assign lunch detentions, also. Students' names will be entered into the Detention Log in the front office. These detentions will be served during the students' lunch time in Room 118. **Students must bring their own lunches to the detention. They will not be**

allowed to get lunch in the cafeteria. Students must also bring materials necessary to do homework or other school work. Unless given a work detail while on detention, the student must (1) remain seated unless given permission to move and (2) remain silent and work the entire time. Any violation of these rules cancels the time already spent in detention. If a student misses an administrator's lunch detention, he/she may be assigned to In-house Suspension (IHS), may be on a direct escort, or may be suspended from school.

DIRECT ESCORT

Direct Escort allows a sponsor or parent to directly escort his or her child throughout the regular school day. **The accompanying sponsor or parent attends ALL classes with the student, eats lunch with the student, and is with the student for the entire daily routine from the opening until the close of the school day.** Family friends and older siblings may not act as a student's Direct Escort.

Direct Escort is a method of parental intervention; it communicates to the child that inappropriate behaviors are not acceptable and that, if necessary, the parent will spend an entire day at school with his/her child to support the importance of an education. It is an optional program and offered at the administrator's discretion. A Direct Escort may be delayed for as many as three school days to allow a sponsor or parent to arrange for leave so that the student can be escorted to his/her classes.

Direct Escort affords sponsors or parents an opportunity to personally see and experience their child's school environment. It is especially helpful for truants, disrupters, and non-performers because it is another method of intervention that keeps the child in school. **During a period of Direct Escort, students may earn credit for their work. Although Direct Escort is an alternative to suspension, it is considered an in-house suspension.**

SPREADING RUMORS OR DIRECTLY/INDIRECTLY CONTRIBUTING TO A FIGHT

If a student contributes to a fight by spreading information ("He said/She said" situations), the student will be referred to the counselors, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocations by discussing differences and by taking the time to talk things out. Rather than spreading information about possible disruptions, students have the responsibility to refer potential problems to the counselors, a staff member, or to the administration. Counselors and administration support resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary.

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

The proper way to deal with the problem is politely and privately and via the chain of command (teacher, parent, counselor, and administrator).

DISCIPLINARY PROCEDURES

It is the policy of DoDDS to maintain discipline at a high level. We encourage students to have self-control, to develop a sense of regard for fellow students, and to take pride in their school and community.

Every effort will be made to ensure that students are successful in school. Parents will be kept informed, and teacher conferences will be held whenever necessary. The services of the school counselors and other specialists from the school community may be utilized. However, if a student persistently violates school rules or commits a serious breach of conduct, more drastic action will be taken including referral to community resources with possible recommendation of expulsion from school and removal from the community.

In order to guarantee the rights of all students, it is necessary for parents, teachers, administrators, and community members to take an active part in the sharing of this responsibility. Parents and students are required to know the expectations and to contribute to the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents; counselors; and military authorities when inappropriate behavior of a student continues to disrupt the educational program.

One goal of education is self-discipline. Therefore, parents, teachers, counselors, and administrators work together with students to establish guidelines for the child. At the same time, our children must be motivated to practice the art of setting up their own guidelines for acceptable behavior.

DISCIPLINARY REFERRAL STEPS

For minor offenses, teachers follow the six steps of the School-Wide Intervention Plan to enforce their classroom rules. This plan (after three warnings by the teacher for the same offense) consists of (1) one-on-one counseling with the student, (2) notification of the parent through the School-

Wide Intervention Plan that a problem does exist and a check by the steps that the parent will take to assist the child, (3) School-Wide Intervention Plan signed and returned by parent if the parent has not been notified in Steps 1 or 2, (4) conference (set through Counseling Center) with teacher, counselor, student, and parent, (5) referral to school administration for appropriate action, and (6) referral to the Base Inspector. (See "School-Wide Intervention Plan", on the following page)

EXCUSED/UNEXCUSED ABSENCE POLICY

EXCUSED ABSENCES are of such a nature that the student will be allowed to make up the class work that was missed. It will be the student's responsibility to obtain the required assignments. Students will be allowed one day make-up time for every day missed. The teacher has the right to refuse to grant credit for make-up work if it is not completed within a reasonable period of time. If students have prior knowledge of upcoming absences, they should obtain the Pre-Excused Form from the front office. It is recommended that when students know they are going to be absent that they complete their class work prior to the absence.

Excused Absences

1. Illness of student
2. Family emergency
3. Religious holiday
4. Medical, dental, or legal appointment (Efforts should be made to schedule these appointments **before** or **after** school.)
5. School-sponsored or school-approved events
6. Family trips that are pre-arranged with administration (before the three-week cut-off date)
7. Special opportunities at community leadership conferences
8. Promotion and change-of-command ceremonies for a member of the immediate family
9. In-School/out-of-school suspensions

NOTE: This above list is not all inclusive.

of dependents in the command. Proper behavior enhances learning in the classroom as well as promoting positive relationships with the Okinawan community. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to the enhancement of the American reputation and position overseas.

GENERAL ITEMS:

Active Participation

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. If napping or sleeping in class becomes a problem, teachers are requested to notify the nurse who can counsel the student and contact the parents if necessary for a referral for medical evaluation.

Alcohol And Other Illegal Drugs *

No student shall possess, use, transmit, or be under the influence of any narcotic drug, hallucinogenic, amphetamine, barbiturate, marijuana, alcohol, toxicant inhalant, or other intoxicant in the following areas:

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

* An illegal drug is any drug not prescribed by a licensed physician. Additionally, someone who possesses a drug prescribed for someone else is in possession of an illegal drug.

| <u>Nature of Offense:</u> | <u>Instance</u> | <u>Action:</u> |
|---|-----------------|--|
| Distribution/Sale of Illegal Drugs | First | Expulsion Proceedings |
| Possession and/or use; under the influence of illegal drugs | First | Suspension (5-10 days) Parent Conference Student Counseling Mandatory parent and student counseling |
| Possession and/or use; under the influence of illegal drugs | Second | Immediate suspension pending Expulsion Hearing |

Criteria For Conditional Re-Admittance To School After Violation Of The School's Policy On Alcohol And Other Drugs

No family is immune from the impact and dangers of alcohol and other drugs. Denial, guilt, blame, false promises, and misinformation are frequent responses that limit, if not paralyze, an attempt to bring about meaningful change. When a family is confronted with one of its most difficult and demanding parenting challenges, it is essential that it actively work to obtain the support and assistance that are imperative for success. Unless the behavior and underlying problems are properly corrected, the impact of alcohol and other drugs extends from the immediate family to school and job performance, military readiness, and the community at large.

In first instances of violation of the school's policy of ALCOHOL AND OTHER DRUGS, the 5-10 day suspension period must include the following:

- | | |
|--------------------------|--|
| a. Family Assessment | Evidence that the school nurse has scheduled a family appointment; this normally includes the sponsor, the sponsor's spouse, and the student. The purpose is to identify needs and appropriate community resources available for addressing these needs. |
| b. Student Participation | It is recommended that the student and sponsor/parent attend counseling sessions. |

The following community organizations have trained personnel and resources to work with your child and family:

| Organization | Phone |
|-----------------------------|---------------------------|
| 1. Social Actions | 634-2571 |
| 2. Family Advocacy | 645-2915/2916 |
| 3. Mental Health Services | 645-7334 |
| 4. Medical Related Services | 645-9181 (Age 18 & below) |

When a student is suspected of using or abusing a substance (alcohol or drugs), school officials will initiate the following actions:

1. An administrator will contact the school nurse. The nurse will evaluate the student's condition and proceed to Step #2 if she suspects or can confirm said use or abuse.
2. The nurse will notify the administration of the (suspected) condition.
3. The administration will meet with the student, notify the sponsor, and have the sponsor

remove the student from the school premises as soon as possible. If the sponsor or sponsor's spouse cannot be contacted, the administration will contact the sponsor's unit commander or the security police will be contacted. (In severe cases, emergency medical personnel may have to be called in and/or the student will be taken to the Emergency Room.)

If there is a question in the mind of the sponsor regarding the possibility of substance use or abuse, the sponsor may escort the dependent to the hospital (Emergency Room) for substance use or abuse testing within two (2) hours and confirm the test results with school officials. Failure to exercise this option means that the school will conclude its investigation and take appropriate action.

Beepers/Cellular Phones/Battery Audio Devices

DoDDS Washington recommends suspension or expulsion of those students who carry cellular phones or beepers. Portable radios, tape players, and other electronic devices such as Gameboys, etc. are not permitted out on campus after 0700. Beepers and cellular phones are not allowed on campus at all. Students may have Diskmen and Walkmen before school and after school (before 0700; after 1405). We suggest that students not bring them to school due to the cost of such items and the risk of theft.

| | |
|-----------------------|--|
| First Offense | These items will be confiscated and parents will be asked to pick the item up after school. Items not claimed by a sponsor or parent will be donated to a charity. |
| Second Offense | Students will be subject to In-house Suspension the second time they bring these items to school. |

Bus Conduct

Misconduct on the school buses is handled by the Okinawa Student Transportation Office. School bus misconduct complaints should be called in to the Okinawa Student Transportation Office at 645-2431/2360/7820. For additional information see "School Bus"

Cheating Policy

Kubasaki High School has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to disciplinary measures.

Those behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student. (This list is not all inclusive.)

Additionally, students involved in cheating will receive a "0" grade for the assignment, and the parents will be notified by the classroom teacher.

Computer-Use Policies

Students will use KHS school computers only with prior authorization and only for the purposes of the overall educational program. Unauthorized access to a computer, unauthorized electronic copying to or from a computer, entry into non-authorized electronic storage areas, and any actions that interfere with an authorized user's access are each serious offenses that will call for the student's actions to be evaluated by the school administration.

Students may be authorized to access a "within-the-school-only" electronic mail system. This mail system is NOT private, and KHS retains the right to review student electronic mail. Violations of legal and respectful conduct will warrant disciplinary evaluation. Outside electronic mail services are not authorized at Kubasaki High School.

Students may be authorized to use KHS school computers to access other resources that are outside KHS. Prior to, and as a condition for such access, all affected students will sign a consent form acknowledging that KHS retains the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or receiving unauthorized or "illegal to possess" information will warrant disciplinary evaluation.

Disciplinary evaluation for the above offenses will result in temporary suspension from use of the computer, detention, or possible suspension from school (depending on the severity of the offense).

Controversial Materials/ Issues

DST 2500.1, "DoDDS Administrator's Guide," provides the basic guidance for the handling of controversial materials and issues in the school. It is the policy of KHS that parents will be informed prior to the presentation of such materials in the classroom or within the curriculum. It is intended that controversial and sensitive issues are presented objectively and in an informational manner with all aspects of the subject provided. The DoDDS curriculum includes topics regarding ethics, the family, morals, and religion. The instructional program will ensure that controversial matters are handled in an appropriate manner for the protection of all parties concerned.

Dress Standards

Students enrolled at Kubasaki High School are on Okinawa because they are accompanying either a military or civilian sponsor assigned to this area. Consistent with their status as guests in the host nation, students should refrain from wearing clothing that would offend our host country either by style or message. Additionally, dress in the school environment should contribute to the overall learning environment and should not detract from it. Opinions can and do vary about

personal appearance. To be fashionably dressed is not necessary, but to be properly dressed is. Students, as well as parents, should assume responsibility for acceptable appearance.

Consistent with these objectives, students will wear clothing that is neat and clean. Clothing must not be torn, ripped, or otherwise in disrepair. This includes pre-made holes such as those found in jeans. Halter tops, midriffs (exposing the stomach and area above the waist), t-strap tops, and hip-hugger pants exposing the waist or hip, are not authorized for wear at school. Slogans, insignias, buttons, and other decorations that encourage anarchy, illegal use of drugs, tobacco or alcohol use, contain profane or derogatory words or drawings or depict blood or death are inappropriate for school wear and are inconsistent with our status as guests in Japan.

Additionally, clothing that carries culturally offensive language is inappropriate. Examples of such inappropriate wear include shirts with drug culture related paraphernalia (pictures of marijuana leaves, "NORMAL" T-shirts), shirts that carry messages pertaining to Satanism, excessive violence, lawlessness, and religiously offensive items. Articles that can cause damage to other students or property (studded bracelets for example) may not be worn nor are chains, or chains attached to wallets, acceptable. Dark glasses inside the building may not be worn unless medically approved in writing. **Hats (on both males and females) may not be worn inside the building, classrooms, the cafeteria, the administration building, or in the gym. "Rags" (bandannas) and towels on the head are not permitted at any time.**

Students violating the dress code will be subject to the following:

- | | |
|--------------------------|---|
| First Offense: | Warning; clothing must be changed |
| Repeated Offense: | Contact parents; detention; possible in-school suspension |

Food And Beverages

Food and beverages may not be opened or consumed in the classrooms. On special occasions, a teacher may request, via the administration, to have a party in a classroom at which time food and beverages may be consumed. Students who take medications should use water, and students with special food/energy requirements should obtain written permission from the school nurse. (Reminder: All medication must be maintained by the school nurse.)

Hall Conduct/Hall Passes

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Any staff member or adult in the building may make reasonable requests of students (request hall pass, identification, etc.). **Any student leaving a class or assigned area must have a hall pass from the staff member.**

Littering/Vandalism

We request the cooperation of students in keeping the school campus attractive. Please do not litter. Students are not permitted to deface the school corridors, walls, or any surfaces. Respect must be shown for school property such as desks, tables, and other furniture and equipment.

Possession Or Use Of Tobacco Products

The use of tobacco products and secondary smoke is dangerous to one's health. Kubasaki High School is a smoke-free campus, and consistent with the health concern, students may not smoke on campus, at school activities, or in the immediate vicinity of the school. Additionally, chewing tobacco, snuff, and other tobacco products are not allowed. Tobacco and tobacco-related products are not authorized on campus, at school activities, or in the immediate vicinity of the school.

Students who use or have in their possession tobacco products or related objects, as described above, will be subject to the following:

- | | |
|--------------------------|---|
| First Offense: | Formal enrollment in a four week SMOKING CESSATION program. |
| Second Offense: | Smoking Cessation classes and one-day suspension |
| Repeated Offense: | Suspension and referral to Base Inspector |

Profanity and Inappropriate Language

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

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

School Dances

Dances will begin and end at the discretion of the sponsoring organization. Deadlines may be imposed after which students will not be allowed to enter the dance. Loitering in the parking lot will not be allowed. The students must be in the dance or leave campus. Once a student leaves the dance, the student will not be allowed to return.

Dances usually start 1900 hours and end by 2300 hours.

Kubasaki students (except those suspended) and visitors from other schools (by invitation) may attend designated dance events. The sponsoring organization will determine invitation procedures. Requests for DoD identification cards may be conducted to verify eligibility to attend the dance.

Students and guests must follow dress codes with the exception of special "theme" dances (Halloween, etc.).

NOTE: SCHOOL RULES WILL APPLY AT ALL EXTRA CURRICULAR EVENTS AND ACTIVITIES.

School Grounds and School Activities

School and school-related activities are for students and their immediate family. Students who are suspended from school (either in-house or out-of-school) are not eligible to be on school grounds or at school-related activities. Other individuals not affiliated with Kubasaki High School are allowed on campus for activities as long as their behavior is compatible with the expectations of Kubasaki High School administration. All visitors must have approval from main office personnel prior to visiting.

Security

Due to the large number of students using the Kubasaki High School facilities, it is imperative that items of value not be brought to school. If it is necessary to bring such items to school, each student is responsible for safeguarding his or her personal property. The school cannot assume responsibility for lost or stolen items. The following are ways to help safeguard against theft:

1. Lockers do not guarantee security. Make sure you have a lock and lock it after each use.
2. Each student is assigned his/her own locker. Remember in sharing lockers with other students, today's friend is tomorrow's enemy.
3. Bring to school only the money you will need for the day.
4. Leave valuables at home unless you are wearing them.
5. Be responsible and remember to take all your belongings with you when you leave your class.
6. Walkman-type players are not permitted at school between 0725 and 1400 hours. No other form of sound reproduction are allowed at school.

NOTE: Lockers are not theft-proof. The school cannot be responsible for loss or any high value item.

Should a theft occur, the student may

1. Report it to the Main Office soon as possible.
2. Ask the sponsor to contact PMO.

Sexual Harassment

Definition: A form of sex discrimination that involves unwelcome sexual advances requests for sexual favors, and other verbal or physical conduct of a sexual nature

- Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.
- One engaging in deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment.
- Sexual harassment isn't about sex or healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others.
- What may seem like harmless behavior to one person can be totally offensive to another. It is important to understand that this type of behavior, when unwelcome, is a form of illegal discrimination.

Verbal harassment includes but is not limited to the following:

- Whistles
- Offensive comments
- Offensive jokes
- Terms of endearment (sweetie, babe, etc.)
- Inappropriate language

Non-verbal harassment includes but is not limited to the following:

- Looking a person up and down
- Gestures

Sexually oriented posters, cartoons, or pictures

Physical harassment includes but is not limited to the following:

- Touching, patting, pinching, grabbing
- Hugging, kissing
- Cornering, blocking passage, bumping
- Rape

Students involved in sexual harassment of any type will be subject to disciplinary action consisting of the following:

1st offense: Counseling by student's counselor (depending on the severity of the offense) and disciplinary action by the administration

Repeated offense: Referral to administration; a student's sponsor/parent is required to be present at this meeting; suspension from school

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Student Conduct/Public Display Of Affection (PDA)

Students are responsible for effective use of their class time and for maintaining acceptable standards of personal behavior.

Undue displays of affection can be disrespectful and disruptive. Displays of affection other than hand-holding are inappropriate and subject to disciplinary action ranging from a verbal warning to suspension from school.

Student Parking Policy

Student parking is authorized in the lot behind the JROTC building and the main gate as well as the few slots directly in front of the JROTC building. They are not allowed to park in the teachers' parking area. All student drivers must have a valid driver's license. (If students live in any area other than the Kishaba/Kubasaki area, they must have a valid off-base license.) Courteous driving practices are expected, and violations of safe driving practice will be reported to the proper authority. All students who drive to school **MUST** register their car at the front office.

Students' Rights And Responsibilities

Student involvement in the educational process is a basic right and responsibility. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this philosophy is the concept of mutual respect among faculty and students. The school staff, parents or sponsors, installation commanders, and students have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system.

These guidelines have been developed in order to provide an understanding of the rights and responsibilities of all students, both elementary and secondary, in the Department of Defense Dependents' Schools.

These guidelines are general statements of principle and will be subject to limitations imposed by the laws or customs of the host nation or by general authority of the installation commander. Legal jurisdiction in overseas military communities is shared by the host nation's legal agencies and the installation commander.¹

Rights: All students, kindergarten (K) through 12, are entitled to an educational program comparable to those offered in public schools in the United States in accordance with pertinent directives and regulations governing eligibility for enrollment.

Responsibilities: Students, regardless of age, have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with administrators and teachers the responsibility of developing a climate within the school that is conducive to productive learning and living.

It is the responsibility of students to complete a course of study necessary to obtain a high school diploma. Students and parents must take responsibility for class attendance. In accordance with local school policy, students are responsible for properly maintaining textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not met.

For more information, or a more detailed description, see the pamphlet entitled *Students' Rights and Responsibilities in the Department of Defense Dependents Schools System*, available in the LMC. This pamphlet includes the topics, "Access to Learning," "Freedom of Expression," "Student Governance," "School Records," "School Discipline," "Protection of Personal Privacy," and "Community Resources."

¹ From page 1 of *Students' Rights and Responsibilities in the Department of Defense Dependents Schools System*, DSM 2050.1.

Weapons' Policy

The Director of DoDEA has taken a firm stand against weapons in school. "Weapon are items carried, presented, or used in the presence of other persons in a matter likely to make reasonable persons fear for their safety. They include, but are not limited to

- Guns
- Look-alike (replica) guns
- Knives
- Razors
- Box or carpet cutters
- Slingshots
- Nunchucks
- Any flailing instrument (such as a fighting chain or heavy studded or chain belt)
- Objects designed to project a missile
- Explosives
- Mace
- Pepper spray (or any other similar propellant)
- Any object concealed, displayed, brandished in a manner that reasonably provokes fear

(DoDEA Regulation 2051.1)

WEAPONS (OR ITEMS WHICH COULD BE USED AS WEAPONS) WILL NOT BE TOLERATED AT KUBASAKI HIGH. STUDENTS IN POSSESSION OF SUCH ITEMS WILL BE SUBJECT TO AUTOMATIC SUSPENSION, PENDING AN EXPULSION HEARING.

MAJOR OFFENSES

Penalties for Referrals to Office for Major Offense

All violators of major offenses will be subject to school disciplinary action as well as reported to the Base Inspector's Office, Military Police (when warranted), and sponsors' commanders. Major offenses include but are not limited to the following:

- Bomb threats
- Fighting
- Insubordination towards a school official
- Possession, selling, consumption of alcohol or drugs
- Sexual harassment
- Threatening another person

- Truancy
- Vandalism
- Weapons

MINOR OFFENSES

Each teacher will establish classroom rules and procedures. It is recommended that teachers have students provide input and sign off on the rules and procedures. When a student continues to break a classroom rule, and the teacher has followed all of the steps in the Intervention Plan, the student will then be referred to the administration for appropriate action. (The next step after the school administration is the Base Inspector's Office.)

SUSPENSIONS

In-house Suspension

Students who are given in-house suspension are removed from the general student population for the duration of their in-house suspension. They are placed in a room with other IHS students and the IHS monitor to work in isolation on school assignments they have received in advance from their teachers. Students are to report to the main office by 7:20 a.m. and will be dismissed at 2:05 p.m. They are to bring all of their books, papers, pens, and pencils. Students on in-house suspension may either bring their lunch or be escorted to the cafeteria to buy their lunch. Teachers are notified of the student's in-house suspension prior to the suspension. Failure to follow the expectations of IHS will mean that the parents will be called to pick up the student for an out-of-school suspension, and additional consequences will be applied. **Students on an in-house suspension may not participate in any school activity nor be on the school grounds until the IHS has been successfully completed. This includes any weekend activity such as sports' events, dances, plays, etc.**

A formal Discipline Committee Hearing must be held in the event that a student is suspended for more than ten days (cumulative or continuous) in one school year. See "Discipline Committee Hearing" under **Expulsion**.

Out-of-School Suspension

Suspensions require involvement of school administration and the sponsor. Command officials will be involved when necessary. The student and sponsor will be notified by the school administration of the reason for the student's suspension. Following suspension, the sponsor will be required to bring the student to school for a scheduled re-admittance conference with the school

administration if a conference has not already taken place. Suspension will be from one to ten days in duration, and the student will be allowed to make up school work given during the period of the suspension. **Students on an out-of-school suspension may not participate in any school activity nor be on the school grounds until the out-of-school suspension has been successfully completed. This includes any weekend activity such as sports' events, dances, plays, etc.**

TARDINESS

IT IS IMPERATIVE THAT STUDENTS ARRIVE AT SCHOOL AND TO THEIR CLASSES ON TIME!

Students are expected to be in the classroom when the tardy bell sounds. Those who are not will be counted tardy. The five (5) minutes passing time provided is adequate to get from one class to another. Students should plan ahead to preclude the need to go to their lockers at each change of class. Tardiness will be closely monitored by the classroom teachers and chronic tardiness will be referred to the Main Office for appropriate action. Tardies will start over and be tracked each nine weeks (in each class).

Students who are ten (10) minutes *tardy to school* after 7:25 (tardy bell) must report directly to the Main Office for a class admission slip. The admission slip will specify whether the tardy is excused or unexcused. Tardies caused by oversleeping, missing the bus, or car trouble are unexcused. The school reserves the right to determine the excused or unexcused status of each tardy.

Violations and Disciplinary Actions

Once a student is late three times in a nine week period, administrative disciplinary consequences will occur.

| | |
|---------------------------------------|---|
| One tardy in ANY class | Teacher warns student |
| Two tardies in ANY class | Teacher detention/phone call home |
| Three cumulative tardies in ANY class | Discipline referral form/dates of tardiness/prior interventions - one detention |
| Four cumulative tardies in ANY class | One Day In-house Suspension |
| Five cumulative tardies in ANY class | Two Day In-house Suspension |

TRUANCY

Truancy is defined as a student's leaving campus without signing out or a student's being absent from class without the prior awareness and approval of the parent/sponsor. Kubasaki High School has zero tolerance for truancy. Students cannot learn if they are not in school. In conjunction with the Base Inspector's Office, the Command, and PMO, the following consequences apply to truanies:

Violations and Disciplinary Actions

| | |
|-------------------|---|
| First truancy | One-day In-house Suspension (and notification of sponsor and Base Inspector's Office) |
| Second truancy | Two-days In-house Suspension (and notification of sponsor and Base Inspector's Office) |
| Third truancy | Three-days In-house Suspension (and notification of sponsor and Base Inspector's Office) |
| Continued truancy | Out-of-School Suspension; Command involvement; Family Advocacy notified for educational neglect |

Kubasaki High School works closely with our base MP's. Camp Butler MP's patrol the various areas surrounding the high school. If they find a KHS student who is not in school when he/she should be, that student is brought back to school where his/her attendance record is verified. If the record indicates a prior truancy, the student is taken to PMO where the incident is put on the blotter, and the sponsor is called to pick up the student at PMO. The school administration will take the above disciplinary action.

SECTION IV

GENERAL INFORMATION

Books and Equipment
Complaint Management
Cooperative Work Experience (CWE)
Daily Bulletins
Field Trips
Homework
Leaving Campus
Library (LMC)
Locker Rules
Lost and Found
Lunch Program
Newsletter
Sign-out Procedure
Student Aides
Telephones
Visitors

BOOKS AND EQUIPMENT

The school furnishes textbooks to all students, and students may use school equipment as directed. Textbooks and equipment represent a major investment, and it is expected that students will safeguard them against loss or damage. Reasonable wear and tear may occur, but unreasonable damage caused by a student will result in the imposition of fines.

When the student transfers from school or completes a course, all books and equipment must be returned to Kubasaki High School. Students are required to sign for books and must return the same numbered books at the end of the school year or when withdrawing.

When textbooks or equipment are lost or damaged, a LOSS OF GOVERNMENT PROPERTY letter will be issued to the sponsor with DD Form 1131, CASH COLLECTION VOUCHER. Payment for books is due upon receipt of the DD Form 1131. Accounting & Finance will issue a receipt number and the DD Form 1131 should be returned to the Counseling Center as proof of payment. Charges for damages will be assessed according to the following:

New book or equipment..... Full list price
In good condition2/3 of list price
In fair/poor condition.....1/3 of list price

NOTE: In the event the student owes for books, payment should be made at the Disbursing Office of Accounting & Finance Office (Bldg. 721, Kadena AB) with the DD Form 1131, for lost or damaged books.

COMPLAINT MANAGEMENT

Kubasaki High School is required by DoDDS Regulation 2500.00 to be responsive to complaints lodged against it in the area of violation of UNITED STATES LAW, DoD issuance's or DoDDS issuance's. Appropriate procedures of initiating such a complaint can be found in DS Regulation 2500.11 (September 7, 1983). Copies are available in the administrative office.

COOPERATIVE WORK EXPERIENCE (CWE)

The CWE program is an off-campus volunteer work program recommended for seniors only. Students are selectively placed at actual work sites within the military and civilian community during school hours. Students enrolled in CWE are required a minimum of at least two (2) consecutive class periods. Transportation to and from the work site is available during school time. A variety of career development resources will be used to recognize student aptitudes and interests as they relate to potential future occupations. Students can expect to learn about and acquire skills and qualities necessary for entry into careers. Weekly written class assignments

centered around the world of work will help students gain knowledge of desirable work habits and work attitudes as well as identifying potential career choices. Students will develop an appreciation for the value of work and the relationship between work and self-satisfaction in designing their future lifestyle through career development. Sixty-five hours of work per class period is required each quarter as a minimum to receive a .5 semester credit. CWE credits can be applied to the Career Education graduation requirement or for other elective credit requirements.

DAILY BULLETINS

Each first period teacher will read the Daily Bulletin to his or her class thus informing students of the activities of the day.

FIELD TRIPS

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

HOMEWORK

Kubasaki High School believes that homework is necessary; therefore, it is encouraged. Teachers assign homework for reinforcement and enrichment activities. The degree, type, and amount of homework assigned will vary from teacher to teacher and be dependent upon the individual needs of the students. Parents should encourage students to bring papers home to see the amount, kind, and quality of work being done. If you have doubts about whether your child is following through on homework assignments, please call the Counseling Center at 645-6888/6883 to contact or to set up an appointment with the teacher and the student's counselor.

If your child is absent for three (3) or more days, you may request homework assignments. Contact the Counseling Center and please allowed one full day after the school has been contacted for assignments to be gathered. The assignment may be picked-up in the Counseling Center.

When students have excused absences, it is their responsibility to ask about and make up any missed assignments and tests upon their return to school. **One day per day missed is allowed for make-up work.**

LEAVING CAMPUS

Kubasaki High School officials are keenly aware of their responsibilities to the parents and students. Kubasaki High School has an open campus for lunch only. Students are not permitted to leave the campus unless they have permission to leave school (by using the proper school permission forms or by confirmation by the parent). If a student plans to leave campus and return the same day, he/she must bring a note signed by the parent verifying the reason the student must leave (doctor's appointment, etc.) and the time he/she must leave. The student presents the note to the Main Office and *before leaving campus*, he/she must sign the logbook. When a student returns to school, he/she must sign the logbook. The student will receive an Admit Slip for periods missed. This Admit Slip must be signed by the student's teachers, and will be returned to the Main Office by the last teacher to sign it. The same procedure applies if a student does not return to campus the same day, except in this case he/she must report to the Main Office *before* the morning warning bell the next day.

LIBRARY (LMC)

The Library Media Center (LMC) occupies 3510 square feet in Building 400. This modern, carpeted, well-equipped facility has 8,500 print items and over 450 audiovisual items for student and teacher use. Operating hours are from 0700 to 1530, Monday through Friday. The telephone number is 645-4546.

The LMC offers many services. For a full account of services rendered, please call the Information Specialist at the above number.

Computers are available for student use, as are other types of equipment and machines for viewing and reproducing video tapes, cassette tapes, and other audiovisual materials.

Audiovisual materials assigned for a class may be requested at the check-out desk. The Library Media Specialist will assist in setting up the material. These class-assigned AV materials may not be checked out for overnight use without a teacher's permission. If you wish to request a special book, fill out a book reservation form at the desk, and the book will be saved for you when it is returned.

CARD CATALOG: The card catalog system is computerized, and print items are bar-coded for circulation. The DoDDS Video Center, which serves all DoDDS schools on Okinawa, will be housed at Kadena Elementary School. Approximately 3,000 video tapes are available through this facility.

BOOKS AND MATERIALS CHECK-OUT PROCEDURES: All students have a library card maintained in the library. Books are due two (2) weeks from

check out date. Overdue notes are sent to MPS addresses. Lost materials must be replaced.

MISCELLANEOUS: The LMC is a quiet study area. Please feel free to use the center during your lunch time for quiet reading or for working on assignments. **It is not a place to come to visit friends.** If it appears that you are using the center as a "lounge," you will be asked to leave. If you are asked to leave the center as a result of conduct, you may not return for the rest of the day.

RESEARCH MATERIALS: The Media Center has three extensive high technology sources for research: Magazine Article Summaries, NewsBank Research, and SIRS CD-ROM.

While in the LMC,

- 1) Students are expected to work quietly with a minimum of conversation.
- 2) There is to be no food or beverage in the LMC.
- 3) There is to be no sitting on tables and no running through the LMC.

We are here to help you. Please ask for help when you can't find what you want. We hope you have a good year at Kubasaki High School!

LOCKER RULES

Senior lockers are located in the hallway between the main office and the EMC. This area is restricted to all students except seniors. Ninth through eleventh-grade student lockers are located on the upper and lower levels of 100, 200, and 600 buildings.

Lockers are available for student use. General locker rules are as follows:

1. No graffiti is allowed inside or outside lockers. There is to be no writing on the lockers. There are to be no stickers on the inside or outside of the lockers.
2. Pictures inside lockers are okay if taped onto the inside of the lockers only. No obscene pictures or drawings are permitted. Students will be asked to remove anything seen in lockers that is not proper. Please use good judgment in what is displayed in the locker.
3. Do not slam locker doors.

4. Please try to bring combination locks. It is easier to lose a key than it is to forget a combination.

5. Locks will be cut off if they do not belong to the student assigned to that specific locker or if the student requests the lock to be cut off his or her own locker.

6. Please keep the locker area clean. This means the hallways, under the lockers, and on top of the lockers.

7. Students are not to share lockers. Everyone will be assigned his/her own locker.

Lockers benefit many people. By following these simple rules, students can make this benefit very worthwhile for everyone.

LOST AND FOUND

Students who find lost books and other school materials are asked to take them to the Supply Office where they can be claimed by the owner. A small lost and found department is also kept in the gym.

Anyone who finds money or personal effects of value should take the item to the Main Office. The person turning in the article should leave his/her name, telephone number, and homeroom with the person in charge of the office.

LUNCH

The school cafeteria is located in Building 1402, where AAFES operates a hot lunch program, as well as an a-la-carte program. The school has two lunch periods, and students are permitted to leave campus during lunch. Buildings 200, 300 and 400 follow the "A" Lunch schedule (10:52 - 11:26). Buildings 100, 500, 600 and JROTC follow the "B" Lunch schedule (11:45 - 12:19).

National School Lunch Program Information

The military services have requested the Army and Air Force Exchange Service (AAFES) to operate a daily school lunch program for the DoD Dependent Schools in overseas areas. Under this arrangement, AAFES provides the food and personnel to operate the cafeterias. The military services furnish the equipment and cafeteria facilities.

AAFES operates the school lunch program on a strictly non-profit basis worldwide. Meal prices are established to cover food costs and operation expenses.

Reduced prices and free meals are available to eligible students. For more information, sponsors can call 645-2431/2360.

Sponsors may purchase coupons for the USDA patterned lunch meal. Coupon booklets may be purchased at the cashier's window at retail stores and OWEX Headquarters on Camp Lester. The coupons are good for the USDA patterned meal only. They cannot be redeemed for cash or used to buy a-la-carte Items.

The USDA has strict guidelines for lost or stolen coupons. In the event your child reports three or more occurrences of lost or stolen coupons, you will receive written notice indicating that your child has requested replacement coupons. The sponsor can reimburse the school lunch program at the school his/her child attends. Reimbursement can be made by sending in the same type coupon that AAFES has replaced. Cash will not be accepted for the replacement of A and B coupons. This policy will allow the student to request further replacements of lost/stolen coupons.

If the sponsor doesn't reimburse the school program after three replacements, no further replacement coupons will be issued to students in grades 4 - 12.

AAFES wants to make this the very best school lunch program in the overseas school system. With this in mind, your comments and suggestions are welcome. If you have any questions about the school lunch program, please feel free to call the OWEX FOOD OPERATIONS at 645-8292.

NEWSLETTER

Kubasaki High School prints a monthly newsletter that is mailed to each sponsor and should be in the sponsor's mailbox by the first week of each month for that month. The newsletter contains articles of interest to the community as well as a calendar of events for that month.

SIGN-OUT PROCEDURES

Students who leave school during the school day must sign out in the Main Office log book and sign back in upon return that day. Students will not be allowed to sign out and leave campus without a note signed by their parent, an appointment slip which indicates an appointment date and time, or a call from the parent. This procedure applies to **ALL** students regardless of their legal age.

STUDENT AIDES

This is an on-campus program for students who work for one period each day as an aide, administrative assistant, or helper. Placement in the student aide program is on an individual

basis. Acceptance to work in a certain area is subject to approval by the supervisor and entails no academic credit.

TELEPHONES

Students needing to use the telephone during the school day may use the phone on the counter in the Main Office but only after getting a pass from their teacher. This telephone is **not** to be used for social calls. Students will not be called out of class for any message unless it constitutes a true emergency.

VISITORS

Kubasaki High School is always pleased to have visitors who are interested in its educational and extra-curricular activities. All visitors must first sign in at the Main Office and obtain a Visitor's Pass before visiting the campus. No person will be admitted to a class to which he/she is not regularly assigned unless he/she has cleared this through the Main Office. Parents are welcome to visit the school at any time. It is recommended that parents first call the school in order to avoid possible class conflicts, special programs, tests, and so forth.

Students wishing to bring visitors to school are required to present a written request **AT LEAST ONE DAY BEFORE** the visit. This written request must have the signature of administration and all the student's teachers before a Visitor's Pass will be given.

SECTION V

PROGRAMS/SPECIALISTS

Case Study Committee

Child Find

Families and Schools Together (FAST)

Pupil Personnel Service

Reading Improvement Specialist

School Psychologist

Special Needs Program

Speech and Language Therapy

CASE STUDY COMMITTEE (CSC)

This committee consists of special education teachers, a school psychologist, counselors, an administrator, the school nurse, and a representative from Medically Related Services. Meetings are held weekly to discuss student referrals, assessment planning, and special needs programs for students. (Additionally, all counselors are responsible for checking students' records to identify students who may require special services.)

CHILD FIND

Child Find is the Department of Defense Dependent Schools' (DoDDS) effort to locate children who have handicapping conditions and need individual and appropriate special education. DoDDS is searching actively for these youngsters so that they may receive the special education they need.

Programs are provided for these kinds of handicapping conditions:

- Blind/vision impairments
- Deaf/blind
- Deaf/hearing impairments
- Health impairments
- Learning impaired
- Multi-handicapped
- Physically handicapped
- Preschool handicapped
- Seriously emotionally handicapped
- Speech impairments

FAMILIES AND SCHOOLS TOGETHER (FAST)

Project FAST is a program within the Department of Defense Dependents Schools to help educate parents with ways of becoming more actively involved with their child's education. Test programs and studies overwhelmingly conclude that the more a family is involved the more likely that these following positive changes take place:

1. Increased student achievement
2. Increased student attendance
3. Decreased failure and school disruption

Kubasaki High School is actively striving to implement the FAST Program. By reaching out to our DoDDS families, we hope to establish the parent-to-parent and parent-to-school communication needed to operate efficient and excellent schools.

Seminars can be arranged for parents and will focus on the following topics:

1. The Rituals of Learning (how to establish and maintain home learning routines)
2. Motivating your Child (how to maintain your child's motivation to learn)
3. Providing your Child with Appropriate and Timely Assistance with her/his school work
4. Monitoring your Child's Progress (how to keep current records of your child's academic progress, how to maintain academic skills during summer months, how to network with other parents, and how to have successful parent-teacher conferences)

We invite all parents to participate.

PUPIL PERSONNEL SERVICES

The Pupil Personnel Service Department at Kubasaki High School is comprised of specialists from diverse backgrounds. These individuals provide services to a wide range of students with individual learning needs. The PPS Department consists of the following:

Behavior Management Specialist
Counselors
Nurse
Reading Improvement Specialist
School Psychologist
Teacher of English as a Second Language
Teacher of the Communication Impaired
Teacher of the Hearing Impaired
Teachers of the Learning Impaired

READING IMPROVEMENT SPECIALIST

The Reading Improvement Specialist (RIS) assists students and families by providing evaluation and resource services. Specifically, the RIS provides assessment for individual students on a referral basis. RIS screens new students as needed and recommends adjustment to students' programs. He or she assists in follow-up evaluations and the Case Study Committee with observations of student classroom behaviors and assessments of students. The RIS provides one-on-one student assistance in content-area reading, provides basic reading courses to help students develop their reading performance, and provides advanced reading/study skills class for able

readers who are interested in further developing their reading/study skill behaviors. The RIS consults with and discusses appropriate student reading behavior needs with classroom teachers.

SCHOOL PSYCHOLOGIST

The school psychologist assists students and families by providing diagnostic counseling and consultation services. He/she assists students in the area of school adjustment and administers psychological tests as required. The school psychologist also participates in the Case Study Committee for students who are being considered for services and provides programs for social and personal growth, counseling services to individual students or groups of students, assists students and parents in understanding the effects of their behavior upon the social environment, and assists Pupil Personnel Services staff in implementing social and personal growth programs. The school psychologist consults with community agencies and serves as a professional resource to the community and to other professional resources when necessary. A crisis intervention team and crisis intervention procedures are in place for emergencies.

SPECIAL NEEDS SERVICES

Kubasaki High School offers a wide continuum of services for students with special needs. The resource program exists for students who are declared eligible under PL 94-142. Students in this program are on an Individualized Educational Program (IEP) in order to provide the least restrictive learning environment. The specialists work with classroom teachers to modify the curriculum to ensure success in regular education classes. The resource program currently offers remedial math, reading, and language arts. Goals and objectives for each student are discussed with the parents and student. Kubasaki High School has been evaluated and found to be in compliance with PL 94-142 (Education for all Handicapped Children Act of 1975). For more information call the CSC Chairperson at 645-0710.

SPEECH AND LANGUAGE THERAPY

The therapist of speech-and language-impaired students identifies students with language delay, severe articulation disorders, dysfluency, voice problems, diagnosis, and appraisal of speech and language disorders. He/she also prescribes and implements the Individual Education Programs (IEP), including the improvement and correction of communication disorders. Therapy is usually carried out in small-group situations which provide for maximum individualization. Additionally, the speech therapist refers to other professional resources, including medical resources, when necessary.

SECTION VI

TRANSPORTATION

After School Activity Bus

School Bus

DoDEA Behavior Standards for School Bus Students

Transportation

AFTER-SCHOOL ACTIVITY BUS

The after school activity buses departing Kubasaki High School for the outlying housing areas are authorized for students participating in the school's extra-curricular activity program. School athletics and cheerleading, music, drama, student government (including class officers), newspaper, yearbook, honors groups, and school-sponsored clubs are examples of school activity programs. Students who participate in these are authorized to ride the after-school activity bus. The activity sponsor will issue bus passes which are checked by the bus driver. Times for the activity buses are M - F, 4:30 p.m. and 5:30 p.m. On Wednesdays, there are three buses - 3:30 p.m., 4:30 p.m., and 5:30 p.m.

Transportation for all other school student involvement is the responsibility of the student and his/her parents. Detention, appointments, student social gatherings, and shopping visits to the Butler area after school are not valid reasons for use of the after school activity bus.

SCHOOL BUS

Students should keep in mind that school bus service is a privilege; it is not a right. If the privilege is abused, it will be denied to those abusing it. Absences from school or tardiness to classes due to the withdrawal of school bus privileges will be counted as unexcused. Problems with school bus conduct should be directed to the Okinawa Student Transportation office at Camp Lester, Building T-2518 or call 645-7820.

DoDDS and the military command have entered into a new memorandum of understanding (MOU) concerning bus transportation, management, and discipline. Full information can be obtained when you sign your dependent(s) up for passes.

DoDEA Behavior Standards For School Bus Students

On and around school buses, students will

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

11. Treat the bus and other private property with care

On or around school buses, students will not:

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

TRANSPORTATION

Although Kubasaki High School provides all possible assistance with bus safety and conduct, our school busses are administered by the military. Bus passes are required and are issued by Okinawa Student Transportation. The point of contact for bus transportation is the Okinawa Student Transportation Office at 645-2431/2360. Student misconduct complaints should be sent to the 18th Wing Support Group.

Expected behavior guidelines are outlined in DOD 1342.6-M-1/374 AW Supplement 1, ADMINISTRATIVE AND LOGISTIC RESPONSIBILITIES FOR DOD DEPENDENT SCHOOLS. "Good conduct on DoDDS contract buses is essential to the safety of children." Students riding school buses are expected to observe the following rules. This list, although extensive, is only a short summary of the supplement. Sponsors are encouraged to review the supplement carefully and ensure that their dependents fully understand their responsibilities while riding a school bus.

- Remain seated at all times. A student may only leave his/her seat once the bus has stopped and the doors have opened at the student's designated bus stop.
- Ceiling bars are for adult use only. Students are not allowed to use these bars.
- Keep all body parts inside the bus.
- Place any trash in the garbage can on the bus before sitting down or when exiting the bus.
- Talk quietly.
- Sit quietly.
- Bus passes must be shown upon demand by any person of authority.
- Bus passes are only for use of the student to whom it is issued.
- Keep all objects in bookbags or in hand. (Throwing or shooting objects is strictly prohibited.)
- Possession and/or use of alcohol, drugs, knives, pellet guns, or other potentially dangerous items is strictly prohibited.
- Food, to include gum, candy, and drink may not be consumed on the bus.
- Radios are not allowed on a bus.
- Sprays (hair, perfume, paint, insecticide, etc.) of any type are not authorized on school buses.
- Gambling is not authorized on school buses.
- Spitting is not allowed on school buses.
- Burning of any materials is prohibited on school buses.
- Profanity, obscene gestures, and vulgar speech is not authorized on school buses.
- Treat other bus riders in a kind, respectful manner. (abusing, harassing, or antagonizing other passengers or individuals outside, as well as making derogatory racial, ethnic, or sexual remarks and indecent exposure or removing another's clothing, are strictly prohibited.)
- Physical or verbal interference with the driver or bus monitor is strictly prohibited.
- Possession of sexually explicit materials is strictly prohibited.
- Use no cellular phones.

SECTION VII

ACTIVITIES

Academic Eligibility

Awards

- Athletic Awards
- Drama Awards
- President's Award for Educational Excellence
- President's Award for Educational Improvement
- Principal's Award
- Other Awards

Extra-Curricula Activities

- Art
- Associated Student Body (ASB)
- Automotive Technology Club
- Aviation Club
- Brain Bowl (Scholarship Bowl)
- Chess Club
- Drama Club
- Far-East Music Festival
- International Thespians
- Japanese Club
- Junior Reserve Officer Training Corps (Special Teams)
- Junior Science and Humanities Symposium
- Model United Nations
- Mu Alpha Theta
- National Honor Society
- Pep Band
- TORII* Yearbook
- TYPHOON* Newspaper Staff

Interscholastic Athletics

- Characteristics of a Good Sport
- Codes of Conduct
- Enforcement and Appeal Rights
- Validation

Non-Sponsored Activities

- Overseas Schools Athletic Association (OSSAA)

Official End of Season

Physical Education Policies

ACADEMIC ELIGIBILITY FOR ATHLETE'S/EXTRA-CURRICULAR ACTIVITIES

An eligibility list is published at the end of every grading period/semester for all students. At the beginning of the school year, a student is considered eligible (or on probation) based on his/her grades from the last semester of the previous year. (Ninth graders entering Kubasaki High School are considered eligible and will be re-evaluated at the end of the first grading period.)

Students must pass five (5) out of seven (7) classes at the end of the grading period to be considered eligible to participate in any extra-curricular event.

Weekly monitoring will take place for those students who are on probation.

Students who quit an athletic team after the official league season has started, will not be eligible to participate in another school-sponsored athletic program during that same season.

The sponsor of each extra-curricular activity is responsible for informing students in his/her activity of the contents of this policy. Sponsors are also responsible for enforcing this policy as students are identified as ineligible or placed on probation. Notification of ineligibility status for students will be the responsibility of the activity sponsor.

AWARDS

Athletic Awards

Varsity Letter: Awarded to varsity team members who meet the qualifications for a varsity letter in a particular sport. Students may be awarded only one letter during their high school career, regardless of the number of times they qualify in the same or additional sports

Sports Emblem: Awarded to all varsity letter winners for the first year in which they letter in a particular sport

Service Bar: Awarded to all varsity letter winners for each year in which they letter in a particular sport

Letter Certificate: Awarded to varsity letter winners for each year in which they letter in a particular sport

Junior Varsity Numeral: Awarded to junior varsity team members who meet the qualifications for a junior varsity award in a particular sport. Students may be awarded only one numeral during their high school career, regardless of the number of times they qualify in the same or additional sports.

Drama Awards

Kubasaki High School's Drama Team participates in the DoDDS Far East Festival. Awards won at these contests are presented at the festival. Team members are chosen to represent Kubasaki High School at various local speaking tournaments and the annual DoDDS - Pacific Speech Arts Festival. The various speaking events include (a one-act play, duet acting, extemporaneous speaking, humorous and serious interpretation of literature, pantomime, and story telling).

Membership is obtained at local level - open Speech Arts Festival with auditions. A maximum of 10 will be chosen. Meetings are held regularly in December through March (2 - 3 afternoons a week) to prepare for tournaments.

President's Award for Educational Excellence

The purpose of this award is to recognize students for their academic excellence. To be eligible for the President's Award for Educational Excellence, the student must be a senior and must have an overall high school GPA of 3.5 on a 4.0 scale and be in the 85th percentile or higher in math or reading. This candidate must also demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment.

President's Award for Educational Improvement

The purpose of this award is to recognize students who show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects. It is meant to encourage and reward students who work hard and give their best effort in school.

Principal's Award

Each year Principal's Awards are given to deserving juniors and senior (around five or six students) who by their very presence have made Kubasaki High School a better experience for all students and staff members. These students need not be leaders, popularity people, contest winners, outstanding athletes, etc. Frequently, Principal's Award winners are "behind-the-scenes" workers who have contributed to the success of programs by helping others. They have usually devoted many hours in this pursuit of helping others and working to make some aspect of Kubasaki High School achieve excellence.

Other Awards

Varsity awards are given to cheerleaders and sport managers based on participation standards developed by each sponsor.

EXTRA-CURRICULAR ACTIVITIES

Kubasaki High School has one of the most extensive extra-curricular activities program in the Pacific Region. In addition to the athletic program, Kubasaki High School offers a wide variety of school activities. Organizations are formed each year on the basis of their appeal to students. All students are encouraged to take an active part in at least one extra-curricular activity during the school year.

In addition to the various competitive sports, there are a number of clubs and other activities in which Kubasaki High School students may participate should there be interest.

Art Club

The Art Club encourages students to develop their art talents. Meetings are held every Wednesday after school from 2:15 to 3:30. Membership is obtained by attending the meetings.

Associated Student Body (ASB)

The Associated Student Body of Kubasaki High School is the student body organization for student government.

The organization's executive board consists of four officers elected by the student body. The officers are president, vice-president, secretary and treasurer. The advisor/co-advisor is appointed by the administration. Elections are usually held in the spring, but they may be conducted in early fall of the new school year.

The purpose of the ASB is to allow students to organize and develop activities for the student body. They are to enhance their leadership skills in speaking, team work, and public relations with administration, faculty, staff and the student body. The ASB allows the free flow of expressions and opinions during discussions and enhances their respect for all ideas whether one agrees with them or not.

The ASB fosters a healthy respect for and support of democratic government in all of their activities. The ASB enhances support for fundamental freedoms as they are stipulated in the Declaration of Independence, the U.S. Constitution, and statutes of our government.

The ASB is responsible for the organizing, developing and executing of all pep rallies, homecoming dance, winter ball, talent show, a Thanksgiving school-wide community project; the Christmas door decorating contest, and the Spring Dance. The listing does not limit ASB activities.

Automotive Technology Club

This club is open to all 9-12th graders. Students meet every Tuesday and Thursday for one hour. Students in this club work on school-owned and personal cars. Students learn how to maintain and service cars. They also learn how to drive the car.

Aviation Club

This unique club is for all students with an interest in aviation science, flying activities, and potential careers. Learn everything you need to know to become a rated pilot as early as age 17 through the unusual opportunity to receive no-cost ground school by a FAA certified instructor. Put you math, science, and map-reading skills to use; visit real aviation facilities; and experience actual flight instruction at reasonable instruction and rental rates. The club meets weekly at school and as needed/desired on weekends, weather permitting.

Brain Bowl (Scholarship Bowl)

The Brain Bowl, an academic competition for grades 9-12, is held each year among teams representing schools on Okinawa. The best individual performers from grades 9-12 from Kubasaki High school compete against other school teams. The games are designed to encourage academic pursuits and to provide an opportunity to enjoy inter and intra-school competition.

Chess Club

The Kubasaki Dragons Chess Club is open to all students interested in learning chess as well as students who want to continue their chess skills. The Chess Club will meet at lunch or after school. Meeting times and places will be determined by the club. Mr. Steve Rollins, the POC, will be hosting chess tournaments with students from other schools.

Drama Club

Drama Club provides an extra-curricular activity which advances the student's knowledge in theatrical activities that are crucial and integral in the American educational system.

Students audition for the various parts in the school play each semester. Once a student is cast or given a role, he/she becomes a part of the cast. Becoming part of the cast requires the commitment to attend all rehearsals scheduled. The number of performances per year will depend on the resources available.

Far-East Music Festival

The Far-East Music Festival sponsored by DoDDS-Pacific provides the advanced vocal and

instrumental music students with a real challenge and opportunity to perform with other gifted student musicians in the Pacific region.

Each student is given audition materials which must be mastered by a deadline. By the deadline students are to make a tape of their performance of the audition materials. Tapes are mailed to independent adjudicators for evaluation. Qualifying students are notified by the DoDDS-P Music Coordinator of their acceptance into the Far-East Honor Band or Choir.

Those accepted are sent the festival performance selections and practice on their own until festival time. Group practice sessions are held about twice a week after school during this time. This festival is usually held the last week in April when the accepted participants from each school in the region come together for a week of rehearsal which culminates in a concert of the festival selections.

International Thespians

International Thespian Society is the only organization to honor secondary school students for outstanding work in theater. The purpose and aim of the Society is the advancement and improvement of theater arts in secondary schools.

Membership is obtained by participation in school plays or performing arts activities in the

dramatic field. A minimum of 10 points must be gained for entry into the society as established by the society's headquarters.

New memberships are granted each semester for those students who qualify. An induction ceremony is held for those students who qualify and pay the membership fees.

Meetings are held whenever needed.

Japanese Club

The club provides a cultural experience for the students of Japanese. They will learn the differences between Japanese culture and the American culture. The club encourages students of Japanese to develop their language skills. Membership is obtained by attending weekly meetings.

Junior Reserve Officer Training Corps (Special Teams)*

Marksmanship Team: Team fires air rifles in competitions: Internal and DoDDS Pacific wide.*

Drill Team: Members perform exhibitions with rifles. The Drill Team can vary in size but for regional competition there are Twelve members and a Commander.*

Honor Guard: The Honor Guard consists of two units - the Color Guard and the Exhibition Color

Guard. They perform at major school and JROTC functions, i.e. homecoming, JROTC Ball Graduation, etc., and numerous base events such as parades, balls, and special occasions. *

Community Service: All cadets participate in local community service activities.

*Selected members will participate in Far East Regional Competitions

Junior Science And Humanities Symposium

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

Model United Nations

Model United Nations (MUN) is open to students grades 9-12 who are interested in leadership and world affairs. Students are required to attend two meetings per week, write a paper about problems that face the UN, and prepare a Security Council or ECOSOC team for the UN Conference in Seoul, Korea (which they will attend).

The Model United Nations is a nonpartisan, nonprofit national organization concerned about our common global future. Members develop public speaking skills, organizational skills, and negotiation skills. Time will be spent keeping abreast of world activities and developing international awareness.

Mu Alpha Theta

Mu Alpha Theta is an honorary high school and junior college mathematics fraternity the goal of which is the encouragement of excellence in mathematics and to recognize those students who excel in mathematics. The purpose of Mu Alpha Theta is to provide mathematical enrichment for members and to provide an after-school tutoring service for students. Full membership is obtained by successfully completing four semesters of college-preparatory math. Meetings are held one to two times a week. Associate membership may be obtained by successfully completing two semesters of college-preparatory math and enrolled in a third semester.

National Honor Society

Throughout the United States a member of the National Honor Society is recognized as an extraordinary person. The National Association of Secondary School Principals (NASSP) sponsors this organization to reward and encourage character, scholarship, leadership, and service

among high school students. To be a prospective candidate of the high school chapter of the NHS, a student must have been enrolled for at least one semester, maintaining a cumulative grade point average of at least 3.50. Members are expected to maintain a high grade point average and to participate in both school and community service activities. If all qualifications are not maintained, members are subject to dismissal.

Pep Band

Pep Band will be separate from the usual school bands this year and will include interested members from both the advanced and intermediate level bands. It will be an extra-curricular group and meet twice a week after school. The Pep Band will perform at pep rallies during the school day and at our home athletic events.

TORII Yearbook

The TORII yearbook is an activity open to all KHS students. The yearbook aims to teach the techniques of yearbook production; to put together a creative memory book of pictures and text of the KHS students, faculty, and activities of the school year; and to conduct fund raising activities to pay for the cost of production. Layout is done on computer, using the latest desk top publishing hardware and software.

Membership is obtained by application to sponsor for approval and enrollment in the yearbook course.

TYPHOON Newspaper Staff

Membership on the TYPHOON newspaper staff is open to students in grades 10-12 who have a "B" average in English or the consent of the newspaper advisor. Members research, interview, write, edit, layout, and distribute the school newspaper thus learning various aspects of newspaper production. Photographs and art work in the paper are also contributed by students. Layout is done on a computer using the latest desk top publishing hardware and software.

INTERSCHOLASTIC ATHLETICS

Interscholastic athletics are held with other DoDDS schools, OCS, and some Japanese schools. Students participating in athletics are required to complete a physical examination.

A variety of sports activities are available to young men and women at Kubasaki High School to extend their physical development, to promote lifelong sports for leisure time, to develop the cooperative spirit of team activities and good sportsmanship, and to promote school spirit.

Athletic offerings include the following:

Boys' Basketball - Varsity and Junior Varsity
Boys' Soccer - Varsity and Junior Varsity
Cheerleading
Cross Country
Football - Varsity and Junior Varsity
Girls' Basketball - Varsity and Junior Varsity
Girls' Soccer - Varsity and Junior Varsity
Golf
Swimming (offered through MWR)
Tennis
Track and Field
Volleyball - Varsity and Junior Varsity
Wrestling

The Characteristics Of A Good Sport

1. A true winner does not quit, but strives for excellence.
2. A true winner does not make excuses for losing.
3. A true winner does not gloat over winning.
4. A true winner is not a poor loser and accepts defeat graciously.
5. A true winner does not take unfair advantage.
6. A true winner does not underestimate an opponent nor overestimate himself.
7. A true winner remembers that the game is the thing, and he who thinks otherwise, is not a true sportsman.
8. A true winner honors the game he plays, for if the game is played straight and hard, loser and winner both win.

Codes Of Conduct For Participants In KHS Athletic Programs

All students who participate in athletic activities are required to maintain a standard of conduct which reflects the standards of Kubasaki High School and the base community. These standards are to be adhered to at all times--while at school, while participating in sports activities, while traveling to and from competitions, and while in the community.

I, as a student athlete, agree to the best of my ability to maintain these standards. I recognize that my actions (both positive and negative) are my responsibility and that they directly reflect on the image of my school and my community. I accept this responsibility and will at all times try to conduct myself in a manner that will reflect credit upon myself and my school. If I should fail in my responsibility, I will abide by whatever actions or decisions my coaches or the school's administration shall deem appropriate.

Athlete Code of Conduct:

1. I will follow all rules and instructions that are established for my benefit and the benefit of my team.
2. I will attend all scheduled practices and games, however, If I need to be absent I will notify my coaches prior to any absence(s).
3. I will return all issued equipment or assume financial responsibility for any damaged or loss due to my negligence.
4. I will, maintain my academic eligibility.
5. I will attend all classes, and I will maintain a good working relationship with all my instructors.
6. I will conduct myself in such a way that our school's underclassman will look up to me and try to follow my example.
7. I will never knowingly break school or team rules nor initiate any action that will reflect discredit on my school or my community.
8. And lastly, I will strive with all my strength and determination to be as good an athlete as I can be; I will always put my team before myself; and I will be a good sport, win or lose.

Enforcement

Enforcement procedures of code violations include:

1. Observation of a violation by a member of the Athletic Council (coaches or administrators).
2. Referral from a non athletic council member which initiates an investigation by the Athletic Council.
3. Notification by a civil or military authority as outlined in item (Behavior/Sportsmanship Section of page 45).

Appeal Rights

Any student-athlete who has been disciplined for violation of the Athletic Code has the right to appeal the action. An appeal is initiated by the student-athlete to the Athletic Council through the Athletic Director.

Validation

The Athletic code must be signed by the student-athlete, verified by the sponsor's signature, and maintained on file in the Athletic Coordinator's office prior to representing the school in competition.

| | |
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| _____ | _____ |
| Student Signature | Sponsor Signature |
| _____ | _____/_____/_____ |
| Athletic Coordinator Signature | Date |

NON-SPONSORED ACTIVITIES

DSM Manual 2000.1, "Administrator's Guide, states that the school cannot have a role in providing funding, sponsoring, or providing released time for an overnight class trip. Further, day trips will not be school-sponsored unless they have educational value which relate especially to DoDDS education objectives.

"Overnight" secondary school class trips are not considered to be a school function. Such an activity is not an approved activity for DoDDS-P schools. Parents or other community groups sponsoring such social trips must accept full responsibility for the event. School or class funds may not be expended for the activity. Therefore, according to the explicit guidance above, such social activities as senior trips "skip" days and trips to the beach will not be school sponsored.

While this institution takes full responsibility for school sponsored programs, it cannot be held accountable when the participation is in non-school activities.

We hope that parents closely examine social activities to determine who is involved in the planning and participation and who is responsible for the sponsorship needs. Please call the school anytime you have a question regarding the sponsorship of programs involving our teenagers.

Overseas Schools Athletic Association (OSSAA)

Kubasaki High School is a member of the Over Seas Schools Athletic Association (OSSAA). The purpose of this organization is to establish standard procedures and to promote cooperation among the athletic programs of Kubasaki, Kadena, and OCS.

OFFICIAL END OF SEASON

An activity/sport season is not over until all equipment and/or uniforms have been returned. If the final competition is away from home, the Athletic Code is in effect until the team returns to Kubasaki.

PHYSICAL EDUCATION POLICIES

P.E. Excuses

Excuses for P.E. should be written by a parent before the student comes to school. These must be cleared with the nurse before presenting them to the P.E. teacher. If for some reason a student cannot participate in P.E. for a period of more than three days, he or she must have a doctor's written excuse since participation grades are the majority of overall assessment.

Medical Excuses

1. When a student is unable to participate for more than twenty days within a given quarter, he/she should be withdrawn for medical reasons and WP or WF (whichever was applicable at the time the injury/illness occurred) should be recorded.
2. When a student is unable to participate but remains enrolled in physical education, credit may be earned through other activities. (The teacher will decide on the options). A student who satisfactorily completes the assignments will not fail physical. However, since the student is pursuing a modified program, he/she will probably not receive as high a grade as he would if he were fully participating.

Optional Activities

1. Remain with the class - observe, officiate, and participate as much as possible.
2. Complete assigned reading and reports.
3. Complete *Fitness for Life Workbook*.
4. Activity contract (performed outside of school).
Example: (broken arm) running program

SECTION VIII

PARENT INFORMATION

- Attendance Eligibility for DoDDS
- Challenging Records
- Change of Sponsor Information
- Family Education Rights and Privacy Act
- Parent/Teacher Conferences
- Parent, Teacher, Student Association (PTSA)
- Police Investigations
- Reviewing School Records
- School Advisory Committee (SAC)
- School Improvement Plan Committee (SIP)
- Travel/Extended Leave

ATTENDANCE ELIGIBILITY FOR DoDDS

Tuition Free: Natural, stepchildren, or adopted school-age children of Air Force, Army, Navy, Marine, Military, or Civilian personnel are admitted free.

Tuition Paying: Budget restrictions have caused, and will cause, revisions of the policy. Dependent children of parents employed in other federal agencies (including Non-Appropriated Funds activities), missionaries, Red Cross, technical representatives, and contract personnel (U.S. Citizens who can pay in U.S. dollars) attend DoDDS upon payment of tuition. Approval for enrollment is contingent upon available space. Please contact the registrar for up-to-date information.

CHALLENGING RECORDS

1. If parents challenge the validity or accuracy of a record, the school will grant an informal hearing with the District Superintendent, Okinawa.
2. Cases that cannot be resolved through the informal hearing will be referred to the Area Superintendent DoDDS-P.

CHANGE OF SPONSOR INFORMATION

Any change of address, phone number, or emergency contact should be filed with the Counseling Center. It is very important to keep this information current.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT

This act was signed into law by the President of the United States on 21 August 1975. School records open for parental inspection are defined as "any and all official records, files and data related directly to a student." These would include the following information: completed academic work, level of achievement (grades, standardized achievement test scores and the like, interest inventory data, family background, and verified reports of serious or recurrent behavior). Along with the right of parents to inspect, goes the provision that they may also inspect all instructional materials used in federally supported progress programs designed to explore or develop new or unproved teaching methods or techniques. The following items of information will be maintained on each student at Kubasaki High School:

1. Registration card (DS Form 600)
2. Permanent Records Folder (DSP Form 400, DS200)
3. Pupil Personnel Service Referral Form

4. Test Information
5. Health Record (DSP Form 122).

The official responsible for the records is the school principal. Only authorized personnel with a "need to know" will be permitted access to this information without parental consent.

A Transfer of Permanent Record form will be provided when you notify the school of a rotation/withdrawal date.

When a Request for Records from another school is received, a form, signed by you, will give the school permission to release student records to that school.

PARENT-TEACHER CONFERENCES

Parents and teachers have, as their first concern, the welfare and development of students. For this reason, it is important for parents and teachers to work together to help each student. **At Kubasaki High School report cards are to be picked up by the parent and student on designated days at the end of the first marking period.** At this time open conferences are held. (Report cards are mailed for Quarter 2, 3, and 4.) Parents may see those teachers they wish to see as well as those teachers who have requested a parent conference. Throughout the school year, parents may schedule conferences as they feel necessary. It is requested that parents call the school Counseling Center for teacher's conference at 645-6888.

PARENT/TEACHER/STUDENT ASSOCIATION (PTSA)

Kubasaki High School has an active Parent/Teacher/ Student Association that is held on the third Thursday of every month at 1730 in the Library Media Center (LMC). All parents, teachers, and/or students are invited to join and attend.

POLICE INVESTIGATIONS

The school cooperates very closely with Military Police officers in investigations of break-ins, vandalism, etc. If the need arises to have local military police officials meet with students, the parents will be notified in order to secure parental permission.

REVIEWING SCHOOL RECORDS

Parents must request an appointment with the Counseling Center or other school official to review

records. Counselor or school officials will explain and interpret all information that parents wish to review.

SCHOOL ADVISORY COMMITTEE

Department of Defense Instruction 5105.49 mandates the creation of local School Advisory Committee (SAC) for each school in DoDDS. The purpose is to further the concept of participation in school affairs by members of the school community. It is the policy of the Department of Defense to encourage professional employees advisory committees, to promote the vitality of these committees and to preserve their integrity and independence of action. The SAC consists of elected parents, students, and teachers who are interested in Kubasaki High School. This committee advises the school administration on matters which impact on the quality of education in the school. The SAC meets the second Tuesday of each month at 1500 hours in Room 403.

SCHOOL IMPROVEMENT PLAN COMMITTEE (SIP)

This committee supports the DoDEA strategic plan benchmarks by addressing and overseeing the implementation of Kubasaki's identified strategies and interventions. These strategies and interventions have been established by the SIP committee as well as faculty and staff to increase student achievement and are reviewed annually. The committee is made up of teachers, administrators, and community members.

TRAVEL/EXTENDED LEAVE

Parents are encouraged to plan family trips to coincide with school vacations. If extenuating circumstances cause parents to remove a student from school for an extended period of time, students must submit to school administrators an "Application for Permission to be Absent" form signed by all teachers one week before the absence. For additional information see "Attendance."

CREDITS

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