

KUBASAKI HIGH SCHOOL

“HOME OF THE DRAGONS”



PARENT-STUDENT HANDBOOK

2012 - 2013

Kubasaki High School

Mission Statement

The Kubasaki High School community is committed to provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.



Ringin in the School Year at Kubasaki

Dear Students and Parents,

Welcome to Kubasaki High School. Kubasaki High School has a long and rich history of academic excellence and high expectations for ALL students. The faculty, staff, and administration are committed to providing a positive school climate that will allow each student to achieve a quality education.

The parent-student handbook is a collection of basic rules and procedures that provide guidance for student expectations. The Department of Defense Education Activity (DoDEA) Community Strategic Plan (CSP) provides the vision for High Student Achievement in a safe, well-managed and disciplined environment. Therefore, we encourage you to become thoroughly familiar with the content of your Handbook.

Kubasaki students uphold the tradition of excellence in a wide spectrum of school life from academics to athletics. Our students behave in a manner that enhances the safety, welfare and dignity of All students.

We look forward to this school year being successful, enjoyable and memorable for every student.

Kubasaki High School Faculty, Staff, and Administration



KUBASAKI HIGH SCHOOL HISTORY

Students have attended six different Kubasaki campuses since 1946. “Okinawa University High School” was the first site which opened in early 1946. Classes were held in Okinawa University buildings and a large Quonset nearby. The school gained its own residence in 1947 when it was moved to a group of 15 prefabricated buildings in the Awase housing area. Typhoon Gloria destroyed the campus in July, 1949, delaying the opening of that school year. When school did begin, the campus had been moved to two temporary family residences in the Zukeran housing area. In 1950, the school name was changed to Okinawa American High School and was relocated to Quonsets in the Awase area. In 1952, rising enrollment forced a move to another set of Quonsets at the Army Training School located at Kubasaki – later referred to as the “Kubasaki Nine.” In 1958, the school was moved to partitioned barracks in the Wheel area of Naha. By the early 1960s, the school was hosting grades ten through twelve. Finally, in 1964, the school moved to its present location in Kishaba Terrace, overlooking Fort Buckner, and was renamed Kubasaki High School.



Table of Contents

School Motto, Colors, Mascot, and Crest.....	7
Accreditation.....	8
Department of Defense Dependents Schools.....	8
Department of Defense Education Activity Community Strategic Plan (CSP)	8
Kubasaki High Continuous School Improvement Plan (CS).....	10
The Six Pillars of Character	10
Dragon Characteristics.....	11
Contacting the School.....	12
School Calendar.....	13
Testing Dates	15
Schedule.....	16
Schedules, Alternate.....	17
Seminar – Block B4.....	18

SECTION I – ACADEMIC POLICIES & PROCEDURES

Awards	19
Computer-Use Policies	20
Conferences, Parent-Teacher.....	20
Controversial Materials/Issues	20
Course Description Guide.....	20
Dropping and Adding Courses	20
Early Graduation	21
Enrollment Eligibility	21
Field Trips.....	21
Grade Classification	21
Grades, Class Ranking.....	21
Grade Point Average.....	22
Grades, Incomplete.....	22
Grades, Weighted	22
Graduation Requirements.....	22
Graduation With Honors.....	22
Honor Roll	23
Homework	23
Homework, Make-up Policy.....	23
Information Center	23
Lost or Damaged Books/Equipment	24
Leave and/or Family Vacations	24
PCS/Accelerated Withdrawal	24
PCS/Last Day of Attendance.....	25
ASPEN Withdrawal Grades Procedure.....	25
Progress Reports/Report Cards	25
Reviewing School Records	25
Standardized Testing	26
Transcripts	26

SECTION II – ATTENDANCE

Attendance Policies and Procedures 26
Absence Policy, Excused/Unexcused 27
Absences, Pre-excused/Extended 28
Absences, Physical Education Policies 29
Leaving Campus 29
Tardy Policy 29
Truancy 30

SECTION III – DISCIPLINE POLICIES & PROCEDURES

Formal Discipline Hearings 30
Major Offenses 30
Minor Offenses 31
Consequences for Behavior Infractions 31
Detention, Lunch or After School 33
Detention, Saturday 33
Plagiarism/Cheating 33
Public Display of Affection 33
Sexual Harassment 33
Students' Rights and Responsibilities 34
Suspension 34
Suspensions, Direct Escort 34
Weapons Policy 35

SECTION IV– EXTRA CURRICULAR ACTIVITIES

Extra-Curricular Activities 36
Interscholastic Athletic Activities 36
Interscholastic Athletic Program Code of Conduct 36
Interscholastic Academic Athletic Eligibility 37
Non-Sponsored Activities 37

SECTION V – GENERAL INFORMATION

Cellular Phones/Electronic Devices 37
Dress Standards 37
Food & Drinks 38
Lockers 38
Lunch Program 38
Newsletter 39
Parking, Student Policy 39
Protection of Personal Property 39

Notice of Video Surveillance	39
School Dances	39
Telephones, Public.....	39
Visitors/Accompanying Students	39

SECTION VI – HEALTH & SAFETY

Adolescent Substance Abuse Counseling Services (ASACS).....	40
Alcohol and Other Drugs	40
Emergency Procedures, Natural Disasters	40
Fire Drills	40
Hazing	40
Health Services	40
Police Investigations	41
Notice of Authority to Search.....	41
Smoke Free Campus	41
Tropical Cyclone (Typhoon) Guide.....	41

SECTION VII - PARENT & COMMUNITY SUPPORT

Communication – A Two-Way Street.....	42
Access to School Facilities.....	42
Parent, Teacher, Student Organization (PTSO)	43
School Advisory Committee (SAC)	43
Continuous School Improvement Plan Committee (CSI).....	43

SECTION VIII – SUPPORT PROGRAMS

Advancement Via Individual Determination (AVID).....	43
Case Study Committee (CSC).....	43
Child Find	43
Guidance and Counseling Services	44
Pupil Personnel Services	44
Special Needs Services.....	44
Support and Enrichment Classes.....	44

SECTION IX - TRANSPORTATION

School Buses	45
After-School Activity Buses	45

SCHOOL MOTTO

Crede quod habes et habes

“Believe that you have and you have.”

SCHOOL COLORS

Green and White

SCHOOL MASCOT

The 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.

ACCREDITATION

All schools in DoDDS-Pacific, including Kubasaki High School, are accredited by AdvancED, the world's largest education community. Accreditation assures that a student's school credits are recognized by schools, colleges, and universities globally so that students can continue their educational goals in the United States or around the world. Accreditation is based on attaining the AdvancED Standards for Quality Schools, implementing a continuous school improvement (CSI) process, and hosting an external quality assurance review (QAR).



DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS

The Department of Defense Dependents Schools (DoDDS) part of DoDEA 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 Area Director are Superintendents, each responsible for schools located within a specific geographic territory. The two DoDDS' geographic regions are the Pacific and Europe. Principals of the schools within each area are directly responsible to a district superintendent.



DoDEA COMMUNITY STRATEGIC PLAN (CSP)

The Department of Defense Education Activity (DoDEA) has begun the process of developing a new Community Strategic Plan (CSP) for 2012-2016, which will be critical in refining the mission, vision, guiding principles, goals, and initiatives that DoDEA will undertake to deliver a high quality, student-centered education.

An important part of the process of developing a new CSP, DoDEA is gathering information from parents, students, teachers, principals, and staff members regarding their thoughts and opinions about the education students are receiving and improvements. Some information has already been gathered from interviews that have been conducted with more than 75 stakeholders, including teachers, principals, counselors, administrators, teacher association representatives, headquarters staff, and non-profit partners. The interviews were conducted at scheduled DoDEA leadership and administrator conferences and via telephone to minimize cost and maximize efficiency.

DoDEA is interested in the thoughts and opinions of not only parents, teachers, military leadership, and individuals directly impacted by DoDEA schools, but of those that attend non-DoDEA schools and serve military families and their children. Topics of interest to DoDEA are the consistency of communication from schools and to identify possible strategies to improve support for students and families through transitions and how to support these students, as well as feedback on the curriculum, instruction and assessment in DoDEA schools. The site to provide feedback is <http://cspfeedback.dodea.edu/>.

Recognizing the need to reach out to the field, teachers and principals have constituted the largest proportion of interviews, and will constitute the largest representation on the CSP Steering Committee, which is a committee tasked to develop the CSP. The Steering Committee will also be comprised of representatives from each of the three DoDEA areas, the Services, the Joint Chief of Staff, the office of Military Community & Family Policy, the U.S. Department of Education, and a handful of key DoDEA headquarters staff and will meet in Arlington, VA the last week in September. All of the information obtained from DoDEA stakeholders will help ensure the new CSP is aligned with the Department of Defense's overall strategic goals and objectives related to education.

DoDEA is committed to supporting military families and improving the academic achievement of their children in this global environment. Children of military families face unique challenges, not the least of which is the number of transitions they undergo during their school years, moving on average from six to nine times. It is our shared responsibility to do all we can to support the social, emotional, and academic well-being of these children by providing a high quality education.

The framework of the KBHS School Improvement Process is based on the 2006-2011 DoDEA Community Strategic Plan. This plan provides for:

- Goal 1 – Highest Student Achievement
- Goal 2 – Performance-Driven Efficient Management Systems
- Goal 3 – Motivated, Diverse, High Performing Workforce
- Goal 4 – Network Of Partners Promoting Achievement

DoDEA 's Vision: Communities Committed to Success for ALL Students

DoDEA's Mission: To provide an Exemplary Education that inspires and Prepares ALL DoDEA Students for Success in a Dynamic, Global Environment.

Guiding Principles:

- S uccess for ALL Students
- T rust and Respect for Others
- U ncompromising Advocacy for Students
- D evelopment of Lifelong Learners
- E qual Access to Quality, Rigorous Education
- N ew and Motivating Challenges to Inspire Excellence
- T eaching with High Expectations
- S afe and Stable Learning Environment



KUBASAKI HIGH CONTINUOUS SCHOOL IMPROVEMENT PLAN

The main goals of the 2006-2011 Continuous School Improvement Plan (CSI) are:

Goal 1: All students will improve their abilities to solve problems by applying critical thinking skills across the curriculum.

Goal 2: All students will improve their written communication across the curriculum.

Parents, Sponsors and Community Members are welcome, and encouraged, to participate in this process. Contact the Main Office for additional information.



A PERSON OF CHARACTER LIVES BY THE SIX PILLARS OF CHARACTER and DRAGON CHARACTERISTICS

- **TRUSTWORTHINESS:** A person of character is trustworthy, lives with integrity, and is honest, reliable, and loyal.
- **RESPECT:** A person of character values all persons, lives by the Golden Rule, respects the dignity, privacy, and freedom of others, is courteous and polite to all, and is tolerant and accepting of differences.
- **RESPONSIBILITY:** A person of character meets the demands of duty, is accountable, pursues excellence, and exercises self-control.
- **FAIRNESS:** A person of character is fair and just, is impartial, listens, and is open to differing viewpoints.
- **CARING:** A person of character is caring, compassionate, kind, loving, considerate, and charitable.
- **CITIZENSHIP:** A person of character is a good citizen, does his or her share, helps the community, plays by the rules, and respects authority and law.

Character Counts Coalition 2004



**KUBASAKI HIGH SCHOOL
DRAGON CHARACTERISTICS**



The dragon is a legendary beast, well known in both European and Asian cultures. In Asia, especially, dragons were generally considered friendly beings that brought luck and wealth. Any sighting of a dragon foretold happiness and promised good fortune. From the most ancient times, the dragon has been considered the symbol of royalty and greatness, and a

person of great courage was said to be like the dragon.

There is no greater honor than to have the dragon's name associated with one's own.

Welcome to Kubasaki – Home of the Dragons!



CONTACTING THE SCHOOL

Administrative Office

Principal	Dr. Walter Coulter	645-3728
Asst. Principal	Ms. Wendy Cooley	645-3728
Admin. Officer	Mr. Kenneth Orange	645-3728
Secretary	Mrs. Sarah Moore	645-3728
Registrar	Mrs. Florine Daffin	645-6888
Attendance Clerk	Mr. Kendall Baker	645-3728
Office Automation Assistant	Mrs. Kecia Martin	645-3728

Counseling Office

All counselors have ninth through twelve grade students:

Ms. Futey	A-F	645-6888
Ms. Ruffin	G-O	645-6888
Mr. Young	P-Z	645-6888

Student Support	Ms. Janae Burger	645-3728
Counseling Assistant	Ms. PAMELA Holden	645-6888

ASACS	Mr. Adam Goddard	645-3153
ASACS	Mr. Kevin Kusy	645-3153

Information Center

Information Specialist	Ms. Elisha Brookover	645-4546
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Psychologist	Ms. Jennifer Greubel	645-6883
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School Nurse	Ms. EmiLou Ebarle	645-6879
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Facilities

Supply	Vacant	645-3929
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FAX NUMBERS

DSN	645-0184
Commercial	892-7769

Mailing Address

Kubasaki High
DoDDS-Pacific
Unit 35008
FPO AP 96373-5008

EMAIL

Faculty and staff can be reached at : first.lastname@pac.dodea.edu

Every attempt will be made to answer email and telephone messages within 24 hours.

**DoDDS PACIFIC
2012– 2013 SCHOOL YEAR CALENDAR**

Wednesday, August 22

Reporting date for Faculty

First Semester-(92 Instructional Days)

Friday, August 24, 2012	Schedule Pick Up (1230)
Friday, August 24	New Student Orientation (1300)
Monday, August 27	Begin First Quarter and First Semester
?	Japanese Briefing
Thursday, September 6	Open House (1700-1900)
Monday, September 3	Labor Day Federal Holiday
Mon.-Tues., October 1-2	School Photos, Grades 9-11
Mon.-Wed., October 1-31	Drug Awareness Month
Mon.-Sat., October 8-13	Senior Photos
Monday, October 8	Columbus Day - Federal Holiday
Mon.-Sat., October 8-13	Homecoming Week
Friday, October 19	Fall Choir Concert (1830)
Tues.-Thur., Oct. 30, 31 and Nov. 1	Drama Dept- Coffee House Productions (1800)
Thursday, November 1	End of First Quarter (47 days of classroom instruction)
Thursday, November 1	Okinawa District College Fair
Friday, November 2	No school for students - teacher work day
Monday, November 5	Begin second quarter
Thurs.-Sat., November 8-10	Fall Drama Show (1900)
Monday, November 12	Veterans Day - Federal Holiday
Saturday, November 17	U.S. Marine Corps JROTC Ball
Thursday, November 22	Thanksgiving - Federal Holiday
Friday, November 23	Friday - Recess Day
Sat.–Sun., December 8-9	Madrigal Dinner (1800)
Wednesday, December 12	Accelerated Withdrawal Date – Fall Semester
Thursday, December 13	Winter Band Concert (1900)
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas - Federal Holiday

2013

Tuesday, January 1	New Year's Day - Federal Holiday
Monday, January 7	Instruction Resumes
Monday, January 21	Martin Luther King, Jr. Day - Federal Holiday
Thursday, January 24	End of Second Quarter and First Semester
Friday, January 25	No school for students - teacher work day (45 days of classroom instruction)
 	Winter Ball
?	

Second Semester - (91 Instructional Days)

Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	

Friday, March 15	Presidents' Day - Federal Holiday
	Ides of March Concert (1800)
?	Focus on the Future
Thursday, April 4	End of Third Quarter (48 days of classroom instruction)
Friday, April 5	No school for students - teacher work day
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes - Begin Fourth Quarter
Thurs.-Sat., May 2-4	Spring Drama Show (1900)
Wednesday, May 15	Accelerated Withdrawal Date – Spring Semester
Thursday, May 16	Spring Band Concert (1900)
Saturday, May 11	Mama Don't Cook Concert (1800)
Monday, May 27	Memorial Day - Federal Holiday
Friday, May 31	POPS Concert (1830)
Saturday, June 8	Class of 2013 Graduation Ceremony (1400)
Thursday, June 13	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 14	No school for students - teacher work day Last day for non-administrative educator personnel

DID YOU KNOW: KUBASAKI HIGH SCHOOL IS THE OLDEST SCHOOL IN DODDS PACIFIC!



MARK YOUR CALENDARS FOR:

Friday, August 24, 2012.....	New Student Orientation
Monday, August 27, 2012.....	Students Return (Welcome Back!)
Thursday, September 6, 2012.....	Open House – 1645 -1900
Friday, September 21, 2012.....	1/2 Day Early Release – ALL Schools
Monday, Tuesday October 1-2, 2012.....	School Photos –Grades 9-11
Monday-Friday, October 8-12, 2012.....	Senior Photos
Saturday, October 13, 2012.....	Senior Photos
Thursday, November 1, 2012.....	Combined College Night – Kadena HS
Friday, November 9, 2012.....	Parent/Teacher Conference
Friday, May 31, 2013.....	Awards Assembly
Saturday, June 8, 2013.....	Graduation, 1400, School Auditorium



SAT/ACT TESTING GUIDELINES

- Sign-up to take the SAT by visiting the following website: [SAT](#)
- International deadlines apply to anyone testing outside of the United States, U.S. territories, and U.S. commonwealths.
- Completed international registration materials **must be received** by the international deadlines.
- There is no late registration for international testing. Online and telephone registrations must be completed by the international deadline dates listed above.
- Students registering through [International Representatives](#) must submit their paper registration with full payment by the early registration deadline.
- On March 9, the SAT is not offered outside of the United States, U.S. territories, and U.S. commonwealths.
- **SAT test dates for SY 2012-2013: October 6, November 3 and December 1, 2012; January 26, May 4, and June 1, 2013.**
- Sign-up to take the ACT by visiting the following website: <http://www.actstudent.org/> and by contacting Kadena High School at 634-1216/1712
- **ACT test dates for SY 2012-2013: September 8, October 27 and December 8, 2012; February 9, April 13, and June 8, 2013.**

TESTING DATES:

Scholastic Reading Inventory (SRI) Pretest, Grade 9
PSAT, Grades 10 & 11 – Wednesday, October 17, 2012 or Saturday, October 20, 2012
Terra Nova, Grades 9 through 11, Tues. – Thurs., March 12 – 14, 2013
Foreign Language Proficiency Tests
Scholastic Reading Inventory (SRI) Posttest
Advanced Placement Exams – Monday, May 6 – Friday, May 17, 2013

DID YOU KNOW: KBHS HAS AN ALUMNI WEBSITE: <http://www.okinawabrats.com/kubasaki>

KUBASAKI HIGH SCHOOL DAILY SCHEDULE SY 12-13

	A DAY		B DAY
Block 1 (5 min passing)	0720 – 0844 (0844 - 0849)		0720 – 0844 (0844 - 0849)
Block 2 (5min passing)	0849 – 1013 (1013 - 1018)		0849 – 1013 (1013 - 1018)
Block 3/Lunch (5min passing)	A Lunch 1018 – 1053 (Building 200)	Block 3 1018 - 1142	A Lunch 1018 – 1053 (Building 200)
	Passing 1053 – 1058	Passing 1142 - 1147	Passing 1053 – 1058
	Block 3 1053 - 1217	B Lunch 1147 – 1217 All other Buildings (100, 300, 400, 500, 600, 700)	Block 3 1053 - 1217
Block 4/Seminar	Announcements 1222 - 1226		Announcements 1222 – 1226 Passing 1226 - 1231
	Block 4 1226 - 1350		Seminar Session #1 1231 – 1308 (37) (5 min passing) (1308 - 1313)
			Seminar Session #2 1313 – 1350 (37) Students are dismissed from school at the end of Session 2

FOUR BLOCK HALF-
DAY SCHEDULE
0720 -- 1020

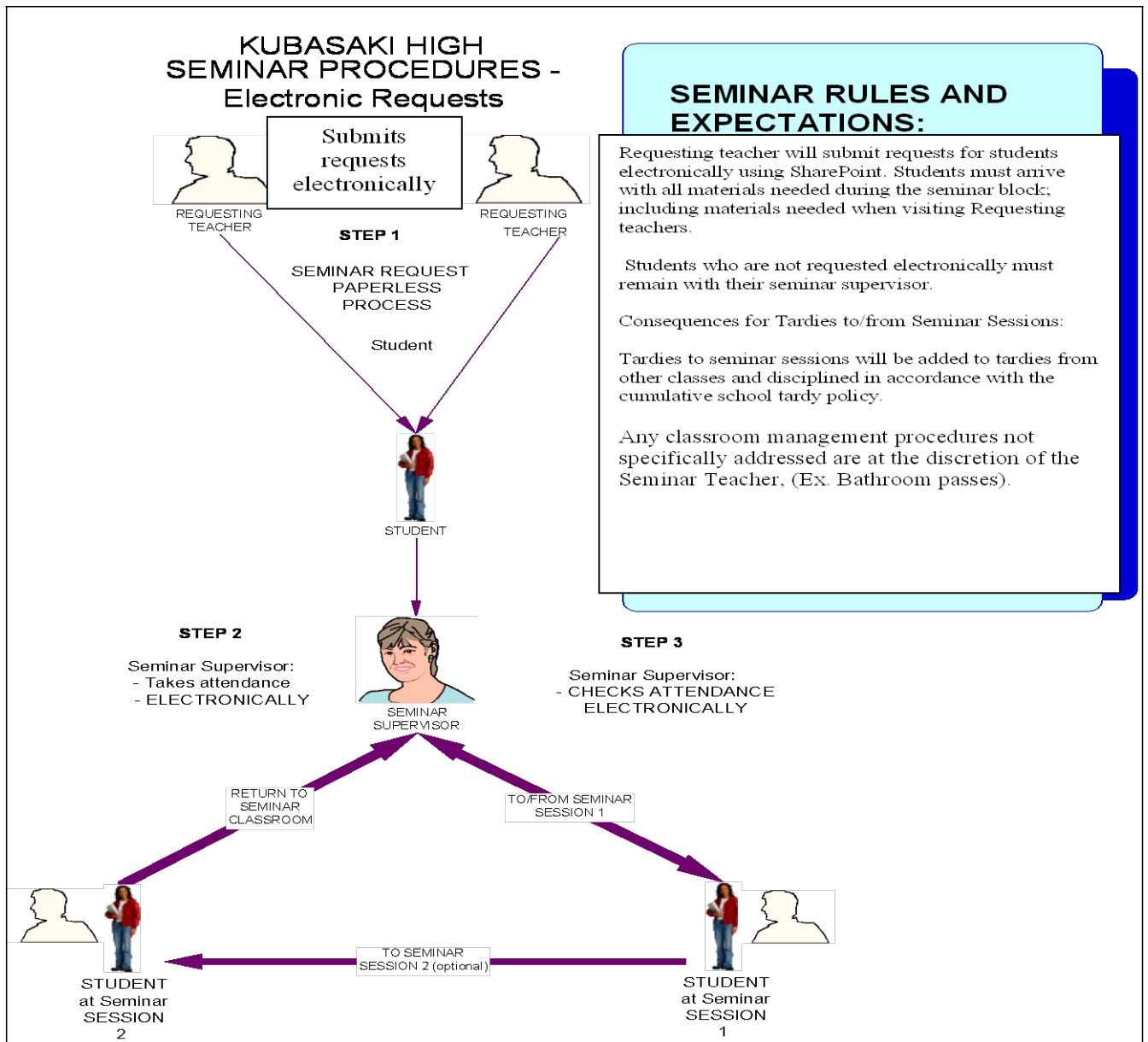
	A DAY (41 Minute Classes)
Block 1 (5 min passing)	0720 - 0802
Block 2 (5 min passing)	0807 - 0848
Block 3 (5 min passing)	0853 - 0934
Block 4	0939 - 1020

THREE BLOCK
HALF-DAY SCHEDULE

	B DAY (56 Minute Classes)
Block 1 (5 min passing)	0720 - 0817
Block 2 (5 min passing)	0822 - 0919
Block 3 (5 min passing)	0924 - 1020

SEMINAR BLOCK B4

Seminar, held during block B4, is an innovative, dynamic means to assist our students with academic support. Seminar will allow students, every-other-day, to meet with teachers for review, discussion, to make-up work, or complete missed examinations. The following flow chart explains how Seminar functions.



SECTION I – ACADEMIC POLICIES & PROCEDURES

AWARDS

Academic Awards (Letter)

1. Candidates will be considered on the basis of academic achievement.
2. Candidates must earn at least a 3.80 cumulative grade point average each academic quarter throughout the current school year.
3. All quarter and semester grades must be “A’s” and “B’s”. Any grade below a “B” will disqualify the candidate. Weighted grades for AP courses will be counted.
4. Candidates must take a minimum of five classes each quarter to qualify for an Academic Letter.
5. Candidates from another school may arrive at Kubasaki High School and still be considered for an Academic Letter.

Presentation of the Award

1. Successful candidates will be qualified for the academic letter in May.
2. Successful candidates will be presented the academic letter during the Kubasaki High School Awards Assembly in May/June.
3. Academic letter awardees of more than one year with Kubasaki High School will also be recognized for achievement by attaching an academic year pin to their letter for each year they qualify for the award.

President’s Award for Educational Excellence

The purpose of this award is to recognize students for their academic excellence. To be eligible for the this award, the student must be a senior and must have an overall high school GPA of 3.5 on a 4.0 scale and score in at least the 85th percentile (as measured by a Standardized Test) in math or reading. The 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 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 seniors, who, by their actions, have made Kubasaki High School a better experience for all students and staff members.

Athletic Letter Varsity Awards

School Letters are awarded to varsity team members who meet the qualifications in a given sport. Students are awarded one letter during their high school career regardless of the number of times they qualify in the same, or additional, sports: Metal emblems and bars are subsequently awarded for additional years of participation. Varsity awards are also awarded to cheerleaders and sport managers based on participation standards developed by each sponsor of a given sport.

COMPUTER-USE POLICIES

Students may use KBHS school computers for academic support. Unauthorized access to a computer or the Internet, unauthorized electronic copying to or from a computer, entry into non-authorized electronic storage areas, are each serious offenses that may result in the loss of computer privileges.

Students may be authorized to access a “within-the-school-only” electronic mail system. This mail system is NOT private, and KBHS retains the right to review student electronic mail. Outside electronic mail services are not authorized at Kubasaki High School.

Students may be authorized to use KBHS school computers to access other resources that are outside KBHS. Prior to using KBHS computers, and as a condition for such access, all students will sign a consent form acknowledging that KBHS 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 action.

Floppy disks are banned from Kubasaki High School. It has been shown that such items cause mechanical problems when the gates malfunction inside the drive.

CONFERENCES (PARENT- TEACHER)

To schedule an appointment with faculty or staff, please contact the Main Office. The school looks forward to working closely with family members to meet the needs of our students.

CONTROVERSIAL MATERIALS/ISSUES

Instruction

DST 2500.1, the “DoDDS Administrator’s Guide,” provides the basic guidance for the handling of controversial materials and issues included in the school curriculum. It is the policy of KBHS that parents be informed prior to the presentation of such materials in the classroom. Controversial and sensitive issues will be presented objectively and in an informational manner with all aspects of the subject given equal treatment. The DoDDS curriculum does include topics dealing with ethics, the family, morals, and religion.

Student Publications, Flyers, Brochures

All materials that are intended for dissemination on school grounds must first be presented to school administration for approval.

COURSE DESCRIPTION GUIDE

The KBHS Course Description Guide contains comprehensive information regarding academic curriculum offerings. In addition, the guide provides information about DoDDS graduation requirements. Copies are available on-line or through the Main Office.

DROPPING AND ADDING COURSES

Kubasaki uses a *demand* scheduler, based on student course requests. Most students are scheduled into courses of their choice. Therefore, when students receive courses they have requested as primary or alternate courses, subsequent changes will only be made during the first two weeks of classes. In cases that involve graduation requirements, being misplaced in a given class, or if a student is not succeeding in an advance/honors class, a conference can be held to make a determination if the class needs to be dropped.

Dropping a class. Upon request of the parent/sponsor of a student under 18, or for a student who is 18 with notification to the parent/sponsor, a student may drop/add a course. The request, with justification to drop/add, must be submitted in writing to the guidance counselor within 10 school days (beginning of year, beginning of semester, or within 10 school days of a transfer into the school). All drop/adds must be documented. Exceptions to the guidance will be determined by the principal with advice from the guidance counselor and/or the teacher of the course.

EARLY GRADUATION

The administration may 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 join the workforce, or PCS moves are not considered unusual academic circumstances. Early graduation must be requested in writing at least one year prior to the proposed graduation date. Parents must meet with the counselor and complete an early graduation request form.

ENROLLMENT 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 this policy. Dependent children of parents employed in other federal agencies (including Non-Appropriated Funds activities), missionaries, Red Cross, technical representatives, and contract personnel may attend DoDDS upon payment of tuition. Approval for such enrollment is contingent upon available space. Please contact the Registrar's Office for additional information.

Family Education Rights and Privacy Act

School records are available for parental inspection. The following items of information are 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 Test Information Referral Form
4. Health Record (DSPA Form 122).
5. Test Information

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

FIELD TRIPS

Authorized field trips are scheduled throughout the school year for the purpose of enriching the curriculum. Parent permission slips will be sent to sponsors and must be returned to teacher by the date specified. The student is responsible for making up any work that may be missed in other classes.

GRADE CLASSIFICATION

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 6 units of credit
Grade 11	Student must have earned a minimum of 12 units of credit and be able to meet all graduation requirements with normal scheduling for his/her junior and senior years.
Grade 12	Students must have satisfactorily completed at least 19 units of credit prior to the start of the new school year which might be their senior year of school. When appropriate, the CSC committee may recommend exceptions.

GRADES (CLASS RANKING)

Class ranking for graduation will be determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades for the eight semesters in grades nine through twelve will be averaged to determine class rankings for graduation honors.

GRADE POINT AVERAGE

Grade point average is computed using a four-point system with an "A" counting as four points, a "B" as three points, a "C" as two points, a "D" as one point, and an "F" as zero points. Advanced Placement (AP) courses are computed using a five-point system with an "A" counting as five points, a "B" as four points, a "C" as three points, a "D" as two points, and an "F" as zero points.

GRADES (INCOMPLETE)

Only under exceptional conditions will incomplete grades be given at the end of a quarter or the first semester. Incomplete grades cannot be given at the end of the second semester which is the end of the academic school year. Barring emergency or other unusual situations, such 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 action to complete the course requirements within this specified time frame. If the work is not completed by the student, an incomplete grade will be automatically changed to an "F" grade.

GRADES (WEIGHTED)

Advanced Placement (AP) courses are computed using a five-point system with an "A" counting as five points, a "B" as four points, a "C" as three points, a "D" as two points, and an "F" as zero points. The Department of Defense Education Activity (DoDEA) will assume responsibility for the costs to take the Advanced Placement Examination for all students enrolled in Advanced Placement courses. Any student taking an Advanced Placement course in a DoDEA high school will be required to take the requisite Advanced Placement Examination in order to receive a weighted grade for a course.

GRADUATION REQUIREMENTS

DoDDS schools require 26 units of credit to graduate:

English/Language Arts	4 Credits	Professional/Technical	2
Mathematics	3	Physical Education	1.5
Science	3	Health	0.5
Social Studies	3	Electives	6
Foreign Language (Consecutive Years)	2	TOTAL	26
Fine Arts	1 Credit		

***Note new Mathematics Requirement for Freshman entering in SY 2012-2013.**

Students entering grade 9 in School Year 2012-2013 shall be required to meet the following graduation requirements:

- Earn 4 credits of mathematics. Earn 1 credit each of Algebra and Geometry and 2 credits from courses that have a course code of 400 or above (excluding mathematics lab classes)
- Earn 3 of the required 4 units of mathematics credit toward graduation from mathematics courses taken in grades 9-12

* DoDDS schools require students to earn 26 units of credit and a minimum GPA of 2.0 in order to graduate.

GRADUATION WITH HONORS

Honors Diplomas will be awarded to students who meet the following criteria: completion of all graduation requirements, earn a passing course grade and take the requisite examinations in a minimum of four Advanced Placement courses, and earn a Grade Point average of 3.80 or higher based on grades received through the end of the second semester of the graduating year.

HONOR ROLL

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 "I," "D," "P," or "F," will not be eligible for consideration.** If a student satisfies the course requirements for the grading period, and the "I" (incomplete) is removed, printed honor roll indicators will NOT be readdressed. Grades must be complete and in place when honor roll lists are developed.

Kubasaki recognizes scholastic achievement as:

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

For quarters one and three, Honor Roll lists will be published to acknowledge students who have excelled academically. Formal academic awards assemblies will only occur at the end of each semester.

HOMEWORK

The degree, type, and amount of homework assigned will vary from teacher to teacher and will be dependent upon the individual needs of the student. Parents should encourage students to bring completed assignments home to ascertain the quality of work being completed. If you have doubts about whether your child is completing assignments, please call the Main Office at 645-6888/6883 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 from his/her teachers. To do so, contact the Main Office. Allow one full day after the school has been contacted for assignments to be collected. The assignments may then be picked-up in the Main Office.

HOMEWORK (MAKE-UP POLICY)

Students missing one day of school must meet with teachers at the next scheduled class meeting to determine what assignments and/or tests they may have missed. Such assignments or tests are then due at the subsequent class meeting. For absences longer than one day, the student must make arrangements with classroom teachers at the next scheduled class meeting to determine when class assignments and tests must be completed.

INFORMATION CENTER (IC)

The Information Center is designed to serve the students, staff, and members of the community. Community members wishing to visit the KBHS IC are welcome and suggestions are appreciated. Guidelines for use of the information center are listed below:

- The IC will be open from 0700 until 1420 each day that school is in session, unless otherwise noted. After school, students are expected to be actively engaged in legitimate study activities.
- Computers are to be used exclusively to gather information relevant to the school curriculum. Students may not visit sites designated as inappropriate by authorized school personnel. Use of email, web page forums, chat rooms, games, on-line shopping and entertainment sites are strictly prohibited. Video and audio streaming are not allowed in the IC because it takes up too much bandwidth. Gaming is permitted in the IC during lunch only.
- All students must present a valid pass signed by a staff member to visit the IC. This policy is in effect at all times during the school day. Exceptions to this policy are (1) before school (2) after school and (3) during lunch.
- Students and parents are strongly encouraged to use the DoDEA online databases: GALE, NEWSBANK, and PROQUEST. All DoDDS students have access to these safe databases both at school and remotely at home.

LOST OR DAMAGED BOOKS/EQUIPMENT

In the event that a student owes for books or other items we prefer that it be replaced in kind. We request that you purchase a replacement for the missing item. If you are unable to replace the missing item then these debts must be cleared at the school before clearances can be affected.

If the parent or sponsor wishes to replace the item, please contact the Main Office for additional information.

LEAVE AND/OR FAMILY VACATIONS

Students who know in advance that they are going to be absent (**this includes extended family trips**) should obtain a *Parent and Student Request for Excused Absence Form* from the Attendance Clerk as soon as possible prior to the absence. All of the student's teachers should also be informed and sign this form prior to the student's extended absence.

If the extended absence becomes a situation that the student must be withdrawn from Kubasaki High School, please follow **either** the Acceleration **or** the Grade-to-Date procedure to obtain student grades and/or course credits. See p. 26 for Acceleration and Grade-to-Date policies.

The following procedures should be followed for extended absences:

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

PCS/ACCELERATED WITHDRAWAL

PCS/Withdrawal on or after the Early Departure Date

- A. The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester. The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., permanent change-of-station orders). All of the conditions of an accelerated study program outlined by the student's teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted.
- B. This provision is permitted for early withdrawal with full Carnegie credit based solely on careful consideration of the unique circumstances that military families face. It recognizes that due to military requirements, families are occasionally required to make permanent change-of-station moves prior to the end of the school year, and that the school-age dependents of military sponsors should not be penalized educationally for these required moves.
 - a. The 20-day limitation provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content.
 - b. This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is only for permanent change-of-station

moves.

- C. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

The following expectations must be met for students who will PCS or withdraw on or after the early departure date:

1. Students must apply to the registrar for permission to accelerate their courses and receive full credit for the semester's work prior to departure. This is accomplished by completing a "Request for Early Departure." A parent or guardian must sign the request form. (Available at the Main Office). Students will then make an appointment with their respective counselor to discuss grades and status toward earning all appropriate credits.
2. Sponsors must present orders, or similar documentation, that validates the early departure of dependents.
3. Students must follow the procedures as outlined on the "Student Clearance Form." All work and/or final tests must be completed prior to departure.

PCS/LAST DAY OF ATTENDANCE

Students must follow the procedure as outlined on the "Student Clearance Forms." Students must attend all classes for the entire period on the final clearance day. Students should return the "Student Clearance Form" to the Main Office. A copy of this 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.

It is essential that a review of student school records by the sponsor be completed prior to a student leaving school. The sponsor, or guardian, of each student must report to the school registrar on the student's last day of attendance for a review of the records and to sign the necessary record-release forms. This will ensure that the parent knows what is in the file and, if necessary, resolve differences. This will also serve to prevent the dissemination of inaccurate information.

ASPEN WITHDRAWAL GRADES PROCEDURE

Students who PCS or withdraw prior to the early departure date will receive a "grade-to-date". The grade appears on the transcript as "AW," "BW," "CW," "DW," or "FW." A "W" indicates a withdrawal grade. This is not a final grade, nor is credit awarded. It becomes the responsibility of the admitting school to determine student credit.

PROGRESS REPORTS/REPORT CARDS

Progress Reports are a means of keeping both students and sponsors informed of the student's current grade status in a particular class. These reports are given to all students midway through each grading period. However, they can be requested at any time. Progress reports are issued to students who are achieving below a satisfactory level, or who show improvement or commendable progress. All sponsors are encouraged to contact teachers at any time regarding student progress.

Report cards are issued quarterly. 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 for qualifying dates. If you do not receive a report card in the time frame outlined above, contact the Main Office (645-6883/6888) for a copy.

REVIEWING SCHOOL RECORDS

Parents must request an appointment with the Main Office or other school official to review records. Counselors or school officials will explain and interpret all information that parents wish to review.

STANDARDIZED TESTING

The Department of Defense Dependents Schools (DoDDS) participates in standardized testing that is designed to provide information that addresses student academic achievement. The school notifies parents 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.

TRANSCRIPTS

Kubasaki High School is required to maintain records for a period of four (4) years after a student graduates, and for a fifth year at the Area Director's Office.

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

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:

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

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

DoDEA Records Center
DDESS DSO
201 Custer Road, Bldg. 2670
Fort Benning, GA 3190

SECTION II – ATTENDANCE



ATTENDANCE POLICIES and PROCEDURES



Students should be at school by 07:15; the late bell rings at 07:20. When a student is absent, parents are requested to either:

1. Call the school between 06:30 and 08:30 to inform the Attendance Clerk of the absence (645-6883)
2. Notify the Attendance Clerk via email (kendall.baker@pac.dodea.edu) prior to 08:30

DoDEA REGULATION 2095.01, School Attendance, is the first comprehensive DoDEA policy on student attendance. DoDEA's attendance policy provides specific guidance on attendance, absences and identifies support services for students at-risk for not fulfilling the grade or course requirements. This policy is consistent with those found in many public schools throughout the United States. It's not surprising that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and

students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life. The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education. We have and will continue to be as flexible as possible in accommodating the precious time families have together but flexibilities and accommodations have limitations, especially when they impact on student performance and attendance at school.

How parents can help:

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

It is DoDEA policy that:

- ✓ All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.
- ✓ Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
- ✓ Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
- ✓ School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.
- ✓ A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.
- ✓ Students with excessive school absences, as defined in the Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

ABSENCE POLICY (EXCUSED/UNEXCUSED)

EXCUSED ABSENCE

- A. The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.
- B. DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.
 - 1. Personal illness.
 - 2. Medical, dental, or mental health appointment.
 - 3. Serious illness in the student's immediate family.
 - 4. A death in the student's immediate family or of a relative.
 - 5. Religious holidays.

6. Emergency conditions such as fire, flood, or storm.
 7. Unique family circumstances warranting absence and coordinated with school administration.
 8. College visits that cannot be scheduled on non-school days.
 9. Pandemic event.
- C. After an excused absence or suspension, students have the opportunity to turn in assignments for full credit. They have as many class days – up to the number of class periods they missed – to complete this work. For example:
1. When a student has an excused assignment from class, assignments due that day must be submitted the class period the student returns to receive full credit. Work missed the day of the absence is due the second class period following the student's return.
 2. When a student misses three consecutive classes due to an athletic or academic event, all missing assignments must be completed and turned in no later than the third class period after the student returns to receive full credit.

UNEXCUSED ABSENCE

- A. Absence from school or a class without written verification from a parent or sponsor will be unexcused; however, verification does not always warrant an excused absence. The principal has the final authority to identify an absence as excused.
- B. The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school.
- C. School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible.
- D. Truancy may result in disciplinary action (i.e., detention, in-school suspension, suspension, and/or expulsion), along with loss of credit, if the student does not comply with the intervention plan.

Unexcused Absences include, but are not limited to:

- | | |
|---------------------------------|--|
| • Personal moneymaking ventures | • Seeing friends or relatives off at the AMC terminal or airport |
| • Transportation problems | • Non-school sponsored functions |
| • Oversleeping | • Truancy |
| • Senior skip day | |

Students will not have the right to make up work for credit if it is determined by the administration that the absence is unexcused.

ABSENCES (PRE-EXCUSED EXTENDED)

Students who know in advance that they are going to be absent for an extended period of time should bring in a note from the sponsor, and obtain a Pre-Excused Absence Form from the Main Office. This form should be filled out by the student, signed by the sponsor, submitted to administration for approval before being routed to teachers for their signatures.

Medical

If a student is absent for an extended period of time due to medical reasons, parents must accompany the student when he/she returns to school. Please call the Counseling Assistant to arrange for a meeting, upon return, with either the Counselor, Nurse, or School Psychologist. This will allow the school to meet any special needs of the student.

REQUESTS FOR STUDENT ABSENCE

School administrators must consider the following factors prior to approving an absence.

- A. The student is in good academic standing.
- B. The student has a record of consistent school attendance during the current school year.

- C. Review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- D. Administration shall confirm with the parent or sponsors Command, if dates of any extended absence are mandatory or discretionary.

ABSENCES (PHYSICAL EDUCATION POLICIES)

Excuses provided by the sponsor must be cleared with the school nurse before presenting them to the PE teacher. If a student cannot participate in PE for a period of more than three days, he or she must have a doctor's written statement explaining why, and for how long, the student will be excused. When a student is unable to participate in class, but remains enrolled in physical education, credit may be earned through other activities. Such activities will be at the discretion of the PE teacher.

LEAVING CAMPUS

Kubasaki High School has an open campus for eligible 12th grade students (no D's or F's in any class) for lunch only. During the first three weeks of school, the campus will be closed for all students. Once grades have been established, only seniors with no D's or F's in any class will be allowed to leave campus for lunch. Students are not permitted to leave the campus for reasons other than lunch unless they are 18 years of age and have permission to leave school (by using the proper school permission forms or by confirmation from the parent). Parents must come to the Main Office to sign students out when the student has to leave school. As an option, 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 who leave school during the school day must sign out in the Main Office and sign back in upon return that day. This procedure applies to all students regardless of their legal age. If students do not sign out of school, they are considered truant and appropriate disciplinary measures will be taken. When a student returns to school, he/she must sign back in at the Main Office and will then be given a pass back to class.

Students must sign in/out or be signed in/out at the Main Office. Students leaving school grounds without such permission will be considered truant.

Kubasaki High School will have a "closed campus" for ALL students during the first three weeks of the school year. Seniors must earn the privilege to leave campus by not having D's or F's in any class during the course of each grading period. This means that only eligible 12th grade students may leave campus for lunch only. The campus is "closed" for the 9th, 10th, AND 11th grades. Students leaving campus without permission or failing to return after lunch will be considered truant. Seniors who are not eligible to leave campus due to D's and or F's will be treated as truant as well.

TARDY POLICY

A tardy occurs when a student is not in their assigned classroom when the tardy bell sounds. Tardiness caused by oversleeping, missing the bus, or car trouble is unexcused. The school reserves the right to determine the excused or unexcused status of each tardy. Tardiness is cumulative throughout the quarter, and every class-tardy is included in the quarterly count. It is the responsibility of the tardy student to check with the classroom teacher at the end of the class to verify that a tardy was indicated on the daily attendance record. Late arrivals will be considered "tardy unexcused" unless the school receives verification from the parent or sponsor consistent with the reasons for excused absences. Students are responsible for making up all missed work when arriving late to class. Students arriving on a late bus will be given an excused tardy and immediately admitted to class.

Consequences for Tardiness:

- Third Tardy – Parent notification by Attendance Clerk
- Fourth Tardy – After School Detention
- Fifth Tardy – Saturday Detention
- Sixth Tardy – Suspension (in school or out of school suspension)

All suspension letters will go to the Base Inspector General's Office and the Okinawa District Superintendent's Office. All disciplinary actions become a part of the student's behavioral profile.

TRUANCY

Truancy is defined as a student leaving campus without signing out or a student being absent from class without the prior awareness and approval of the parent/sponsor. Kubasaki High School has zero tolerance for truancy. The school works closely with PMO to ensure school attendance. If the base police finds a KBHS student who is not in school when he/she should be, that student is brought to school where his/her attendance record is verified. Truancy disciplinary consequences will be administered in accordance with the KBHS discipline chart.

SECTION III – DISCIPLINE POLICIES & PROCEDURES

Excerpt from Regulation 2051.1 (Change 1, September 2008) GROUNDS FOR DISCIPLINARY ACTIONS

E3.1. General. This enclosure describes student conduct warranting disciplinary action or consequence and provides guidance as to the seriousness of offenses. However, this Regulation does not list every offense nor does it dictate the seriousness of any particular offense. Instead, it describes categories of conduct with sufficient specificity to inform the student of the type of conduct that may result in disciplinary consequence and is intended to alert principals to their flexibility in assessing the seriousness of offenses for purposes of determining the appropriate consequence. Disciplinary sanctions may be imposed for student conduct:

E3.1.1. While on school property.

E3.1.2. While en route between school and home or any school activity.

E3.1.3. While in vehicles owned by the Government or contracted by DoDEA schools for the transport of students.

E3.1.4. During the lunch period on a school day, whether on or off campus.

E3.1.5. During or while going to or from all school-sponsored or school-supervised events and/or activities that affect the missions or operations of the school or district including field-trips, sporting events, stadium assemblies, and evening school-related activities.

E3.1.6. When the good order, safety, or welfare of the school, students, or staff is affected as a result of out-of-school actions. For out-of school actions that involve First Amendment rights, there must be substantial disruption, or the likelihood of a substantial disruption, to the school.

FORMAL DISCIPLINE HEARINGS

DoDEA Regulation 2051.1 defines a formal hearing as, "The process by which the school Disciplinary Committee reviews the evidence and affords the school and the student accused of misconduct (and his/her parent or guardian) a chance to contest allegations. Formal hearings afford certain rights to the student accused of misconduct when the proposed disposition involves expulsion or suspension for more than ten (10) days. These include an impartial fact-finder or hearing officer, a statement of charges in writing prior to the hearing, the opportunity to present a defense including the presentation of evidence and witness in the student's behalf, an opportunity to request that certain questions be asked of witnesses against him or her, a written findings of fact and disposition, and a right to appeal to a higher authority."

MAJOR OFFENSES

All violators of major offenses will be subject to school disciplinary action as well as being reported to the Base Inspector's Office, Military Police (when warranted), and sponsors' commanders.

Major offenses include but are not limited to the following:

- Fighting
- Bomb threats
- Insubordination
- Possession, selling, consumption of alcohol or drugs
- Harassment of any kind to include sexual
- Threatening another person
- Truancy
- Vandalism
- Weapon

MINOR OFFENSES

Each teacher will establish classroom rules and procedures. When a student continues to break a classroom rule, and the teacher has followed all of the steps in their rules and procedures, the student will be referred to the administration for appropriate action. (The next step following referral to school administration is the Base Inspector's Office.)

CONSEQUENCES FOR BEHAVIOR INFRACTIONS

Infraction:	Consequences:		
	1 st Offense	2 nd Offense	3 rd Offense
Alcohol Possession/Use	5 Day Suspension and Counseling Referral	10 Day Suspension and Expulsion Hearing	
Assault of a Staff Member	10 Day Suspension and Expulsion Hearing		
Computer Abuse or Crime	Restricted Use/Possible Forfeiture of Use		
Disruptive Behavior	Parent Conference and Saturday Detention	1 Day Suspension	2 Day Suspension
Dress Code Violations (Details on page 37)	Parent Notification, Correction of Dress and after school detention	Correction of Dress Saturday Detention	1 Day Suspension
Drug Possession/Sale/Use	10 Day Suspension, Possible Disciplinary Hearing and Military Police Notification	10 Day Suspension, Mandatory Disciplinary Hearing and Military Police Notification	
False Fire Alarm	5 Day Suspension and PMO Referral	10 Day Suspension, Expulsion Hearing PMO Referral	
Illegal Parking/Reckless Driving at/near Campus	Parent Notification and Loss of Parking Privileges for Five Days	Loss of Parking Privileges for 10 Days, and Military Police Notification	Loss of Parking and Driving Privileges on Campus and Military Police Notification
Fighting, Assault of a student	3 Day Suspension Premeditated – 5 Days	5 Day Suspension	5 Day Suspension and Expulsion Hearing
Contributing to Fights/Spreading Rumors	1 Day Suspension	2 Day Suspension	3 Day Suspension
Forgery	1 Day Suspension	2 Day Suspension	3 Day Suspension
Inherently Dangerous Items (Weapons – knives, guns/replicas)	10 Day Suspension, Mandatory Disciplinary Hearing and Military Police Notification		
Possession of Dangerous/Potentially Dangerous Items	1 to 5 Day Suspension	5 to 10 Day Suspension	10 Day Suspension and Expulsion Hearing Mandatory Disciplinary Hearing and Military Police Notification

Prohibited Items: cell phones, portable electronic devices, laser pointers, skateboards, roller skates, bicycles, etc. *Cell phones and portable electronic devices are only prohibited during the school day (0720-1350)	Confiscate/Turn in to Office/Student Retrieval	After School Detention/ Confiscate/ Turn in to Office/ Parent Retrieval	Saturday Detention/ Confiscate/ Turn in to Office/ Parent Retrieval
Insubordination/Disrespect/ Disobedient to a Teacher	1 Day Suspension	2 Day Suspension	3 Day Suspension
Profanity/Vulgarity	Parent Conference and Saturday Detention	1 Day Suspension	2 Day Suspension
Plagiarizing/ Cheating	"0" for assignment grade and Parent notification	"0" for assignment grade and 1 Day Suspension	"F" letter grade for the Semester and 3 Day Suspension
Bullying (including cyber bullying), taunting, hazing, verbally abusing any person; including, but not limited to comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; Sexually Offensive Behavior, Sexual Harassment, Harassment of any Kind/Peer Abuse is prohibited; and matters pertaining to sexuality, sexual orientation, or characteristics of another person or associates of another person. DoDEA Reg. E3.5.15:	2 Day Suspension and Counseling Referral. Consultation with School Psychologist to determine need for a Functional Behavior Assessment; development of a Behavior Management Plan if warranted	4 Day Suspension and Counseling Referral; Command Notification; Behavior Management Plan initiated/reviewed and/or modified	7 Day Suspension and Command Notification; Behavior Management Plan initiated/reviewed and/or modified
Public Display of Affection	Parent Notification; Documented Warning	Parent Notification; After School Trash Detail (minimum)	Parent Notification; Saturday Detention (minimum)
Play Fighting	Saturday Detention	1 Day Suspension	2 Day Suspension
Smoking/Possession of Tobacco Products	Suspension and Referral to ASACS 1-day suspension	Suspension and Referral to ASACS 2-day suspension	Suspension and Referral to ASACS 3-day suspension
Theft/Possession of Stolen Items	2 Day Suspension/Restitution/ Counseling/Military Police Notification	3 Day Suspension/ Restitution/ Counseling/ Military Police Notification	5 Day Suspension/ Restitution/ Counseling/ Military Police Notification
Threat of Physical Violence to a Student, Bullying and Intimidation	1 Day Suspension	3 Day Suspension	5 Day Suspension
Threat of Physical Violence to a Staff Member	3 Day Suspension and Counseling	5 Day Suspension and Military Police Notification	10 Day Suspension, Military Police Notification, and Expulsion Hearing
Truancy/Failure to Sign-out/Leaving Campus	1 Saturday Detention	1 Day Suspension	2 Day Suspension

Vandalism	3 Day Suspension, Restitution, Clean Up and Military Police Notification	5 Day Suspension, Restitution, Clean Up and Military Police Notification	10 Day Suspension, Restitution, Clean Up, Military Police Notification and Expulsion Hearing
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This matrix of Consequences for Behavioral Infractions does not supersede DoDEA Regulation 2051.1. It is provided to offer general guidelines for imposing disciplinary consequences but in no way restricts the right and responsibility of school Administration to apply appropriate levels of discipline on a case-by-case basis depending on the circumstances, even if it deviates from the general guidelines of the matrix.

DETENTION (LUNCH/AFTER SCHOOL)

Teacher-Assigned Detention

Teachers may assign lunch or afternoon detentions. Students who disrupt or misbehave in class or fail to do the assigned classroom work may be required, on an individual basis, to serve detention with his/her teacher. The Sponsor/parent will be given 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 may refer the student to administration for further disciplinary action.

Administrative-Assigned Detention

Lunch Detention or After School Detention: Such detentions will be served during the student's lunchtime or for two hours after school in the cafeteria.

SATURDAY DETENTION

Students who are given Saturday Detention are expected to work in isolation on school assignments they have received in advance from their teachers. Students are to report to the front of building 1408 by 7:55 a.m. to be escorted to the detention room. Students will be dismissed at 12:00 p.m. In addition to their Saturday Detention assignment sheet, they must bring necessary textbooks, paper, pens, and pencils. Failure to follow the expectations of Saturday Detention may result in an out-of-school suspension. Students on Saturday Detention may not participate in any school activity until the detention has been successfully completed. This includes any weekend activity such as sports events, dances, plays, or school function. Failure to serve Administrative-Assigned Detentions will result in out-of-school suspension.

PLAGIARIZING/CHEATING

Students involved in cheating or plagiarizing will receive a "0" grade for the examination, project, or homework assignment, and the parents will be so notified by the classroom teacher. Depending upon the seriousness of the offense, further disciplinary action may be taken. All such offenses will be handled on a case-by-case basis.

PUBLIC DISPLAY OF AFFECTION (PDA)

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

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Such actions will not be tolerated.

STUDENT 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.

Guidelines have been developed by DoDDS in order to provide an understanding of the rights and responsibilities of all students attending Department of Defense Dependents' Schools. These guidelines are general statements of principle and are subject to limitations imposed by the laws or customs of the host nation or by general authority of the installation commander. The host nation's legal agencies and the installation commander share legal jurisdiction in overseas military communities.

It is the right of all DoDDS students to participate in 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.

It is the responsibility of all DoDDS students, regardless of age, to conduct themselves in a manner that does not violate the rights of other people. Students share with administrators and teachers the responsibility for 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.

SUSPENSION

The student and sponsor will be notified by the school administration of the reason for which a student may be suspended. Command officials will be involved when necessary.

Following suspension, the sponsor will be required to bring the student to school for a scheduled re-admittance conference with school administration. Suspension will be from one to ten days in duration, and the student will be allowed to make up schoolwork given during the period of the suspension. Students on a suspension may not participate in any school activity nor be on the school grounds until the suspension has been successfully completed. This includes any weekend activity such as sports' events, dances, plays, or other school functions.

SUSPENSIONS (DIRECT ESCORT)

Direct Escort is an option in lieu of an out-of-school suspension. Direct Escort allows a sponsor or parent to directly escort his or her child to all classes throughout the regular school day. The accompanying sponsor or parent attends all classes with the student, eats lunch in the school cafeteria 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.

Additionally, Direct Escort affords sponsors or parents an opportunity to personally see and experience their child's school environment. It is especially helpful for students that are truants, disrupters, and non-performers and 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 a suspension.

WEAPONS POLICY

Weapons, or items that could be used as weapons, will not be tolerated at Kubasaki High School. The DoDEA Zero Tolerance for weapons policy is established in accordance with DoDEA regulation 2051.1. Students in possession of such items will be subject to automatic suspension, pending an expulsion hearing. All types of weapons are banned from the school campus and buses. They include, but are not limited to the following:

- Firearms (to include B B Guns and look-alike/replica guns)
- Knives, Razors
- Box or carpet cutters
- Slingshots
- Nun chucks
- Any flailing instrument (e.g. a fighting chain; a 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

It is not necessary to determine if the student had any intent to use the inappropriate item as a weapon.

Please refer to the Consequences for Behavior Infractions matrix of this handbook to view the consequences for violation of the DoDEA Zero Tolerance Weapons Policy.

SECTION IV– EXTRA CURRICULAR ACTIVITIES



- A. Curricular. Student attendance is recorded as "present school sponsored curricular activity."
- B. Non-Curricular. Participation in Interscholastic Athletic Programs.
 1. Must be in compliance with DoDEA Regulation 2740.1.
 2. Students are required to be in school the full day on the day of a weekday game. The only exception is for an appointment approved by the school administration in advance.
 3. A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance.
 4. A student who is "unexcused absent" on the day of a scheduled athletic program is ineligible for participation in that event.
 5. A student suspended from school is not eligible, at the minimum, for the next scheduled competition.
 6. Student attendance is recorded as "present school sponsored non curricular activity."
 7. Students are responsible for identifying and making up all classroom activities or assignments which were missed as a result of being out of school while traveling to or from, and participating in, an Interscholastic Athletic Program.

EXTRA-CURRICULAR ACTIVITIES

Kubasaki High School has one of the most extensive, and award winning, extra-curricular activities program in the Pacific Region. All students are encouraged to take an active part in at least one extra-curricular activity during the school year.

Activities include:

Associated Student Body
Chorus
Class Elected Officers
Far East Activity Council Events
Instrumental Music
MJROTC Competition
Model United Nations
Mu Alpha Theta (Math)
National Honor Society

Newspaper
Pro Start
Science & Humanities Symposium
Yearbook (Printed & DVD)
Drama
Student-2-Student
Fellowship of Christian Athletes- FCA
Future Educators of America – FE

INTERSCHOLASTIC ATHLETIC ACTIVITIES

Interscholastic athletics are held with other DoDDS schools, OCS, Zion, as well as with local Okinawan schools. A variety of sports activities are available to young men and women at Kubasaki High School to extend their physical development, to promote life-long sports for leisure time, to develop the cooperative spirit of team activities and good sportsmanship, and to promote school spirit. Athletic offerings include:

Boys' Basketball - Varsity and Junior Varsity
Boys' Soccer - Varsity and Junior Varsity
Cheerleading – Varsity and Junior Varsity
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

INTERSCHOLASTIC ATHLETIC PROGRAM CODE OF CONDUCT

- To be eligible for athletic competition throughout the academic school year, a student must not reach his or her nineteenth birthday prior to August 1st of the new school year.
- Students must pass a current school year sports physical examination and provide a copy to the school nurse. No practice or participation will be allowed until the exam results are on file.
- All students will be eligible at the beginning of each school year.
- Students' grades will be monitored weekly to determine eligibility status.
- Students must have a sponsor's written consent on file with the school.
- Students must be in attendance during the full school day to participate in an extra-curricular activity that day. Exceptions must be approved by the administrator in charge of activities.
- Total abstention from alcohol, smoking and drug use will be strictly enforced. If an athlete is caught using any of these substances, he or she will be dropped, forfeiting the right to "letter" in that sport.
- A student suspended from school is not eligible, at the minimum, for the next scheduled competition.

DoDEA REGULATION 2095.01, Enclosure 2.b.5., School Attendance

INTERSCHOLASTIC ACADEMIC ATHLETIC ELIGIBILITY

All DoDDS Pacific students who take part in extracurricular activities must maintain a minimum of a 2.0 grade point average (GPA) with no more than one "F" in any subject. Students not meeting this standard are ineligible to participate. Ineligible students will be monitored on a weekly basis to re-establish eligibility. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday, 8:00 a.m., through the following Wednesday, 8:00 a.m.

At the beginning of the school year, all students are considered eligible. 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 when students are identified as ineligible. 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.

NON-SPONSORED ACTIVITIES

DSM Manual 2000.1, Administrator's Guide, states that the school cannot play 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 and Spring Break trips (or overnight sleep-over activities on campus) are not considered to be a school function. Such an activity is not an approved activity for DoDDS-Pacific schools. Parents or other community groups sponsoring such social trips must accept full responsibility for the event. School or class funds may not be expended for these 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 if you have a question regarding the sponsorship of programs involving our students.

SECTION V- GENERAL INFORMATION



CELLULAR PHONES/ELECTRONIC DEVICES

Cell phones carried to school must be turned off or placed on manner mode and kept in the student's locker, backpack, or purse during school instructional hours. Use of cell phones during the school day is strictly prohibited. **If cell phones or any electronic devices are out during quizzes, tests, or semester exams, a parent conference will be held.**

Video Cameras, portable radios, tape players, CDs, DVDs, and other electronic devices or games are not permitted on campus. **KBHS is not responsible for lost or stolen items.**

DRESS STANDARDS

Students will not be permitted to attend classes if their appearance does not meet school standards. Opportunities will be given to students to correct their dress. If correcting the dress is not possible, then the Parents will be notified by the administration and requested to bring appropriate clothing to school before a student may return to class. Students will remain in the Main Office for the remainder of the day if correction of dress cannot be made. Teachers or activity sponsors may set additional dress standards for safety reasons, presenting a good image on field trips, participation in Career Practicum, or other school or off-campus activities.

It is expected that:

- Students will wear clothing that is neat and clean. As it is fashionable to wear clothing with holes, holes may not be above the knee.
- Shirts and blouses must be long enough to touch the top of the slacks, skirt, or shorts when the arms are raised. There should be no "cleavage" visible. No "tube" tops are allowed. Blouse tops must be at least three inches wide at the shoulders. T-strap tops, see-through tops with t-strap tops underneath and sleeveless shirts with large armholes are not permitted. Brassiere straps

should not be visible.

- Hip-huggers will be allowed as long as the hem of the shirt tucks into the top of the pants.
- Waistline of pants should be above the gluteus maximus (buttocks). Undergarments should not be visible.
- Shorts, dresses, and skirts cannot be shorter than 3 inches above the knee and not more than 4 inches above the knee if one is wearing leggings. Slits on long skirts are acceptable to that length as well. (No biker shorts)
- Slogans, insignias, buttons, and other decorations that encourage gang affiliation, anarchy, illegal use of drugs, tobacco or alcohol use, contain profane or derogatory words or drawings including those that depict blood or death are inappropriate for school wear and are inconsistent with our status as guests in Japan. Clothing that carries culturally and/or sexually offensive language is inappropriate.
- Towels are not permitted as part of a student's attire.
- Such fads as one pant leg up and one pant leg down are also not permitted. Arms must be through both sleeves of the shirt. In the case of wearing multiple shirts, arms must be through the sleeves of all shirts worn. No pajamas may be worn to school except as allowed during spirit week or as otherwise approved by the administration.
- Articles that can cause damage to other students or property (e.g. studded bracelets) may not be worn.
- Chains are not permitted. Jewelry style wallet chains or beads are not acceptable. Plastic replicas of chains are not allowed.
- Dark glasses inside the building are not permitted unless medically approved in writing.
- No headgear (males or females) may be worn inside the building, classrooms, the cafeteria, the administration building, or the gym. "Rags", sweatbands, bandannas, or towels on the head are not permitted at any time. These items will be confiscated.
- Footwear will be worn at all times.

The administration has the authority to make decisions about the appropriateness of all attire.

FOOD & DRINKS

Food and drinks are not allowed in the classrooms or the hallways. At teacher discretion, bottled water may be allowed in the classroom during the early fall and spring of the academic year.

LOCKERS

Senior lockers are located in the hallway between the Main Office and the IC. This area is restricted to all students except seniors. Ninth through eleventh-grade student lockers are located on the upper and lower levels of the 100, 200, 500, and 600 buildings. It is expected that:

- There is to be no writing on the lockers. There are to be no stickers on the inside or outside of the lockers.
- Pictures inside lockers are acceptable. Please use appropriate judgment in what is displayed.
- Do not slam locker doors.
- Please use combination locks on those lockers that do not have built-in locks.
- 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 removed.
- Keep the locker area clean; this includes the hallways, under the lockers, and on top of the lockers.
- **Students are not to share lockers.**

LUNCH PROGRAM

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 the personnel to operate the cafeterias. 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 should call 645-2431/2360.

NEWSLETTER

Kubasaki High School will post a monthly newsletter on its website. The newsletter contains articles of interest to the community as well as a calendar of school events for that month.

PARKING (STUDENT POLICY)

Kubasaki High School offers 50 parking spaces for eligible students who have and who maintain a cumulative grade point average (GPA) of 2.0. Seniors will have priority. Parking permits will be issued at the beginning of first and second semesters. Parking policies will be reviewed as needed with input from student government and the senior class. Courteous driving practices are expected, and violations of safe driving practices may result in the loss of parking privileges, and notification to the PMO. Any student parking in a VISITOR slot will receive a parking ticket.

PROTECTION OF PERSONAL PROPERTY

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. Secure individual lockers.
2. Do not share a locker with another student.
3. Do not bring large amounts of money to school.
4. Do not leave book bags outside your locker.
5. Take all of your belongings with you when you leave a class.

NOTICE OF VIDEO SURVEILLANCE

Video surveillance systems are used in Kubasaki High School to enhance the safety and security of students and staff; protect property against theft or vandalism; and to aid in the identification of intruders and of persons who endanger the health, well being, or safety of school community members. The surveillance system cameras are not placed in areas where there may be a reasonable expectation of privacy by staff and students (e.g. rest rooms, locker rooms, private offices, etc). Information obtained through video surveillance may be used as a basis for any disciplinary action for violation of law and/or school rules. Further, video recordings may be furnished to Military Police in regard to possible criminal violations.

SCHOOL DANCES

Kubasaki students, except those suspended, and visitors from other schools, by invitation and approved by administration, may attend designated dance events. Dances will begin, and end, at the discretion of the sponsoring organization. Loitering in the parking lot is not allowed. Once a student leaves the dance, the student will not be allowed to return. Dances usually start at 1900 hours and end by 2300 hours. Requests for DoD identification cards may be conducted to verify eligibility to enter the dance. Students and guests must follow dress codes with the exception of special "theme" dances (e.g. Halloween, Spirit Week.). School rules will apply at all dances.

TELEPHONES (PUBLIC)

Students needing to use the telephone during the school day may use the phone on the counter in the Main Office, or the telephone located near Senior Hall, gymnasium side. This telephone is not to be used for social calls.

Students will not be called out of class for any message unless that message constitutes a true emergency and is from a parent or guardian.

VISITORS/ ACCOMPANYING STUDENTS

Kubasaki High School is always pleased to have visitors that are interested in its educational and extra-curricular activities. All visitors to the school must first sign in at the Main Office, and obtain a Visitor's Pass. It is recommended that parents first call the school in order to avoid possible class conflicts, such as

special programs, testing, and so forth. Students wishing to bring visitors to school are required to present a written request two days prior to the visit. This written request by the sponsor or parent, including the visitor's name, must be approved by the student's teachers before a Visitor's Pass will be given. The request must be signed by each teacher and then presented to the Main Office for an Administrator's signature at least one day prior to the desired visit date.

SECTION VI – HEALTH & SAFETY



ADOLESCENT SUBSTANCE ABUSE COUNSELING SERVICES (ASACS)

The ASACS Counselors serve the school by working with teens on prevention and treatment strategies for substance abuse. The program focuses on helping teens make healthy and safe choices as well as teaching parents and community members how to support teen choices. Contact the Main Office for additional information.

ALCOHOL AND OTHER DRUGS

No student shall possess, use, transmit, or be under the influence of any drug, or alcohol, on school grounds, in the immediate vicinity of the school, or off school grounds at any school activity, function, or event. Students will be suspended from school for possession or distribution of drugs. First offense for abuse of alcohol includes a five-day suspension as well as referral to the ASACS Counselor.

Students and sponsors are reminded that all prescription and non-prescription drugs should be kept in the school nurse's office to be dispensed to students as required.

EMERGENCY PROCEDURES, NATURAL DISASTERS

In all cases of base emergencies, parents should not call the school. Instead, tune in to AFN or contact your respective unit. School phone lines will be needed to coordinate activities and communicate needs with base authorities.

FIRE DRILLS

Fire drills, at regular intervals, are required by regulation and are an important means to ensure student safety. 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. As a class, move to the prescribed area.
3. Line up in vertical lines facing your teacher.
4. Stay off the grass.
5. Be orderly, quiet, and prepared to listen for additional information.
6. Re-enter the buildings when the all-clear signal is given.
7. When fire alarms are activated between classes, students should report to the evacuation area for the last class they attended.

HAZING

DoDDS and Kubasaki High School do not tolerate hazing or harassment of any students. Therefore, team or club initiations, which constitute a form of hazing, are not permitted.

HEALTH SERVICES

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. The nurse will not allow students who are ill to leave school until a parent or emergency contact person has been notified. Students will not be released to any person other than a parent or a designated emergency contact.

Sponsors are required to keep the school informed of current home, work, and emergency phone contacts. Parents must also notify the school nurse of any current or special medical problems that a student may have.

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. A Hold Harmless Letter can be picked up at the hospital or the School Nurse Office. The prescribing physician must sign all Hold Harmless Letters. 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.

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.

POLICE INVESTIGATIONS

The school cooperates very closely with military police officers in investigations of break-ins, vandalism, and other inappropriate behaviors. If the need arises to have local military police officials meet with students, the parents will be notified, when appropriate, to secure parental permission.

NOTICE OF AUTHORITY TO SEARCH

School administration reserves the right to conduct random and periodic searches of school property and may seize contraband items belonging to students. School administration has the authority to search student possessions and person when there is reasonable suspicion that the student is in possession of items prohibited by DoDEA Regulation 2051.1.

SMOKE FREE CAMPUS

Kubasaki High School is a smoke-free campus. Tobacco and tobacco-related products are not authorized on campus or at any off-school activity.

TROPICAL CYCLONE (TYPHOON) GUIDE

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

STORM WATCH (TC-SW)	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.
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DoDDS Tropical Cyclone School Closure Guide, updated 18 April 2008

Tropical Cyclone Condition	0600-0759	0800-1459	1500-0559
ALL CLEAR	School will begin one hour following "All Clear". Tune in to AFN radio or television for announcement on modified school hours and bus pickup times.	Tune in to AFN radio or television for announcement on modified school hours and bus pickup times. If school starts after 0900 a modified lunch menu may be served.	Normal school is in effect.

SECTION VII – PARENT & COMMUNITY SUPPORT



COMMUNICATION – A TWO-WAY STREET

Communication between the school and the community is a vital element in meeting the needs of our students. KBHS uses a variety of venues to communicate with parents, sponsors, and the community-at-large. These include:

- A Monthly Electronic Newsletter
- Mid-Quarter Progress Reports
- Quarterly Report Cards
- Course Syllabi Reflecting Expectations
- Monthly Information in Camp Newsletters
- Special Electronic Announcements
- A Variety of Recognition Ceremonies
- Monthly CSI, SAC, and PTSO Meetings with Administrators

When parents or sponsors contact faculty and staff by Email or by telephone, allow twenty-four hours for a reply. To schedule an appointment with faculty or staff, please contact the Main Office. The school looks forward to working closely with family members to meet the needs of our students.

Communication is enhanced by community involvement in our School Advisory Committee (SAC) and our Parent-Teacher-Student Organization (PTSO). We encourage community participation in these groups. Contact the Main Office for additional information.

ACCESS TO SCHOOL FACILITIES

Kubasaki High School maintains a vision of collaboration with the community. Therefore, there is the possibility of utilizing our facilities for special events. However, this use must be reserved through administration. Please note that KBHS must consider the time, place, and manner in which an activity may be held based on matters other than the philosophical religious or political content of the activity. Administration reserves the right to disallow this access at discretion considering the aforementioned. For a KBHS Facilities Use Request Form, please contact the Administrative Officer at 645-3728.

PARENT/TEACHER/STUDENT ORGANIZATION (PTSO)

Kubasaki High School has an active Parent/Teacher/ Student Organization that meets on the second Tuesday of every month at 6:30 P.M. in the Information Center (IC). All parents, teachers, and students are invited to join or attend. If interested, please contact the Main Office.

SCHOOL ADVISORY COMMITTEE (SAC)

The purpose of the SAC is to further the concept of participation in school affairs by members of the school community. The SAC consists of elected parents, students, and teachers who are interested in the programs and activities of Kubasaki High School. This committee advises the school administration on matters which impact the quality of education in the school. The SAC meets the second Tuesday of each month at 3:30 P.M. in the Information Center (IC). Parents are encouraged to attend to discuss issues that affect the learning process at KBHS. If interested, please contact the Main Office.

CONTINUOUS SCHOOL IMPROVEMENT PLAN COMMITTEE (CSI)

This committee supports the DoDEA community strategic plan by addressing and overseeing the implementation of Kubasaki's identified School Improvement Plan (SIP) strategies and interventions. These strategies and interventions have been established by the faculty and staff and are overseen by the SIP committee to increase student achievement. The strategies and interventions are reviewed and revised annually. The committee is made up of students, teachers, administrators, and community members. If interested, please contact the Main Office.



SECTION VIII – SUPPORT PROGRAMS



ADVANCED PLACEMENT VIA INDIVIDUAL DETERMINATION (AVID)

AVID, Advancement Via Individual Determination, is a college readiness system for elementary through postsecondary that is designed to increase school wide learning and performance. The AVID College Readiness System (ACRS) accelerates student learning, uses research based methods of effective instruction, provides meaningful and motivational professional learning, and acts as a catalyst for systemic reform and change.

AVID's mission is to close the achievement gap by preparing all students for college readiness and success in a global society.

Although AVID serves all students, it focuses on the least served students in the academic middle. The formula is simple - raise expectations of students and, with the AVID support system in place, they will rise to the challenge.

CASE STUDY COMMITTEE (CSC)

This committee consists of special education teachers, classroom teachers, the school psychologist, counselors, an administrator, the school nurse, and a representative from Educational and Developmental Intervention Services (EDIS). Meetings are held weekly to discuss student referrals, assessment planning, and special needs programs for students.

CHILD FIND

Child Find is the Department of Defense Dependent Schools' (DoDDS) effort to locate children who have disabilities and need individual and appropriate special education. Programs are provided for:

- Blind/vision impairment
- Deaf/blind
- Deaf/hearing impairment
- Multi-impairments
- Physically challenged
- Preschool challenged

- Health impairments
 - Learning impaired
 - Speech and language impairments
- Serious emotional impairment

GUIDANCE AND COUNSELING SERVICES

The following services are offered through the counseling office:

- | | |
|--|-----------------------------------|
| • Orientation for incoming students. | • Academic and college counseling |
| • Assistance in initial course selections. | • Student course registration |
| • Coordination of Testing | • Scholarship assistance |
| • Personal counseling. | • Military recruitment |

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:

- | | |
|---|---|
| • Counselors | • School Psychologist |
| • Alcohol and Substance Abuse Specialists | • Teacher of the Communication Impaired |
| • Nurse | • Teacher of English as a Second language |
| • Reading Improvement Specialist | • Teachers of the Learning Impaired |

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 IDEA. Students in this program are on an Individualized Educational Program (IEP) in order to provide students with the least restrictive learning environment. KBHS specialists work with classroom teachers to modify the curriculum to ensure student success in regular education classes. The resource program currently offers classes in math, reading, learning strategies, and language arts.

SUPPORT AND ENRICHMENT CLASSES

As part of the High School Initiative, KBHS offers a variety of support and enrichment classes to meet individual student needs. These include:

- | | |
|-----------------------------------|--------------------------------------|
| • Advanced Placement (AP) Courses | • Learning Strategies, Language Arts |
| • Algebra Lab | • Learning Strategies, Math |
| • AVID (See entry above) | • Read 180 |
| • Geometry Lab | • Special Education Support |
| • Honors Classes | |

Contact the Main Office for additional information.

SECTION IX – TRANSPORTATION



SCHOOL BUSES

Although Kubasaki High School provides all possible assistance with bus safety and conduct, our school buses are administered by the military. Bus passes are required and are issued by Okinawa Student Transportation. Inquiries should be directed to the Okinawa Student Transportation office at Kadena Air Base or by calling 645-7820/2036.

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 programs. Students that participate in such activities are authorized to ride the after-school activity bus. The activity sponsor will issue bus passes, which are checked by the extra-curricular sponsors. Times for the activity buses are announced at the beginning of each academic quarter. Students may obtain quarterly schedules from either their guidance counselor, or activity sponsor. Transportation for all other school/student involvement is the responsibility of the student and sponsor. 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.



DID YOU KNOW: DURING THE VIET NAM ERA, KBHS HAD AN ENROLLMENT OF OVER 2,000 STUDENTS?



NOTES
