



TOKYO, JAPAN

PARENT-STUDENT HANDBOOK  
2012-2013

MR. DARRELL MOOD  
PRINCIPAL

MR. HENRY BARR  
ASSISTANT PRINCIPAL

**OFFICE OF THE PRINCIPAL  
YOKOTA HIGH SCHOOL  
APO AP 96328-5072  
SCHOOL YEAR 2011-2012**

Welcome to Yokota High School (YHS), home of the Panthers!

As you are aware, DoDEA is a tremendous success story and has been recognized in the national media. You will find YHS at the forefront of that success by many measures. First and foremost, YHS is a school where students achieve at high levels. Our varied curriculum and extra-curricular program provides opportunities for any learner. This success is something that we as educators, parents, and students should be proud of since it has been earned by working together.

My sincere thanks to all stakeholders involved with making YHS the best school in the Pacific. The combined efforts of the PTO, SAC, command, parents, community volunteers, staff, faculty and our students create a powerful learning environment. We look forward to working with you in the success of your most precious resource - your children.

It is an honor to serve as your principal in a military community that supports high student achievement and a safe learning environment. Being the spokesman for our motivated, professional faculty and staff is a particular pleasure. With your assistance, YHS will continue to be the best high school in the Pacific.

Respectfully,

Darrell R. Mood  
Principal  
Yokota High School

***YOKOTA HIGH SCHOOL  
FIGHT SONG\****

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

***SCHOOL COLORS:  
BLUE AND GOLD***

***SCHOOL MASCOT:  
PANTHER***



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

**TABLE OF CONTENTS**

DoD Dependents School System .....	7
Accreditation	
School Advisory Committee .....	8
Yokota High School Parent-Teacher Organization	
YHS Statements .....	9
Mission Statement/Vision Statement	
YHS CSI	
Core Values	
Students Rights/Responsibilities	
YHS Directory .....	11
Telephone Numbers/Mailing Address	
Web Page Address	
Calendar for SY 2009-2010 .....	12

**GUIDANCE - SECTION I**

Lines of Communication .....	14
Attendance Eligibility for DoDDS .....	15
Admission Requirements	
Tuition Payment	
DoDDS Testing .....	19
DoDDS Standardized Testing	
Test Dates (SAT, ACT, PSAT, and Honors Placement)	
Early Departures .....	20
Early Graduation/Acceleration Program	
Travel/Extended Leave	
Early Withdrawal/PCS Procedures	
Classification of Students .....	21
Grade Point Average	
Credits Earned	
School Records Access .....	22
Reviewing School Records	
Challenging Records	
Family Education Rights and Privacy Act .....	23
Graduation Requirements .....	24
Graduation with Honors	
Guidance Services .....	25
Homework/Makeup Policy/ Incompletes	
Policy on Weighted Grades and Honor Courses	
Progress Reports/Report Cards	
Diplomas	
Transcripts	

**HEALTH AND SAFETY - SECTION II**

Child Abuse/Neglect .....	29
Emergency Procedures .....	29
Fire Drills	
Health Services	

**ATTENDANCE - SECTION III**

Attendance Policy .....	33
Attendance Procedures	
Student Planners/Handbook	
Excused/Unexcused Absences	
Advanced Absences	
Attendance Disciplinary Actions.....	37
Signing In/Out	
Attendance Policy Violations	
Truancies and Tardiness	

**DISCIPLINE - SECTION IV**

Introduction .....	40
Detention	
Suspension	
Expulsion	
Police Investigation	
Behavior Policy/Disciplinary Actions .....	42
School-Wide Policy Concerning Weapons .....	48
School-Wide Policy Concerning Drugs .....	49
Table of Consequences .....	50

**GENERAL INFORMATION - SECTION V**

Books and Equipment .....	52
Information Resources .....	52
Study Trips .....	52
Bell Schedule .....	52
Lost and Found .....	53
Lunch .....	53
Parent/Teacher Conferences .....	53
Parking/Student Driving on Campus .....	53
School Property .....	53
Telephones .....	54
Visitors .....	54
School Dances .....	54
Change of Sponsor Information .....	54

**PROGRAMS - SECTION VI**

Information Center .....	56
Pupil Personnel Service .....	56
Special Education Program .....	57
Child Find .....	58
AVID Program .....	58
ESL .....	58

**CLUBS AND ACTIVITIES - SECTION VII**

Co-Curricular Eligibility Policy .....	60
Standards of Conduct	
Clubs and Activities .....	63

**AWARDS - SECTION VIII**

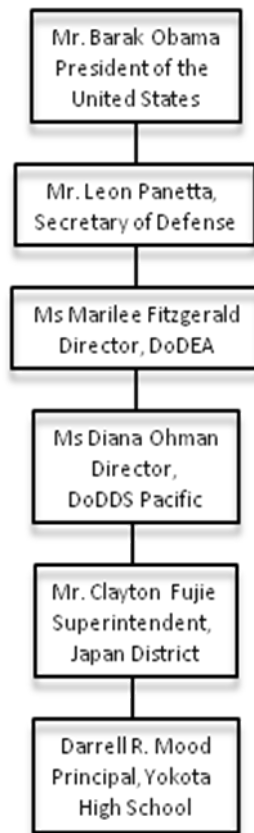
Academic Awards .....	70
Athletic Awards .....	71
Band Awards .....	71

## *DOD DEPENDENTS SCHOOLS SYSTEM*

**You are responsible for reading through this handbook to become familiar with the contents.**

The Department of Defense Dependents Schools (DoDDS) provides educational programs, preschool 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.

## *DODEA CHAIN OF COMMAND*



## *ACCREDITATION*

Yokota High School is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI).

## *SCHOOL ADVISORY COMMITTEE*

The School Advisory Committee (SAC) of Yokota High School consists of representatives, parents, and professional DoDDS employees. The SAC meets monthly for the purpose of advising the school administrators and installation commanders about matters that impact the quality of education in the local schools. SAC is responsible for bringing to the attention of the administration concerns about the following: school policies, instructional programs, budgetary issues, facilities, educational resources, student standards of conduct, school meal program, and any other concerns from the Yokota community. The meetings take place the second Tuesday of every month and are open to non-SAC members as well. Parents interested in serving on the Yokota High School Advisory Committee should contact the school office for further details.

## *YOKOTA HIGH SCHOOL PARENT & TEACHER ORGANIZATION (PTO)*

The purpose of the Yokota High School Parent Teacher Organization (PTO) is to promote a closer relationship between home and school. The YHS PTO believes that children are our future and our most valuable resource. This premise guides our efforts as we accept our shared responsibility as parents, teachers, and community members to maximize each person's unique talents and individual potential. The PTO plays an active role in supporting all scholastic, artistic, athletic, and leadership programs at Yokota High School. Parents and interested members of the Yokota community are invited to join the PTO. This worthy organization plans many fundraising projects such as furniture sales, car washes, and art auctions. **The meeting takes place the fourth Tuesday of every month, all are welcome. For more information or questions please contact [yokotahighschoolpto@yahoo.com](mailto:yokotahighschoolpto@yahoo.com).**



*YOKOTA HIGH SCHOOL*  
*MISSION STATEMENT*

In the 21st century, Yokota High School, working in partnership with the family and local community, will provide a safe, academically-inspiring environment in which all students will develop to their maximum potential as life-long learners and responsible participants in an ever-changing global society

*YOKOTA HIGH SCHOOL*  
*VISION STATEMENT*

Yokota High School's vision is to provide a climate conducive to the enhancement of student learning and fostering of each student's desire to become independent life-long learners through:

- Cultivating healthy, creative and innovative learning,
- Preparing students to live and learn in an ever-changing and diverse world,
- Ensuring the successful transition of all students from high school to college or the workplace,

In order to help students better serve their community and society and achieve personal fulfillment. We believe the potential for student learning is unlimited, and learning must take place in a nurturing, safe environment that recognizes the diversity of individuals while assuring equity for all.

*YOKOTA HIGH SCHOOL*  
*SCHOOL IMPROVEMENT GOALS*

*GOAL 1:*

**All students will demonstrate improvement in writing across the curriculum.**

The essence of "writing across the curriculum" is the effective use of the rules of grammar to communicate ideas in written work.

*GOAL 2:*

**All students will demonstrate improvement in literacy skills across the curriculum.**

The essence of "literacy skills across the curriculum" is reading comprehension.

*CORE VALUES*

Yokota High School students:

- 🐾 **Strive for academic excellence and personal success.**
- 🐾 **Are expected to be honest and trustworthy, exercise self-discipline, and take responsibility for their actions.**
- 🐾 **Respect themselves and the differences of others.**
- 🐾 **Show good citizenship by making a positive contribution to the school and community.**

## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

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

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

These guidelines are general statements of principle and will be subject to limitations imposed by the laws or customs of the host nation or by general authority of the installation commander. The host nation's legal agencies and the installation commander share legal jurisdiction in overseas military communities.<sup>1</sup>

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

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

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

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

<sup>1</sup>From page 1 of *Students' Rights and Responsibilities in the Department of Defense Dependents Schools system, DSM 2050.1.*

## *SCHOOL DIRECTORY*

Telephone numbers and associated inquiry information situation or concern.

Student Affairs .....	225-7018/7019
☎ General Inquiries	
☎ Contact Administration	
☎ Message to Student (Emergencies Only)	
☎ Lost and Found	
Registrar .....	225-7018/7019
☎ Tuition Inquiries	
School Nurse .....	225-8292
Teacher .....	e-mail
☎ To send an e-mail to your students' teacher: <u>Teacher's first name.last name @pac.dodea.edu</u>	

### *DUTY HOURS*

Office .....	0700 – 1600
Teacher .....	0740 – 1450
School .....	0800 – 1430

### *MAILING ADDRESS*

Yokota High School  
DoDDS P/J  
UNIT 5072  
APO AP 963285072

#### **PHONE NUMBERS:**

**DSN:** 225 – 7018  
**International** 011-81-3117-55-7018

#### **FAX NUMBERS:**

**DSN:** 225 – 7223  
**International** 011-81-3117-55-7223

#### ***JAPAN MAILING ADDRESS***

Yokota High School Yokota Base  
Fussa-Shi, Tokyo Yokota AB, Japan 197

#### ***YHS HOME PAGE ADDRESS***

<http://www.yokotahs.pac.DODEA.edu>

#### ***YHS INTRANET ADDRESS***

<http://yhs.pac.DODEA.edu/index.htm>

## DoDDS PACIFIC SY 2012 – 2013 CALENDAR

Tuesday, August 23

Reporting date of non-administrative educator personnel for orientation, classroom preparation, and professional development.

### FIRST SEMESTER

#### 2011

Monday, August 29	Begin First Quarter & First Semester
Monday, September 5	Federal Holiday – Labor Day
Monday, October 10	Federal Holiday – Columbus Day
Thursday, November 3	End of First Quarter
Friday, November 4	No school for students – Teacher work day
Monday, November 7	Begin Second Quarter
Friday, November 11	Federal Holiday – Veterans' Day
Thursday, November 24	Federal Holiday – Thanksgiving
Friday, November 27	Recess Day
Tuesday, December 13	Accelerated Withdrawal Date (Fall Semester)
Monday, December 19	Begin Winter Recess (Dec 19 – Jan 2)

#### 2012

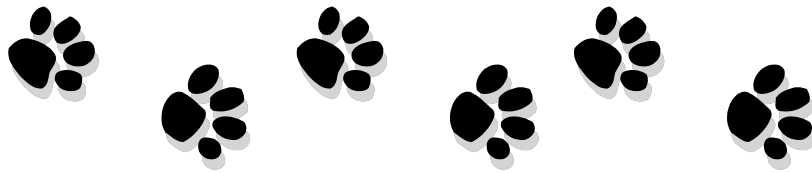
Monday January 2	Federal Holiday – New Year's Day
Tuesday , January 2	Instruction Resumes
Monday, January 16	Federal Holiday – Martin Luther King, Jr. Day
Thursday, January 26	End of Second Quarter & First Semester
Friday, January 27	No school for students – Teacher work day

### SECOND SEMESTER

Monday, January 30	Begin Third Quarter & Second Semester
Monday, February 20	Federal Holiday – Presidents' Day
Thursday, April 5	End of Third Quarter
Friday, April 6	No school for students – Teacher work day
Monday, April 9	Begin Spring Recess (Apr 9 – 13)
Monday, April 16	Instruction Resumes – Begin Fourth Quarter
Wednesday, May 16	Accelerated Withdrawal Date (Spring Semester)
Monday, May 28	Federal Holiday – Memorial Day
Thursday, June 14	End of Fourth Quarter & Second Semester
Friday, June 15	Last day for non-administrative educator personnel

**\*\*Note: Please check the school calendar for information on additional release days for training, parent/teacher conferences, and other activities.**

SECTION I



GUIDANCE

## LINES OF COMMUNICATION

It is in the best interest of all parties if problems are efficiently and effectively resolved. To insure problem resolution, the following guidelines should be used.

### CHAIN OF COMMAND

- ☹ Frequent and open communication between the school and parent can only serve to reinforce the bond of mutual cooperation that is deemed essential for the student's continued educational growth.
- ☹ For any questions involving a particular class or activity, parents are to first contact the teacher involved to arrange a conference. We urge parents not to rely on rumors or hearsay. If additional assistance is needed, contact the student's counselor or the assistant principal.
- ☹ The remaining DoDEA chain of command, in order is:

Principal - District Superintendent - DoDEA Area Director - Director of DoDEA

### Contact phone numbers and/or addresses

Darrell Mood  
Principal

Yokota High School  
DoDDS-P/J (YHS)  
UNIT 5072  
APO AP 963285072  
Tel. 225-7018/7019

Mr. Clayton Fujie  
District Superintendent  
District Superintendent Office  
Japan Office  
UNIT 5072  
APO AP 963285072  
Tel. 225-3940/3941

Diana J. Ohman  
DoDDS Pacific Director  
Unit 35007  
FPO AP 96373-5007  
Tel. 645-2241

Ms Marilee Fitzgerald  
Director, DODEA  
4040 N. Fairfax Drive  
Arlington, VA 22203  
Tel. 696-4247x 1904

## ATTENDANCE ELIGIBILITY FOR DoDDS

### ***Enrollment Categories***

Qualified dependents are authorized to enroll in one of the following enrollment categories based on a space-available basis in priority or category of enrollment.

***Category 1: Space-Required, Tuition-Free:*** command-sponsored dependents of

- Active duty military personnel whose dependents are entitled to transportation to and from the overseas areas at government expense (includes dependents authorized a designated location move (DLM)) when station allowances are authorized for dependent's designated price of residency, and
- Full-time DoD civilian employees who are paid from appropriated (e.g. U.S. Army, Navy, Marine Corps, Air Force, Coast Guard, other DoD organizations) or non-appropriated funds (e.g. DoD related non-appropriated fund instrumentality (NAFI) operating outside CONUS in support of U.S. Forces, employees of AAFES, MWR Officers/NCO Clubs, Special Services, and Stars and Stripes) and are citizens or nationals of the United States.
- DoD sponsors who are assigned to the Security Assistance Program and Foreign Military Sales Program (FMS). As DoD dependents, these students are space-required and would normally be tuition-free, but agency pays tuition in order to collect full program costs (e.g. Joint U.S. Military Assistance Group (JUSBAG) employees).

***Category 1: Space-Created, Tuition-Paying:*** command-sponsored dependents of

- U.S. civilians who are full-time defense contractor personnel. A valid copy of either Logistical Support Section of contract that authorizes dependent education in DoDDS on a tuition-paying basis (must list names of dependents) or a Technical Expert Accreditation Status awarded to that sponsor, and DD1172-2 Common Access ID Card Application or copy of ID card must be provided at enrollment.

***Category 2: Space-Available, Tuition-Paying (Federally Connected):***  
dependents of

- Full-time U.S. Government employees, provided the employee is a U.S. citizen or national of the United States and is entitled to LQA at the "with Family" rate, or who has been identified by their agency as being eligible for educational benefits on a tuition-paying basis. Includes U.S. Government employees covered by the economy act agreement between the Department of State and DoD, or any component of such an agency and DoD, (e.g., Dependents of U.S. citizen employees of all U.S. Government agencies other than DoD, including Department of State, Atomic Energy Commission, AID, Department of Agriculture, Federal Aviation Agency, General Services Administration, and Smithsonian Institution). Also, includes U.S. citizen employees of certain international organizations, such as NATO and the United Nations).
- Part-time appropriated fund (APF) employees and part-time non-appropriated fund (NAF) employees who are U.S. citizens or nationals of the United States.

**Category 2: (con't)**

- U.S. citizens who are full-time employees of organizations overseas that serve defense related interests not covered in category 1H and/or which have executed contracts or other agreements with the U.S. Government (e.g., Employees of permanent party America Red Cross, USO, Boy and Girl Scouts, Post Exchange concessionaire contractors, active duty military or DoD civilian stationed in the U.S. and TDY overseas. Also includes military reservists deployed to the overseas area from the U.S. or overseas for less than 180 days).
- Host-nation or third country national military or civilian personnel assigned or attached to the U.S. military services overseas at international or major DoD commands, when recommended by the major overseas commander, (e.g., third country national military and civilian personnel serving with U.S. Armed Forces overseas, NATO, United Nations, Canadian or other Allied Forces).

**Category 3: Space Available, Tuition-Free:** dependents of

- Active duty U.S. military personnel who are stationed in an overseas area to which their dependents are not authorized transportation at U.S. Government expense, but to which the sponsors have elected to transport their dependents at their own expense. Includes enrollments under the Transition Assistance Management Program (TAMP). Also includes military reservists deployed to the overseas area from the U.S. or overseas for more than 180 days.
- Permanent, full-time appropriated fund (APF) or non-appropriated fund instrumentality (NAFI) DoD civilian employees stationed overseas, are citizens or nationals of the United States, who reside in a different overseas location from the sponsors' duty assignment.
- Sponsors who have been granted a waiver of tuition costs by the Secretary of Defense (or designee). Includes dependents of military sponsors who die while, entitled to active duty pay within 180 days of the sponsor's death; and those dependents of military members who die on active duty and are on Temporary Change of Station orders or deployed overseas for a period of more than 60 calendar days; provided the criteria for enrollment of both class of dependents which are directed in the DoDEA Regulation 1342.13, "Eligibility Requirements for Education of Elementary and Secondary School-age Dependents in Overseas Areas" are met. Also includes, minor dependents that may complete the school year if the DoD sponsor transfers, dies, or retires during the school year.
- Foreign diplomatic and military Partnership for Peace (PfP) personnel assigned as liaisons at North Atlantic Treaty Organization (NATO) sites or dependents of foreign military and civilian liaison personnel from the Newly Independent States (NIS) of the former Soviet Union in Ankara, Turkey.

**Category 4: Space Available, Tuition-Paying (Non-Federally Connected):**  
dependents of

- Other U.S. citizen or nationals of the United States, residing overseas but not employed by DoD contractor, (e.g., Siemens, Citibank, Kia Motors). (Authorized by 20 U.S.C. 923(d) (B)). Also includes dependents of U.S. Citizens working in foreign country but not employed by a DoD contractor when attendance at a DoDDS school is authorized by the foreign country and installation access policies, and dependents of deceased personnel not covered in enrollment Category 3.



#### **Category 4: (Con't)**

- Foreign National citizens for whom the Secretary of Defense determines that enrollment is in the national interest. (Authorized by 20 U.S.C. 923(d)(1)(C)) (e.g., all other foreign national dependents including local and third country nationals when there is no objection from the host government. Also includes all foreign national dependents attending Ankara and Bahrain schools unless excluded by the U.S. Department of State).
- All other U.S. citizens or nationals of the United States not included in other categories but residing overseas. Includes retired U.S. military personnel.
- Local or third country nationals when no significant United States interest is involved where there is no objection from the local U.S. military commander or the U.S. Department of State.

Eligibility requirements are outlined in DoDEA Regulation 1342.13 and in DoDEA Regulation 1030.1 – Space Availability Requirements for Minor Dependents Overseas.

### ADMISSION REQUIREMENTS

Eligibility to enroll in DoDDS is based on documentation provided at the time of enrollment. Prior to registration, space-required sponsors must have current orders from military personnel, or in the case of a DoD civilian, current orders from their employing agency. Military and civilian sponsors need to show a copy of tour extensions if DEROS/PRD has expired before the beginning of the school year.

Required Registration Documentation:

- Sponsor's PCS orders (Notification of Personnel Action Form for locally hired civilians)
- Dependent verification (if dependent's name is not listed on orders). One of the following must be submitted:
  - ❖ Dependent entry approval
  - ❖ Dependent area clearance
  - ❖ Command letter
- Copy of passport or birth certification for PK, KN, and First Grade
- Social Security Number
- Mailing and quarters address
- Local emergency contact person
- Report cards and other academic records
- Immunization/Vaccination record

**\*\*NOTE:** Parents registering their children in DoDDS-Pacific/DDESS-Guam beginning in the school year 2006-2007, will find they must meet additional immunization requirements.

In coordination with military medical commands, DoDEA has added three required inoculations for students attending its schools in the 2008-2009 school year. The three are: Meningococcal Conjugate Vaccine (MCV4); Tetanus and Diphtheria Toxoids and Acellular Pertussis Vaccine (TDAP – adolescent preparation); and Hepatitis A.

## ADMISSION REQUIREMENTS (CON'T):

The updated version of the immunizations form is available on the DoDEA web site at <http://www.dodea.edu.communities/medical.htm>. Parents should bear in mind that the additional immunizations are age-specific and not all students will require all of the additional vaccines.

These are minimum requirements. Additional requirements may be determined by the military medical commands based upon needs in specific locations. Parents should contact the child's school nurse for information and guidance.

For admission to Yokota High School on a tuition-free basis, the following requirements must be met:

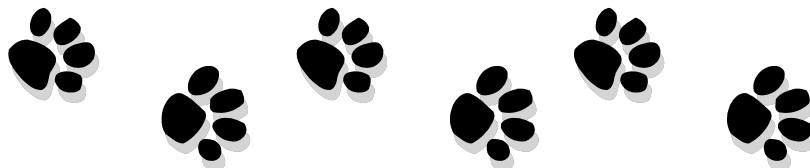
- Will not be age twenty-one (21) on or before 31 December of the current school year.
- Students should have a copy of their most recent report card or transcript to assist in placement in classes.
- Falsified information will lead to possible dismissal and further command notification.

All other requests for admission to Yokota High School will be directed to the principal.

Enrollment at Yokota High School infers implied consent to have the school's professional staff meet and confer with your child on matters relating to school issues.

## TUITION PAYMENT

- Tuition for Space Available Category 4 students is based on current rate for each school year.
- DOD dependents that are authorized attendance in a DODEA school may complete the current school year if the DOD sponsor is transferred, dies, or retires during the school year.
- The tuition rate is payable at the start of each semester.



## DoDDS STANDARDIZED TESTING

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

### TEST DATES FOR SY 2012 – 2013

**The Terra Nova** is administered to 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grade students in March of each school year. Other standardized exams for particular courses are administered throughout the school year. Projected test dates for this school year are March 12<sup>th</sup> through the 16<sup>th</sup>.

<u>SAT</u>	<u>ACT</u>	<u>PSAT</u>
October 1, 2011	October 22, 2011	October (TBD)
November 5, 2011	October 23, 2011	
December 3, 2011	December 10, 2011	
January 28, 2012	December 11, 2011	
May 5, 2012	February 11, 2012	
	June 9, 2012	

For the SAT, you must register online. The school CEEB Code is 561620. The test center Code is 67480. Enter that you are taking the test "out of country." Search for school and testing center by CODES not by the names of school or country. Register at [www.collegeboard.com](http://www.collegeboard.com) for the SAT. For registration for the ACT, see appropriate counselor.

### ADVANCED PLACEMENT COURSE TESTING

On or about May 7<sup>th</sup> – 18<sup>th</sup> 3



## EARLY GRADUATION

- In order for a student to graduate early, before their year group, a conference must be scheduled to include the administration, guidance counselor, parents, and student.
- At the time of the conference, a letter from the parents stating the reasons for an early graduation must be given to the administration.
- Students desiring an **accelerated program** must have at least a current 2.5 grade point average in order to ensure success in the program. If this requirement is not met at the time of application, students will be reconsidered for an accelerated program upon successful completion of the first semester of the present school year.

## ACCELERATION PROGRAM

- Students withdrawing from school due to a **Permanent Change of Station (PCS)** within twenty school days prior to the end of a semester may be given additional assignments and exams to cover the required work in each course.
- Upon successful completion of the assigned work, the student may earn full credit prior to the end of the semester. **The earliest withdrawal dates for SY 2008 2009 are December 16, 2011 and May 16, 2012.**

In order to qualify for the acceleration program, a student must:

- Officially withdraw due to PCS orders outside of the region.
- Notify the attendance office **twenty (20) days** prior to the student's last day.
- Notify the teachers and successfully complete the assignments and/or exams.
- The provision for permitting the early withdrawal of students with full Carnegie credit was based on careful consideration of the unique circumstances found in the DoDDS system.
- It recognizes that due to military necessity, families are occasionally required to move prior to the end of the school year and those children should not be penalized for this.
- The 20-day limit provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of the curriculum content.
- This position has never been intended to apply to, or be extended for the convenience of family travel, visits or other discretionary reasons.
- The policy therefore requires that students present verification of the date of their sponsor's departure, i.e., PCS or other official orders, to school officials in order to receive consideration for full academic credit.
- Students who withdraw prior to the 20 day limit receive a withdrawal grade rather than a final grade.

## TRAVEL/EXTENDED LEAVE:

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

## WITHDRAWAL/PCS PROCEDURES:

- Students should report to the records office with a set of PCS orders thirty school days before their last day of school.
- On the last two days of attendance, students should report to the records office where they will be given a clearance form that must be completed before they will be cleared from school.
- Students must carry this clearance form to the last meeting with each of their classes, during which time the teacher will clear the students, documenting that all textbook and class materials have been returned, and give a final grade to date.
- In cases of emergency, the student may accelerate the process by taking the clearance form to all teachers on the same day as necessary.
- Clearance from the information center, nurse, and the counselor may be accomplished before or after school, between classes, or during the lunch period.
- Students should return all clearance forms to the records office at the end of the school day.
- If departing students owe fees for books or other items, payment must be made to the registrar by a check or money order made payable to the “**Treasury of the United States**” before clearance can be completed.
- Lost Book Forms are located in the main office and must be completed by the teacher and turned in to the office.
- Parents may pick up records between 1430 and 1530 in the Student Affairs office (Bldg. 4156).

**\*\*NOTE:** Students PCSing 20 school days prior to the end of either semester may receive credit if the student has requested and received authorization for **Acceleration** and **all work is completed**. Teachers must be notified as soon as departure plans are firm in order that course requirements can be completed within the time frame.

## CLASSIFICATION OF STUDENTS:

### **Freshman Class (9<sup>th</sup> Grade):**

A student must have met the requirements for completion of Grade 8 or must have been previously enrolled in Grade 9.

### **Sophomore Class (10<sup>th</sup> Grade):**

A student must have earned a minimum of 6 units of credit in preparation for graduation. The student must meet the criteria for normal sequencing of coursework in preparation for graduation. *DODEA students participate in the PSAT that is funded by DODEA in their sophomore year.*

### **Junior Class (11<sup>th</sup> Grade):**

A student must have earned a minimum of 13 units of credit. The student must meet the criteria for normal sequencing of coursework in preparation for graduation. *Students who plan to spend the usual four years in high school (grades 912) before entering college full-time must take the PSAT/NMSQT in their **junior** year for consideration for the merit qualifying scholarship.*

### **Senior Class (12<sup>th</sup> Grade):**

A student must have earned a minimum of 20 units of credit. The student must meet the criteria for normal sequencing of coursework in preparation for graduation.

### **Graduation from High School:**

A student must earn 26 units of credit to graduate.

## GRADE POINT AVERAGE (GPA):

- Grade point average is figured on a four point system with an "A" counting as four points, a "B" three points, "C" two points, a "D" one point, and an "F" zero points.
- AP class grades are weighted, giving an extra point, if proof of completion of the AP test is presented to the counselor, and all courses are included in the rank. To complete an AP course both semesters must be passed. For specifics refer to the written contracts and the course syllabus.
- For the quarterly academic awards program AP grades will be weighted.
- To earn an Academic Letter, a student must have a 3.7 for each of three out of four quarters in a given year. They cannot have lower than a 3.5 in any quarter. They may earn the award every year they are at Yokota High School. The first year they will earn the letter (if they do not already have one) and the academic pin. Each year, after the first, that they earn the award, they will be awarded a bar. The awards are given at the annual Academic Awards Assembly at the end of the school year.
- All courses are included in class rankings when determining grade points.
- Grades received for credited classes taken in middle school are not included in high school grade point averages.

## CREDITS EARNED:

Credits are earned on a semester basis and not by averaging two semester grades. For example, if you earned a D- in a class for the first semester, you have earned .5 credits for that class. If you fail the second semester, you still have a .5 credit for the course, but you must make up the semester you failed.

## REVIEWING SCHOOL RECORDS:

- Parents may request an appointment with the counselor or other school official to review records.
- School officials will explain and interpret all information necessary.
- Copies of records will be provided upon request.

## CHALLENGING RECORDS:

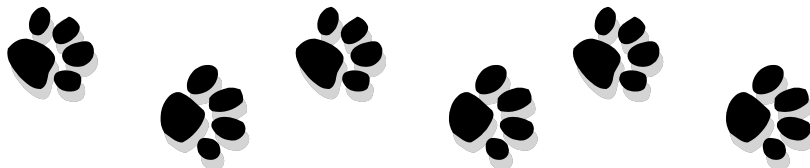
- If parents challenge the validity or accuracy of a record, the school will grant an informal hearing with the Japan District Superintendent.
- Cases that cannot be resolved through the informal hearing will be referred to the Director, DoDDS, Pacific.



## FAMILY EDUCATION RIGHTS AND PRIVACY ACT:

The act was signed into law by the President of the United States on 21 August 1975. School records open for parental inspection are defined as "any and all official records, files, and data related directly to a student." These would include the following information:

- Completed academic work, level of achievement (grades, standardized achievement test scores), interest inventory data, family background, and verified reports of serious or recurrent behavior.
- Along with the right of parents to inspect, goes the provision that they may also inspect all instructional materials.
- The following items of information will be maintained on each student at Yokota High School:
  1. Registration Forms
  2. Permanent Records Folder
  3. Counselor Information Form
  4. Assessment Information
  5. Course grades
  6. Health Record
  7. Special Education Records (if applicable). These will be destroyed 5 years after withdrawal from the school.
- The official responsible for the records is the school principal. Only authorized personnel with a need to know will be permitted access to this information without parental consent.
- The Official Transcript will be sent to the DoDDS Pacific District Office in Okinawa four years after withdrawal or graduation. See Guidance section for more information.



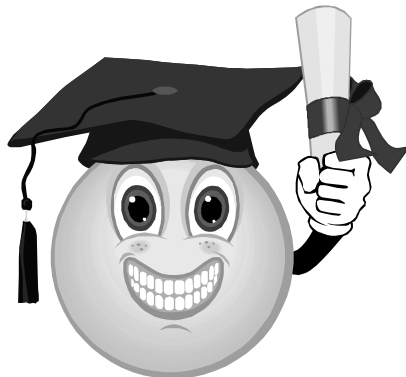
## GRADUATION REQUIREMENTS:

The following graduation requirements have been established for all Department of Defense Dependents Schools (DoDDS DSR 2000.1). With the exception of mathematics and foreign languages, credit towards graduation applies only to courses taken after entrance into the 9<sup>th</sup> grade.

Language Arts, (e.g., English, American Literature, Shakespeare)	4
Social Studies, to include 1 unit of World History <u>or</u> World Regions, U.S. History, and ½ unit of U.S. Government	3
Physical Education, to include Personal Fitness, Lifetime Sports and PE and Nutrition	1.5
Health	0.5
Mathematics, to include Algebra I and Geometry	3
Science, to include Biology, Chemistry <b>and/or</b> Physics	3
Foreign Language, (must be in the same language)	2
Fine Arts	1
Professional Technical Studies, to include .5 of computer	2
Electives	6
<b>Minimum credits for graduation</b>	<b>26</b>

## GRADUATION WITH HONORS:

**Students will need a 3.8 GPA and at least 4 AP classes to meet the criteria for graduation with honors.**





## GUIDANCE SERVICES:

### ACADEMIC OBJECTIVES:

The counselors are available to help students achieve their four-year objectives and help them determine which courses to take to achieve their educational goals.

### DROPPING AND ADDING COURSES:

- Courses may be added or dropped prior to the completion of the first **ten (10)** instructional days of the semester.
- Courses dropped within this time period will not appear on the transcript.
- Courses dropped after the above time period will be recorded as a (WF) Withdrawn Failing or (WP) Withdrawn Passing on the student's transcript.
- Any course additions and/or drops are accomplished with the course change form, which can be obtained from the counselors.
- Note: Course changes are not official until all required signatures are obtained by the student and the form is returned to the counselor and a new schedule is printed for the student.

### PUPIL PERSONNEL SUPPORT SERVICES:

- Counselors who are specifically trained to help high school students with their various personal, academic, and social concerns are available.
- The nurse will assist any student who needs to contact a support group, or will work with the student in organizing such a support group when it is approved by the principal.
- The school psychologist provides identification and diagnosis of pupils experiencing severe problems of learning and/or emotional and social adjustment. Through testing and evaluation, probable causes of these problems and remediation for them are determined. The school psychologist also serves as liaison and consultant to other professionals such as physicians, social workers, nurses, and psychiatrists.
- An ASACS (Adolescent Substance Abuse Counselor) is available and accepts referrals from students, parents, agencies and school personnel. This counselor is connected with Mental Health Services at the Medical Treatment Facility, and has an office at the school to work with students.

### HOMEWORK/MAKE-UP WORK:

- Homework is a required part of a student's school day and assignments are to be done outside the classroom to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.
- If students have excused absences due to illness, medical appointments, or emergency leave, it is their responsibility to ask about and make up any missed assignments and tests upon their return to school.
- If your child is (or will be) absent for three or more days, you must request homework assignments. Call the School Office at 225-7018. Please allow one full day for assignments to be gathered.
- For **extended absences due to prearranged school or family trips**, your child is required to take their work with them that they are going to miss from each of their teachers and the completed work is due the day they return to school. This deadline may be negotiated with/by the teacher.

### HOMEWORK/MAKE-UP WORK (CON'T):

- Students are allowed one day to make up work for every day of school missed. (See Attendance Section)
- If project assignments and instructions are given in advance and the student was absent the week prior to the due date, he/she is still responsible for the due date at the discretion of the teacher.

### INCOMPLETE GRADES:

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

### POLICY ON WEIGHTED COURSES:

- For purposes of computing individual grade point averages a weighted point value has been assigned to each letter mark in Advance Placement courses with proof of having taken the AP test. Weighting will be used to determine class rank for seniors. The weighting will be as follows: A5, B4, and C3. This policy will make it possible for DoDDS students seeking college admission to remain competitive with students in the United States.
- The grades of students transferring from schools outside of the DoDDS system will be accepted and calculated appropriately with proof of completion of the corresponding AP exam.
- It is DoDDS policy that Honors Courses grades are **not weighted**. Students who transfer in to a DoDDS school with Honors Course grades that are weighted, will have those grades recomputed at normal value.

### PROGRESS REPORTS:

- · Our objective is to keep parents fully informed of their child's academic progress.
- · Progress reports are **emailed to parents or guardians**.
- · Parents can request a progress report at anytime by contacting the teacher.
- · The reports are sent out regularly after the fifth week of each grading period.

### REPORT CARDS:

- Report cards are mailed home four times a year at the end of each quarter.
- Parent-Teacher conferences are held at the end of the first and third quarters.
- **Conferences for this SY are scheduled for November 17/18 and April 20.**
- An academic awards ceremony will be held for quarters 1-3 a few weeks after grades are verified.

## DIPLOMAS:

- Yokota High School does not keep copies of student diplomas.
- The copy that the student receives at graduation is the original. If one is lost or misplaced, YHS will issue a transcript.

## TRANSCRIPTS:

- The high school transcript is an official record of your school career.
- No records will be provided without appropriate written authorization and signature of either parent/guardian if the student is a minor (under 18). If the student is 18 or older, he/she must sign the request.
- Updated information for transcripts is provided at the web site:  
<http://www.dodea.edu/students/transcripts.cfm>

**Yokota High School is required to maintain records for four (4) years after graduation.**

### **Student Graduated or Attended 4 years or Less Ago:**

To obtain a copy of an official transcript within four years of graduation, please write to:

Yokota High School,  
ATTN: Transcript Request  
DoDDS-P/J (YHS)  
UNIT 5072  
APO AP 96328-5072

### **Student Graduated or Attended 5 years Ago:**

Upon the fourth year the transcripts are transferred to the Area Office in Okinawa.

Department of Defense Dependents Schools, Pacific  
ATTN: Transcript Request  
UNIT 35007  
FPO AP 96373-5007  
Telephone: 011-81-611-745-2241-2340  
Facsimile: 011-81-98-876-4263

### **Student Graduated or Attended More Than 5 years Ago:**

If it has been more than 5 years since the student has attended or graduated, the student should contact Thompson Prometric (formerly ETS)

DoDDS Transcripts Telephone: (609) 895-5178  
ATTN: Thompson Prometric Fax: (609) 895-5026  
2000 Lenox Drive  
Lawrenceville, New Jersey 08648

- Requests may be mailed or faxed to Thompson Prometric and should include the following information:
  - Full name under which enrolled at time of attendance
  - Social Security Number
  - Date of Birth
  - Name of school and year of graduation or last date of attendance
  - A daytime telephone number
  - Address transcript/record should be mailed to
  - The requester must sign the request letter because of Privacy Act
- If it takes more than 10-12 working days to receive a transcript, the requestor may call DoDEA Records Center at (706) 545-8246/4785 to inquire into the status of a request.

SECTION II



HEALTH AND SAFETY

## CHILD ABUSE/NEGLECT:

DODEA Regulation 2050.9 states, "It is DoDEA policy that all DoDEA personnel will participate in the identification of child abuse and the protection of children by promptly reporting all suspect or alleged child abuse to the local Family Advocacy Program officer and to the reporting employee's immediate supervisor, and will cooperate with the Family Advocacy Program process." **Family Advocacy Phone Number .....225-3648**

## EMERGENCY PROCEDURES:

- The following information should be readily accessible by parents, teachers, and students should a natural disaster or other emergency occur (enemy attack, civil disturbance, accident, etc.).
- In all cases, parents should not call the school, but get information from base AFN and radio channels or, the local base command.
- School phone lines will be in use to coordinate instructions and communicate needs with base authorities.

## EARTHQUAKES:

- If there is a severe earthquake involving major property damage and personal injury, base authorities advise that personal travel is dangerous.
- Parents should not try to come to the school to pick up students. School personnel will take safety measures until base authorities issue instructions.

## TYPHOONS:

- If the base is in TCOR2, and it appears that we will go into TCOR1, or if we *are* in TCOR1, prior to the opening of school, the Administration will make a determination with the 374 AW Commander to cancel schools.
- Announcements will be made on AFN TV/radio.
- If the base goes to TCOR1 while school is in session, the following procedures will be followed:
  - Closing of school will be coordinated with the 374 AW Commander.
  - AFN will be notified to announce the closing time of school.
  - Buses will be called and the students will be sent home. High school students will be dismissed first so they will be home to attend to younger siblings.
  - School Administration will then dismiss the faculty and the staff after students are evacuated.



## OTHER EMERGENCIES:

### Major accidents, terrorist attack, and civil disturbances:

1. Parents should watch or listen to AFN TV/radio for instructions.
2. Procedures for schools will be coordinated with the 374 AW Commander.
3. Instructions will be announced over AFN TV/radio.
4. Specific instructions will depend on the nature and severity of the emergency. In some situations, students may be sent home. Other situations may require students to remain at school to ensure safety.
5. The emergency medical response team (911) will be called for serious or life threatening injuries. Parents will be notified.

## FIRE DRILLS:

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

- ❖ Everyone must quickly clear the buildings by the **prescribed route**.
- ❖ Stand 75 feet away from all buildings.
- ❖ Stay off the asphalt fire lanes, driveways, and parking lots.
- ❖ Stay away from fire hydrants.
- ❖ Be orderly and quiet. Stay with your teacher and class, as roll will be taken.
- ❖ Reenter the buildings when the all-clear signal is given.

**\*\*NOTE:** When fire alarms are activated between classes, students should report to the **previous** period teacher's evacuation area.

**\*\*NOTE:** During a fire drill **no** student will be **signed out or released** to his/her parent or guardian. Sorry for any inconvenience this may cause.

## HEALTH SERVICES:

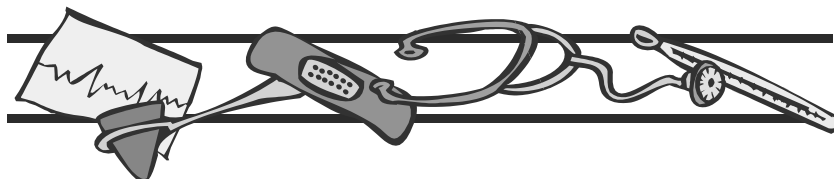
- A school nurse is on duty to evaluate any student who becomes ill or is injured at school.
- An ill or injured student may sign out in the Attendance Office with a sponsor's permission.
- Do not send sick or injured children to school for an evaluation as the nurse is not a diagnostician.
- Sponsors are required to keep the school informed of current emergency phone contacts.
- Students are not permitted to be released to any person other than a designated emergency contact.
- Prescription medications will not be dispensed to any student unless the medication is supplied in a labeled container and written permission from the sponsor is obtained.

## HEALTH SERVICES(CON'T):

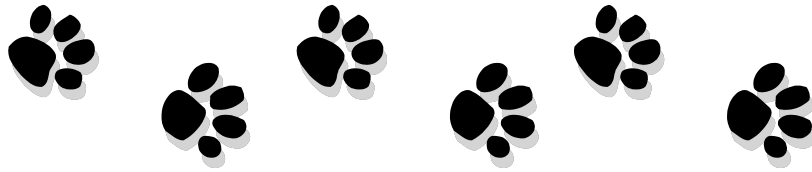
- Routine medications to be administered in school must be accompanied by a HOLD HARMLESS LETTER on file in the school nurse's office. Hold harmless letters can be picked up at the hospital or the school nurse's office. All hold harmless letters must be signed by the prescribing physician.
- Acetaminophen (Tylenol) or Ibuprofen (Motrin) may be dispensed if permission is obtained from the sponsor.
- Other over-the-counter medications may be available by standing physician orders and written parental consent.

**Students are not allowed (by regulation) to take ANY medication at school unless cleared by the nurse. Serious disciplinary consequences can occur is students are in possession of or ingest a controlled substance or over the counter medication.**

- All potential athletes must have a current physical exam on file in the health office prior to any practices or games. The physicals are good for one calendar year only.
- Please notify the school nurse of any current or special medical problems that students might have. This will help in monitoring any potential problems.
- The following health screenings will be scheduled yearly:
  - Vision (grades 9)
  - Hearing (pure tone and/or tympanum) (grades 9)
  - Scoliosis Screening, height, weight, and blood pressure are done as needed.



SECTION III



ATTENDANCE



## ATTENDANCE POLICY:

According to the DoD Manual 1342.6M 374 AW Supplement 1, *“Inform each sponsor of their responsibility to ensure that their dependents enrolled in Department of Defense Dependents Schools (DoDDS) understand and follow the rules involving school attendance. Cases of persistent truancy will be handled in accordance with 374 AWI 31202.”* It is the DoDDS policy that students are to attend and remain in school until the school day is over.

Students are expected to attend all classes, and attendance records are kept on each student. Parents are encouraged to contact the school if there is a concern about attendances

Chronic absences affect a student’s school progress; therefore, it is the school’s policy that students are to come to school and remain in school until the school day is over. Students leaving campus (except during the open campus lunch hour) are required to sign out in the office when they leave and upon arrival to campus. **Leaving school grounds without PRIOR parent or guardian permission and coordination with the office is considered truancy.**

Students must attend school a minimum of a half day on the day of an after school event in order to participate. This includes sports events, concerts, practices and rehearsals. If a student does not attend school on a Friday he/she is not eligible to participate in any extra curricular event held on the weekend.

## ATTENDANCE PROCEDURES

On a day that a student **must** miss school, **parents/guardians** should do one of the following:

1. Call the school anytime after **0700** to inform the Attendance Clerk of absence (225-7018/7019) OR
2. Notify the Attendance Clerk via e-mail from a government address or approved, on-file parent email address.

**\*\*Absences must be verified by 1500 within two school days of the absence. (Advanced notification, when possible, negates this requirement)**

**\*\*Absences without verification by a parent or guardian are considered truancy and may result in disciplinary action.**

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

## ATTENDANCE PROCEDURES (CON'T):

Attendance is taken each class period. Students, who arrive at school after 0800 should proceed immediately to class and will be marked as unexcused tardy. At teacher discretion, students may be sent to the office to receive an admit slip.

**Students leaving campus without permission or failing to return after lunch without notifying the office will be considered truant.**

If your student is to leave school for any reason the parent or guardian must sign them out at the front office. This serves as written notification of student absence.

If you are driving your teen(s) to school, please get them to school on time. All students need to be at school and seated in their first period class by the 0800 tardy bell.

## EXCUSED/UNEXCUSED ABSENCE POLICY

### **EXCUSED ABSENCES:**

- Illness
- Family Emergencies
- Extracurricular Activities
- Medical/Dental Appointment
- Athletic Activities

Excused Absences are of such a nature that the student will be allowed to make up class work that was missed. It will be the ***student's responsibility to obtain the required assignments.*** Students will be allowed one class day of make-up time for every day missed. (Please see example below.) ***The teacher has the right to refuse to grant credit for make-up work if it is not completed within this time frame.*** If students have prior knowledge of upcoming absences, they should notify the attendance clerk and their classroom teachers in advance. When students know they are going to be absent, they should try to get their work in advance in order to not get too far behind. They will still be allowed to have one class period per class missed in order to make up work when they return.



Sample absence make up schedule:

<b>A Day</b>	<b>B Day</b>	<b>A Day</b>	<b>B Day</b>	<b>A Day</b>
<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
Student is present class and receives assignments and homework.		Student is absent		Any assignments that should have been turned in on Wednesday are due, and missed assignments from being absent should be picked up.
<b>B Day</b>	<b>A Day</b>	<b>B Day</b>	<b>A Day</b>	<b>B Day</b>
<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thurs</b>	<b>Fri</b>
	Assignments picked up on Friday are due as well as any assignments assigned on Friday.			

Absences that do not fit into one of these categories or seems inconsistent with educational goals will be considered unexcused. Parents are asked to assist the school in enforcing its attendance policy by not excusing children for inappropriate reasons.

**\*\*Note: "Personal" is not excused with out Administrative Approval.**

#### UNEXCUSED ABSENCES:

Unexcused absences fit several categories. The first are brief absences resulting from late arrival to any class during the school day. This type of absence is considered a "tardy".

**\*\*Students are considered tardy even when:**

- Missing bus/ride
- Traffic
- Shuttle bus slow
- Late due to parent/guardian
- Flight Line Light

## **OTHER UNEXCUSED ABSENCES:**

The second and more serious unexcused absences are missing a day or days of school, or failure to come to school on time or improperly leave the school without being signed out by a parent. The following examples are considered unexcused absences:

- Modeling, movie making, or personal money making ventures
- Family trips not coordinated with the office
- Oversleeping
- Seeing friends/relatives off at air terminal
- Babysitting

**\*\*Students who do not have a valid reason for their absence will be considered truant and reported to the Administration who will assign the appropriate consequence.**

***\*\*As per the DoDEA Manual 1005.1, when grades are earned during the period of unexcused absence the grade(s) for each missed day or portion of a day will be "F".***

## ADVANCED ABSENCES

Students who know in advance that they are going to be absent should obtain a "Educational Monitoring Plan" form (from the Office). Even though the attendance policy indicates that family trips are unexcused absences, this form should be submitted by the sponsor before departure. All teachers should sign this form.

The following procedures should be followed for advanced absences:

- **Ten school days before...all the stuff you wrote!!!**

***Parents are strongly encouraged to plan family trips to coincide with school vacations. For additional information contact the office at 225-7018/7019.***

## SIGNING OUT/SIGNING IN

A parent or guardian is required to sign a student in/out from the main office when a student is checked in late or has to leave school before the dismissal time. If applicable, upon returning to school a parent/guardian must sign in the student. Whenever possible, students should obtain their readmit signature (excused absence) at this time to present to the teacher at the next class period.

**\*\*Students who are 18 or older are required to have a note from a parent.**

The school **administration makes the final decision** as to the nature of the absence (excused or unexcused) based on parental input and other available information.

## ATTENDANCE POLICY VIOLATIONS

DoDEA Regulation...Change Last sentence by removing "Under extreme circumstances"

### **TRUANCY/SKIPPING CONSEQUENCES PUNISHMENT OPTIONS:**

- First Offense: Saturday Morning Work Detail (1 day)
- Second Offense: Out Of School Suspension (OSS) (1 day)
- Third Offense: Out Of School Suspension (OSS) (2 days)
- Fourth Offense: Out Of School Suspension (OSS) (3 days)

***\*\*Note Suspensions are progressive and cumulative. When a student reaches 10 days total for suspension, a disciplinary hearing will be convened for expulsion from Yokota High School. Command conferences will be held with sponsor and command leadership on any truancy after the third offense.***

### **TARDINESS**

Passing time between classes is five minutes. Students are to be present in the classroom when the starting bell chimes. Those who are considered tardy. Students who are delayed by school officials and consequently late to class will be given a hall pass. Students who arrive late to school will report to the Attendance Office where they will sign in and receive an admit slip.

***\*\*Tardys are cumulative for the semester.***

***\*\*Students are allowed two unexcused tardies per semester before disciplinary consequences may occur.***

## **TARDINESS (CON'T):**

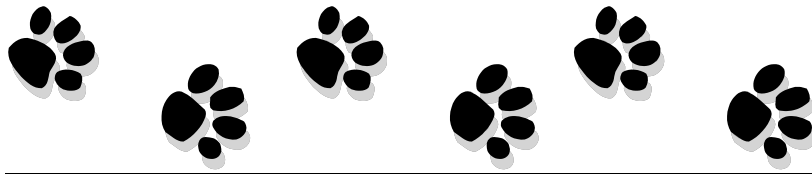
Punctuality is expected at all times and for all situations. **The following actions are recommended for unexcused tardies:**

- **1<sup>st</sup> tardy** – warning
- **2<sup>nd</sup> tardy** – warning and parent notification
- **3<sup>rd</sup> tardy** – 30 minute detention with teacher and parent notification
- **4<sup>th</sup> tardy** – 2 hour after school detention
- **5 or more tardies** – 4 hour Saturday detention and parent meeting

***Additionally, students who are 15 or more minutes (unexcused) from any class may be issued a two hour after school detention. 30 minute tardiness will result in a 4 hour Saturday detention.***

- Students are responsible for their own transportation arrangements.
- The school reserves the right to implement policies or procedures designed to alleviate tardiness, based upon necessity.

SECTION IV



DISCIPLINE

## **INTRODUCTION**

- DoDEA Regulation 2051.1 and DoDEA manual 2051.2 govern disciplinary actions.
- It is the policy of DoDDS to maintain a high level of discipline. We encourage students to mature and develop a sense of integrity and to take pride in their school and community.
- Students should behave in a manner that will enhance the safety, welfare, and dignity of all. This is best accomplished when students follow directions and show respect.
- Students at the high school level are expected to assume responsibility for their own behavior. Parents are notified when students are unwilling or unable to modify their behavior.
- The services of the school counselors and other specialists from the school community may be utilized.
- If a student persistently violates school rules or commits a serious breach of conduct, suspension and/or action may be taken to include referral to community resources and recommendations may be made for expulsion from the school and removal from the community.
- Parents and students are required to know the expectations and contribute to the maintenance of a healthy educational environment.
- Appropriate action will be taken by the school administration, in consultation with the parents and military authorities, when appropriate behavior of a student continues to disrupt the educational program.
- The school operates on a system of escalating consequences for serious misconduct.
- Teachers will have an assertive discipline plan to enforce their classroom rules. If a problem exists, the teacher will:
  - Counsel the student
  - Notify parent/guardian by phone or e-mail
  - Arrange a parent conference
  - Refer student to administration
  - For severe infractions of school rules students may be sent immediately and directly to an administrator.
- All school staff members, to include office staff, cafeteria staff and substitute teachers, are in positions of authority and have the responsibility to enforce the school and community rules.
- Failure to comply with directions given by any staff member will be considered a violation of disciplinary rules.
- **If at any time, it has been determined that a student has been dishonest during an investigation, the consequences will escalate.**
- Each student is responsible for following the school rules.

## **TEACHER DETENTION**

- Teachers may assign detention during lunch, before or after school to students who fail to comply with classroom rules.
- Parents will be given a 24 hour notice and informed by e-mail or telephone when a student is assigned detention.
- Detention takes precedence over extra curricular activities.



## **ADMINISTRATIVE DETENTION**

- Detention may also be assigned by the administration.
- Students will be given a letter at least one day before the detention is to be served stating the date of the detention and the reason.
- The administrator issuing the detention notice may also contact the parents via email in addition to sending the letter to assure that notification occurs.
- Students in detention will serve a two hour work detail.
- Students who miss an after school detention will be assigned an additional detention.
- Suspension from school may result if a second detention is missed.
- Students will be supervised during detention.
- Students who misbehave during detention will have another detention assigned and/or may be suspended depending on severity and frequency of the adverse behavior.
- With the exception of an assigned lunch detention, only one detention may be served on any given day. If a student is assigned more than one detention on the same day, at the same time, one of them must be served the next day. It is the student's responsibility to coordinate this with the teacher/administrator.
- After school administrative detention/work detail is 2:45-4:45 on the assigned day.
- Saturday detentions will be held at 0600 and last for **four hours** unless otherwise stated in the letter.

## **SUSPENSIONS**

- Suspensions will require involvement of school administration, sponsor, and command officials, as necessary.
- Notification of all school suspensions, to include the reason, will be forwarded to the Yokota Conduct Adjudication Program (YCAP) and School Liaison Officer.
- Teachers will be notified of the student's suspension.
- Suspension will be from one to ten days in duration dependent on seriousness of the violation.
- Parent/Guardian will be notified as quickly as possible of any suspension and the reason for invoking it.
- A letter of suspension will be sent home to the parents with the conditions of the suspension fully noted.
- A student who is suspended will be afforded the opportunity to do community service work through the Yokota Conduct Adjudication Program (225-8353) and with parent/guardian permission the student will be assigned to various community or Air Force units for a full school day's work. Students will report to the organization assigned in the appropriate clothing for community work. Students, who do not report on time or fail to report, will receive additional disciplinary action.
- Suspensions are considered excused absences. Students suspended are required to make up work for credit, provided the reason for the suspension is not truancy. Please refer to attendance policy for missed work.
- A student is not allowed to make up work in classes for which they were truant.
- While on suspension, students may not participate in any school activity nor will they be allowed on school grounds. This includes any weekend or evening school related activities.
- A formal Discipline Committee Hearing will be held in the event that a student is suspended for more than ten days (cumulative) in one school year.

## **EXPULSION**

- Major or serious violation or a serious offense
- Multiple suspensions
- School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior.
- Yokota Conduct Adjudication Program coordinator and School Liaison Officer are notified of all suspensions.
- When expulsion proceedings are necessary, the parents/guardians will be informed of the expulsion hearing in writing.
- Parents will be informed of:
  - the reasons for the proposed expulsion (or suspension over ten days) in sufficient detail to clearly describe the alleged offense
  - the date and time of the hearing
  - the right to waive a hearing
  - the right to present witnesses and documentary evidence to refute allegations or mitigate the severity of the proposed disciplinary action
  - the right to be represented by counsel or another representative
  - the procedures for appeal.
- Parents will also be given a copy of DODEA Regulation 2051.1, Disciplinary Rules and Procedures.

## **POLICE INVESTIGATIONS**

- The school cooperates with Security Police with investigations involving suspected crime.
- If the military police officials need to meet with students at school, the parents will be notified in order to obtain parental permission.
- The school is obligated to investigate all incidents of misbehavior of a student (or students) while at school or at a school sponsored event.

## **BEHAVIOR POLICIES AND DISCIPLINARY ACTIONS**

### **ALCOHOL**

- If a student is in possession or under the influence of alcoholic beverages on campus or at a school function, the **minimum suspension is two days**.
- Containers for drinks are subject to testing for alcohol.
- If a school administrator has reasonable suspicion of drug/alcohol use or possession, Security Forces will be notified.

### **CAFETERIA BEHAVIOR**

- Students are to dispose of all trash.
- Cutting in line will result in detention.
- Students are expected to clean up after themselves following accidents.
- Students must behave safely in the cafeteria at all times.
- Lunchroom monitors must be obeyed at all times.
- Theft of AAFES food items will be treated as shoplifting.
- Failure to follow cafeteria rules will result in disciplinary action.

### **CHEATING**

- Cheating will be dealt with by the teacher.
- Repeated violations will be referred to the office.
- Parents will be notified of all incidents.

## COMPUTER – USE POLICIES

- All students will follow computer use agreement rules signed by both student and parent/guardian.
- Violations may be dealt with as follows:
  - **1<sup>st</sup> occurrence**- Saturday detention
  - **2<sup>nd</sup> occurrence**- Saturday detention
  - **3<sup>rd</sup> occurrence**- 2 weeks suspension from computer.
  - **4<sup>th</sup> occurrence**- 1 day suspension

## DRESS CODE

- Dress in the school environment should contribute to the overall learning environment and should not detract from it. Exceptions may occur during special occasions such as spirit week, fund raisers, etc.
- **Individual teachers/YHS sponsors may set additional standards for reasons of safety for presenting a good image on field trips or off-campus activity.**
- Hats, hoods, bandannas, doo-rags and/or sunglasses will not be worn by any students inside the school buildings.
- Footwear will be worn at all times.
- Halter tops, tank tops, blouses or dresses which are low cut and/or have spaghetti straps are not allowed to be worn at school.
- Any area of the midriff or back area may not be exposed
- Shorts and miniskirts may be worn provided are no shorter than mid-thigh. (Typically, mid-thigh is measured by arms resting naturally at your sides, palms lying flat against the thigh. The hem may be no shorter than the tip of the middle finger.)
- Any apparel or jewelry with profane or provocative pictures/messages with negative connotations (e.g. advertising alcoholic beverages, drug use, racial discrimination, promoting violence, depicting sexual innuendo) are prohibited.
- Articles of clothing that can cause injury or are intended to cause injury to other individuals may not be worn such as large link metal chains, studded bracelets or necklaces, and metal hair picks.
- Clothing should be fastened in such a way that skin or undergarments do not show.
- "Sagging" is not appropriate. Pants will be secured at the waist. Repeat offenders may be required to tuck the shirt into their pants.
- No ripped or torn clothing is permitted or any apparel deemed inappropriate by office staff
- It is the responsibility of students and parents/guardians to ensure compliance with the dress code.
- Violators will be sent to the office for documentation and parents will be notified.
- Repeat violations of the dress code will result in disciplinary action.
- Pajamas, house slippers, or any other clothing worn exclusively indoors are not permitted.
- All shirts require a minimum three inch shoulder strap on both sides.
- No 'flip flops' will be worn because of safety concerns.

## **FIGHTING**

- A fight is defined as throwing punches or kicking with the intent to cause injury to another.
- Students involved in a fight may be suspended from one to three days. **It does not matter who initiated the first blow.**
- Security Forces will be notified if a weapon is involved.
- Subsequent violent behavior will result in a longer suspension and will be referred to the base commander under provisions of the Yokota Conduct Adjudication Program.

## **FOOD/DRINK**

- Students may consume food or drinks in the classroom at each teacher's discretion.
- No food or drink is allowed to be consumed in the halls.
- The vending machines are off limits except before school, during lunch, and after school.
- Students using the vending machine during instructional hours will have all items confiscated and donated to the Nurse's Office.

**YHS does not own or operate the machines. Loss of money due to use of the machines must be taken up with AAFES - the number is posted on the machine**

## **FORGERY**

- Any student who forges sponsor/guardian or school signatures to include email forgery will be subject to appropriate disciplinary actions up to one day of suspension.

## **GAMBLING**

- Any student who gambles in any form while at school or any official school function will be subject to appropriate disciplinary action.

## **GANG BEHAVIOR**

- For the purpose of this policy, a "gang" is defined as any group or association, whether formal or informal, which incites any illegal or disruptive activity or behavior.
- No student will be allowed to wear, display or carry any type of clothing, apparel, paraphernalia, or any article which indicates or implies membership or affiliation with a gang or gang activities.
- No student will be allowed to exhibit behavior or gestures which symbolize gang membership, or cause and/or participate in activities which intimidate or seek to cause bodily harm or affect the attendance of another student.
- Violators of this policy shall be subject to disciplinary action and referred to base officials.

## **GROSS DISRESPECT**

- The use of profanity, vulgarity and inappropriate language or gestures is unacceptable conduct at Yokota High School and will subject the student to disciplinary action.
- Open defiance to any staff member is considered gross disrespect.

## **HALL CONDUCT**

- Students are to conduct themselves in an orderly manner when passing between classes.
- Students out of class for any reason MUST have a hall pass.
- Students should NOT LOITER in the halls during passing periods.
- Any staff member in the building may make reasonable requests of students (request to see hall pass, identification, to stop loitering, or to stop any adverse behavior).
- Students should make every effort to use the rest room facilities during the passing period. Individual teachers will establish their policies for allowing students to leave the classroom during class time.

## **INTIMIDATION/HARASSMENT**

- Rude, abusive, and threatening comments or behaviors towards others that are intended to frighten and/or intimidate will not be tolerated.
- This includes intentional, malicious and spreading of rumors.
- Violators will be referred to administration for disciplinary action.

## **INSUBORDINATION**

- Students who willfully refuse to follow directions of a teacher or other staff member will be considered insubordinate.
- Violators face a minimum consequence of detention.
- The length of the punishment will be determined by the severity of the act and the student's previous record of offenses.
- Open defiance or inappropriate language or profane gestures may result in suspension.

## **ITEMS INAPPROPRIATE AT SCHOOL**

- Students are not permitted to bring to school any personal items which interfere with the classroom atmosphere or endanger the health and safety of other students.
- Students are not allowed to use the following devices during instructional hours and/or during passing periods. These items may be confiscated and turned in to the office and held there until the parent/guardian picks it up:
  - Radios
  - Digital media unless authorized by the teacher for educational purposes.
  - Cell phones
  - Electronic Games
  - Skateboards and rollerblades (may be brought to school provided they are put in a locker.)
- These rules are subject to change.

## **LOCKER SECURITY**

- All students regardless of grade level will be issued a locker.
- Students who desire to have a locker must have it locked at all times.
- Students desiring not to have a locker must go to the office and sign in the locker folders stating this.
- Students are responsible for the contents of their assigned locker.

- The school has the authority to conduct a search of lockers, which may involve Security Forces.

### **MISCONDUCT IN THE CLASSROOM**

- Any behavior perceived as physically dangerous is subject to disciplinary action.
- Teachers will establish their own classroom rules and enforcement procedures in concert with previously established school policies and guidelines.
- When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

## **PUBLIC DISPLAY OF AFFECTION**

- **Sexual Harassment:**
  - **A form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.**
  - Such conduct interferes with an individual's performance and creates an intimidating, hostile, and offensive environment.
  - **Verbal harassment includes but is not limited to:** Whistles, offensive comments, offensive jokes, terms of endearment (sweetie, babe, etc.), and inappropriate language.
  - **Non-verbal harassment includes but is not limited to:** looking a person up or down, gestures, sexually oriented posters, cartoons or pictures.
  - **Physical harassment includes but is not limited to** touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping.
  - Victims are encouraged to report incidents of sexual or physical harassment immediately to a staff member.
  - Students committing sexual harassment of any type will be subject to disciplinary action
- **Sexual Activity**
  - **Holding hands is the only form of public display of affection allowed.**
  - Public display of affection beyond hand holding is in not allowed.
  - For significant or repeated improprieties students may face disciplinary action and parental/guardian notification.
  - Students engaged in any other PDA or inappropriate sexual behaviors may face disciplinary action,

## **THEFT**

- A student found guilty of theft of personal or school property may be suspended a minimum of two days.
- Restitution of the property or equivalent value shall be made.
- Security forces will be notified and the student may be referred to the Yokota Conduct Adjudication Program.

## **THREATS AGAINST SCHOOL PERSONNEL**

- Threat of force or injury to school personnel or their property will result in serious disciplinary action, to include a recommendation for expulsion.
- Bomb threats or False Fire Alarms are also considered serious and will be handled with suspension and recommendation for expulsion.
- Security Forces will be immediately notified.

## **TOBACCO POSSESSION/USE**

- Yokota High School is a smoke-free campus, and consistent with the Surgeon General's health concern, students may not smoke on campus, at school activities, or in the immediate vicinity of the school.
- Additionally, chewing tobacco, snuff, and other tobacco products are prohibited.
- Students are also prohibited from carrying objects related to tobacco products. Examples of such item include lighters, matches, pipes, rolling papers, etc.
- Students who use or have in their possession tobacco products or related objects, as described above, will be subject to the following:
  - 1<sup>st</sup> Offense:** Formal enrollment in a smoking cessation program through ASACS or one day suspension
  - 2<sup>nd</sup> Offense:** 1 - 2 days suspension and attendance at Smoking Cessation classes
  - 3<sup>rd</sup> Offense:** 3 days of school suspension
- **NOTE: All students regardless of age are subject to these rules.**

## **VANDALISM**

- The student will be required to pay for repair and/or damages.
- Consequences will depend upon the severity of the vandalism.
- Security Forces will be notified when warranted.

## SCHOOL-WIDE POLICY CONCERNING WEAPONS

- DODDS has a zero tolerance policy on weapons on the school grounds.
- Students shall not transport, exchange, and/or carry on their person, or objects that are considered to be weapons or may reasonably be mistaken for weapons.
- YAB official policy includes the possibility of levying additional consequences.
- The following list of weapons is provided as examples of prohibited items: This is not a complete list:
  - Clubs or any object that may be used as a club to inflict bodily harm (e.g. pieces of wood, pipe, stones or bricks).
  - Ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instruments.
  - Straight razor, razor blades or weapons made from razor blades, including box cutters.
  - All knives of any length, to include pocket knives, ornamental knives, and switch blades.
  - Club-type hand weapons (e.g.. blackjacks, brass knuckles, nunchaku).
  - Firearms.
  - Gas pistols and shooting pens.
  - Laser pointers and/or laser beam lights
  - Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:
    - Authentic appearing replica of a firearm (e.g. toy or BB guns).
    - Blank cartridge pistols.
    - Any other objects that might be readily used to inflict bodily harm (e.g. bicycle chains, cans with sharp points, broken bottles or glass, small knives with retractable blades).

**ITEMS WHICH COULD BE USED AS WEAPONS WILL NOT BE TOLERATED AT YOKOTA HIGH SCHOOL. STUDENTS IN POSSESSION OF WEAPONS WILL BE SUBJECT TO AUTOMATIC SUSPENSION, A DISCIPLINE COMMITTEE HEARING, AND EXPULSION PROCEEDINGS.**



## SCHOOL-WIDE POLICY CONCERNING DRUGS

Yokota High School is a drug-free environment.

The following penalties are in effect for students in possession or under the influence of illegal drugs.

<b>NATURE OF OFFENSE</b>	<b>INSTANCE</b>	<b>ACTION</b>
Distribution/Sale of Illegal Drugs	First	Expulsion Proceedings and referral to Security Forces
Possession and/or use of Illegal Drugs	First	<ol style="list-style-type: none"> <li>1. Suspension for 2-10 days</li> <li>2. Exclusion from school activities for the remainder of the school year</li> <li>3. Family counseling referral to ASACS and Family Advocacy</li> <li>4. Referral to Security Forces</li> </ol>
Possession and/or use of Illegal Drugs	Second	<ol style="list-style-type: none"> <li>1. Expulsion Proceedings</li> <li>2. Referral to Security Forces</li> </ol>

**“This table of suggested consequences for student misconduct 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 specific circumstances, even if it deviates from suggested consequences identified in the table.”**

## TABLE OF CONSEQUENCES

- **Discipline is cumulative and progressive.**

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol	Minimum 2 days Suspension	Minimum 5 days Suspension	10 days Suspension
Bomb Threat False Fire Alarm	10 days Suspension pending Expulsion*	NA	NA
Drug Possession/use	2-10 day Suspension*	Expulsion*	NA
Drug Sale	10 day Suspension pending Expulsion*	NA	NA
Fighting	1-3 days Suspension	3-5 days Suspension	5 days Suspension pending Expulsion
Forgery	1 day Suspension	2 days Suspension*	3 days Suspension
Gambling	1 day Suspension	2 days Suspension	3 days Suspension*
Gang Behavior	2-5 days Suspension	5 day Suspension	Suspended pending Expulsion
Joining fights, Intimidation, Harassment	2 days Suspension	3 days Suspension	5 days Suspended pending Expulsion
Insubordination, Gross Disrespect, Profanity	Detention	Saturday Detention	1 day Suspension
Possession of Stolen Goods	2-3 days Suspension	3-5 days Suspension	Suspension pending Expulsion
Sexual Harassment, Bullying	Saturday detention	1-3 days Suspension	10 day Suspension pending Expulsion
Theft	2 days Suspension	3-5 days Suspension*	5 days Suspension pending Expulsion*
Threats	1 day Suspension or mandatory ASACS Counseling	2 days Suspension and ASACS Counseling	5 days Suspension
Tobacco	ASACS Counseling #@ or suspension	Suspension #@	2-3 days Suspension #@
Truancy	Saturday Detention* No class work make up privilege	1 day Suspension	2 days Suspension
Vandalism	1 day Suspension and Restitution	3 days Suspension and Restitution*	5 days Suspension and Restitution
Weapons Possession	10 days Suspension pending Expulsion*	NA	NA

In all cases, the administration reserves the right to determine the severity of consequences.

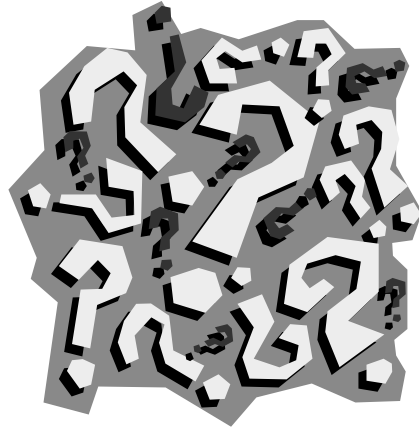
\* - Referral to YCAP

# - Referral to Substance Abuse Counselor

@ - Referral to smoking cessation classes

**“This table of suggested consequences for student misconduct 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 specific circumstances, even if it deviates from suggested consequences identified in the table.”**

SECTION IV



GENERAL INFORMATION

## BOOKS AND EQUIPMENT

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

When the pupil transfers from school or completes a course, all books and equipment must be returned to Yokota High School.

When textbooks or equipment are lost or damaged, charges for damages will be assessed according to the following schedule:

New book or equipment.....	Full list price
In good condition .....	$\frac{3}{4}$ of list price
In fair condition .....	$\frac{1}{2}$ of list price
In poor condition .....	$\frac{1}{4}$ of list price

## INFORMATION RESOURCES

The Weekly Bulletin is emailed to parents the Friday afternoon for the next school week. If an item comes up during the middle of the week, it will be e-mailed. Panther Network News (PNN) presents a version of a bulletin on Channel 18. Students are responsible for information aired on PNN and in Bulletins posted in the display case in the courtyard. Following DoDDS policy of keeping parents informed of school activities, a monthly newsletter is e-mailed to the sponsor. Upon request, the newsletter can also be sent to additional e-mail addresses.

## STUDY TRIPS

Authorized study trips are scheduled throughout the school year for the purpose of enriching the curriculum. In order to attend, parent permission slips must be turned in to the activity sponsor. Absences due to such activities are excused but the students' teachers must be notified ahead of time. The student is responsible for making up any work missed on the study trip day.

### YOKOTA HIGH SCHOOL BELL SCHEDULE FOR SY 2012 - 2013

A - DAY			B - DAY		
Class	Times:	Length (Minutes)	Class	Times:	Length (Minutes)
Period 1	0800 - 0925	:85	Period 5	0800 - 0925	:85
Period 2	0930 - 1055	:85	Period 6	0930 - 1055	:85
Lunch	1055 - 1135	:40	Lunch	1055 - 1135	:40
Period 3	1135 - 1300	:85	Period 7	1135 - 1300	:85
Period 4	1305 - 1430	:85	Seminar	1305 - 1430	:85

### SPECIAL SCHEDULES FOR SY 2012 - 2013

Should the school be unexpectedly closed, the schedule will remain on the same rotation. [ EX: If YHS was closed on a Monday (an A Day ) due to snow, when school resumes on Tuesday the schedule would be B-Day].

## **LOST AND FOUND**

The school's Lost and Found is located in the office. Items not claimed will be given to charity.

## **LUNCH**

The school cafeteria is located in Building 4189 and has a hot lunch program. Students eat lunch from 1055 to 1135. Students may purchase a lunch or bring a lunch from home and are permitted to leave the campus for lunch with restrictions. Students are expected to maintain the appearance of the campus during lunch and at all times by properly disposing of trash. **Students are not allowed to leave the base for lunch.** It is our expectation that students will model exemplary behavior while off campus. Electronic debits for meals can be purchased at the Yokota BX or shoppette. Free and reduced lunch applications can be picked up in the office or the Mission Support Group School Liaison office.

## **PARENT – TEACHER CONFERENCES**

Formal parent teacher conferences are held in November and April. Parents and teachers have, as their first concern, the welfare and development of the students. For this reason, it is important for parents and teachers to work together to help each student. Students are encouraged to accompany their parents at teacher conferences. Parents may see those teachers they wish as well as those teachers who have requested a parent conference. Throughout the school year parents may schedule conferences as they feel necessary. If an additional conference is desired, please contact the appropriate counselor.

## **PARKING/STUDENT DRIVING ON CAMPUS**

Parking of student vehicles at school is a privilege and not a right. Please keep in mind that this privilege can be taken away for a couple of reasons. Students must register their vehicle with the office. Students must park in the designated parking lot (main parking lot). Students must obey the 20 kph speed limit around the school and in the parking lot.

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

## **SCHOOL PROPERTY**

Students are responsible for the books, materials, and other supplies issued to them for use during the school year. Students are liable for any damage or loss of such items. Likewise, the school buildings and school grounds are to be used and not abused. Students should take pride in Yokota High School and attempt to keep the buildings and grounds in a clean and neat condition. It is the duty of every student to report vandalism.

## **TELEPHONES/CELL PHONES**

Students should not be called from their class unless an emergency exists. Students needing to use the telephone during the school day may use the phone on the counter in the Attendance Office, **but only after getting a pass from their teacher**. This telephone is not to be used for social calls. Telephones located in the various classrooms are for teacher use! Cell phones are not to be used during instructional hours. For safety reasons, the use of cell phones during bomb threats is not allowed. Base personnel will advise when it is safe to use them.

## **VISITORS**

All visitors must first sign in at the main office in Building 4156 and obtain a Visitor's Pass before moving about the campus. Parents are welcome to visit the school at any time; however, it is recommended that parents first call the school in order to avoid possible class conflicts, special programs, tests, and so forth.

Students wishing to bring visitors to school are required to present a written request **at least two school days before** the visit. This written request must have the signature of the student's affected teachers before a Visitor's Pass will be given.

## **SCHOOL DANCES**

Students wishing to bring a guest to school dances must have written permission from their parents and the prior approval of the administration. This must be given to the sponsor of the dance **three days** before the dance. Dances for Yokota High School are only intended for current high school students. Middle school students are not allowed (even with parental consent). Graduates must be sponsored by a current student, and all other guests must be approved **IN ADVANCE**.

## **CHANGE OF SPONSOR INFORMATION**

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



SECTION V



---

PROGRAMS

## **INFORMATION CENTER**

The Yokota High School Information Center occupies 7200 square feet of building 4118. It is a modern, well-furnished and well-equipped facility.

**Hours:** The Information Center is open from 0800 to 1430 Monday to Friday. Students do not need a pass before or after school or during lunch. During class time students need passes if they are in the Information Center without their class on an individual or small group assignment.

### **On-line Public Access Catalog (OPAC):**

The materials in the Information Center are cataloged and indexed on the computers in the Information center. Students have access to this catalog from any computer within the room by going to Explorer. Books and other materials can be accessed either by title, author or subject. The information includes the availability of materials. If items are out one can see the date they are to be returned.

### **College and Scholarship Searches:**

Students may use the computers and seek advice on how to search for college applications and scholarships for post-secondary education programs.

### **Circulation of Materials:**

The check out period for students is three weeks with a three-week renewal period.

### **Expected Behavior:**

The Information Center is a center for research and leisure reading and thus an atmosphere of quiet study should be maintained. Students are expected to be busy working on assignments, reading or using the computers. Students should not be in the Information Center to socialize. Food and drinks are only allowed in designated areas.

### **Internet and other on-line materials:**

Students are expected to abide by DoDDS policy of computer use. No games on discs may be used on any computers. Only authorized sites are to be accessed on any INTERNET address. Files and programs may NOT be downloaded, added or deleted from the computers.

## **PUPIL PERSONNEL SERVICES:**

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

- Counselors
- School Psychologist
- Nurse
- Special Education Teachers
- Speech and Language Therapist
- Vision and Hearing Specialists
- Reading Improvement Specialist
- English as a Second Language



### **STUDENT SUPPORT TEAM**

The primary purpose of the SST is to serve as a screening committee for students referred for various reasons to include behavior, academic, learning, language, attention, social/emotional, and organizational skills. It is the committee's role to identify activities and make recommendations for intervention and services appropriate for each student. The committee may decide to monitor a student's progress for a period of time, suggest programs, or help with referrals to other agencies on base. The team is also responsible for developing Accommodations Plans and making referrals for special education assessments. The committee is comprised of the School Psychologist, Counselors, Nurse, Regular Educators, Special Educators, and Administrators. Members may also include representatives from ESL, EDIS, ASAC and MFLC. Referrals may be made by parents, teachers, or administrators. Please call the School Psychologist at 225-7018 to make a referral to this team.

### **ACCOMMODATION PLANS**

Students with a documented disability may be eligible for an Accommodation Plan as directed in the DoDEA Regulation 2500.14, *Nondiscrimination and Accommodation on the Basis of Disability in DODEA Conducted Educational Programs and Activities*, dated October 30, 2007. The SST team will conduct an assessment to determine the extent of the disability and how this adversely affects educational performance. If the student is found to meet the criteria, appropriate accommodations would be recommended for the classroom and the school environment to include activities.

### **SPECIAL EDUCATION PROGRAM**

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

If your child requires special education services, you will be involved in decisions about what services, instruction, and equipment are to be provided, as well as where these services may take place. DoDDS will ensure that placement is made in the least restrictive environment. This means a student who receives special education services must be placed, to the greatest extent possible, in an educational setting with students his or her own age. Special education and general education are partners with you in this process.

DoDDS special education services are directed by the 1997 amendment (PL 105-17) to *The Individuals with Disabilities Education Act (IDEA)*, (P.L. 101-476) and Department of Defense Instruction, DoDI 1342.12, *Provision of Early Intervention and Special Education Services to Eligible Dependents*, dated April 11, 2005. These documents ensure that DoDDS personnel and families know who is eligible and what they must do to provide a free and appropriate public education (FAPE).

### ***CHILD FIND***

The Child Find Program is part of the DoDDS Special Education services. Child Find is a program that actively seeks to locate and identify children and youth, ages birth through 21 years of age, who have developmental delays or educational disabilities and may need special education and related services. Child Find activities, when conducted in the school, may include teacher observations, parent observations and conferences to discuss your child's strengths and needs. These activities may lead to a formal assessment process designed to further explore ways to assist your child. This process may ultimately result in a recommendation for your child to receive special education services.

If you have a concern about one of your children, you can help this child develop to his or her fullest potential by contacting your local school or pediatric clinic in your military hospital. They can provide you with information about Child Find and can schedule a screening, if needed.

### ***AVID PROGRAM - Achievement Via Individual Determination.***

This program is designed to promote college entrance for at-risk students. Qualifications for admittance include average to high standardized test scores, grade point between 2.0 and 3.5, enrollment in at least one advanced course. The students learn writing, inquiry, collaboration and reading skills. Also included are strategies for success, and college and career exploration. This is an elective class which provides one credit each year the student is enrolled in the program. Please talk to the guidance counselor or AVID instructor for more information and enrollment requirements.

### ***ENGLISH AS A SECOND LANGUAGE***

This program is provided for students who come from bi-lingual homes or who are learning English as second academic language. Support is provided in speaking, listening, reading and writing the English language. Support for these students in the regular classes is provided with suggestions for accommodations and academic support for each individual student. A Language Survey is requested to be filled out upon enrollment and testing is conducted to determine the level of support a student needs.

SECTION VI



CLUBS AND ACTIVITIES

## ***YOKOTA HIGH SCHOOL CO-CURRICULAR ELIGIBILITY POLICY***

Co-Curricular Activities include all varsity and junior varsity athletics. Also included are Far East Activities, all non-class related activities, drama fest, journalism conference, AJROTC Drill team, AJROTC Rifle team, music and the many other activities that take students out of class for enrichment.

School administrators, athletic directors, and coaches shall ensure that the following eligibility rules are observed in all DoDDS-Pacific/DDESS-Guam interscholastic athletic competition.

### **1. AGE**

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

### **2. 8-SEMESTER RULE**

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

### **3. UNDERGRADUATES**

- Only students currently enrolled in grades 9-12 shall take part in any contest. A student is eligible to participate if enrolled in at least four classes.

### **4. Attendance Eligibility:**

- Students must attend school a minimum of a half day on the day of an after school event in order to participate. This includes sports events, concerts, practices and rehearsals. If a student does not attend school on a Friday he/she is not eligible to participate in any extra curricular event held on the weekend.

### **5. ACADEMIC ELIGIBILITY**

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

### **ACADEMIC ELIGIBILITY (CON'T):**

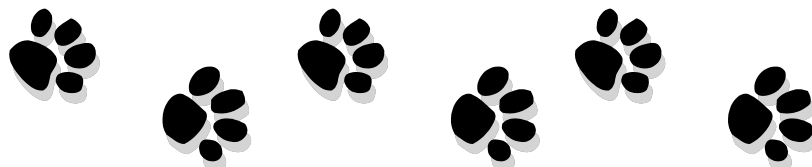
- Schools may not establish additional eligibility requirements.
- Schools will provide intervention support services to students who have been identified as having academic difficulty. These support services may include tutoring and before/after school study sessions.
- Academic eligibility may be waived by the principal for students having an Individual Education Program (IEP) on file. Students on IEP's must meet all other eligibility requirements.
- Students who are academically ineligible for three weeks may be dropped from the team after intervention assistance has occurred.
- In order to secure orders and tickets for travel, the eligibility check for Far East events, to include the host school, will be two grade checks before the first day of the event.
- The coach or sponsor will notify parents if a student is placed on probation or is ineligible every Tuesday.

### **STANDARDS OF CONDUCT FOR PARTICIPANTS IN YHS EXTRA CURRICULAR PROGRAMS**

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

#### ***Pledge:***

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



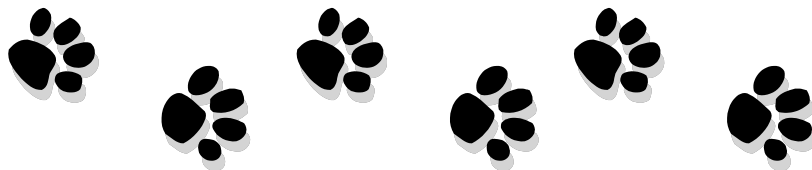
### ***Standards of Conduct:***

1. I will follow all rules and instructions that are established for my benefit and the benefit of my team.
2. I will attend all scheduled practices or games and will notify my coaches prior to any absence(s).
3. I will return all issued equipment or assume financial responsibility for any damaged or lost due to my negligence.
4. I will maintain my academic eligibility.
5. I will attend all classes, and I will maintain a good working relationship with all my instructors.
6. I will conduct myself in such a way that our school's underclassman will look up to me and try to follow my example.
7. I will never knowingly break school or team rules or initiate any action that will reflect discredit on my school or my community.
8. And lastly, I will strive with all my strength and determination to be as good a student as I can be; I will always put my team before myself; and I will be a good sport, win or lose.

### ***The Price of Admission to a YHS Sporting Event Is Good Sportsmanship:***

**By attending a YHS Sporting Event one agrees to.....**

- 🐾 Be a vocal supporter of the team and coach
- 🐾 Encourage good hustle and fairness
- 🐾 Applaud outstanding performance by either team
- 🐾 Refrain from insulting others by what I say or do
- 🐾 Refrain from jeering, taunting, heckling or booing
- 🐾 Enter and remain free from alcohol and drugs
- 🐾 Adhere to school dress code



## ***CLUBS AND ACTIVITIES***

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

### ***BRAIN BOWL***

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

### ***CLASS ORGANIZATIONS***

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

### ***DEBATE***

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

### ***JUNIOR RESERVE OFFICER TRAINING CORPS SPECIAL TEAMS***

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

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

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

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

### ***JUNIOR SCIENCE AND HUMANITIES SYMPOSIUM***

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

### ***MODEL UNITED NATIONS***

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

### ***MUSIC***

The Senior High Music Department is actively involved in the following events: Marching Band, Far East Honor Band/Choir, KPASSP Band Festival, parades, winter and spring concerts, and graduation. At present, one band class consisting of different ability levels is offered, along with Jazz Band and choir. Two piano classes, which include theory and music appreciation, are also offered to students.



#### **Goals of the Music Department include:**

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

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

### ***NATIONAL HONOR SOCIETY***

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



## **STUDENT GOVERNMENT ASSOCIATION**

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

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

### **How to become a member:**

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

### **SGA OFFICERS FOR THE ENTIRE SCHOOL:**

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

### **GENERAL ASSEMBLY:**

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

### **Responsibilities of students:**

When students are elected to an office in Student Government, their duties are clearly spelled out in the Constitution. At the beginning of the school year each member of the Student Government will be given a copy of the SGA constitution. Then the students will sign a Pledge and Commitment saying that they agree with and understand the responsibilities written therein. Upon the third unexcused absence, or after failure to do assigned tasks, assignments or volunteer work, the student will be automatically dismissed from the Student Government. Elected student government officials must understand their commitment to the school and to the SGA organization. The Yokota High School Student Government has a strong commitment to making Yokota High School a valuable place to gain an education. The SGA is also committed to working with our community for the mutual benefit of the students, community, and school.

## **STUDENT2STUDENT**

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

## **INTERSCHOLASTIC ATHLETICS**

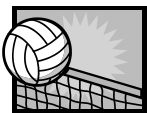
Interscholastic athletics are held with Japanese and KPASSP schools in Japan. Students participating in athletics are required to complete a physical examination.

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

Athletic offerings could include the following:

- 🐾 Football - Varsity and Junior Varsity
- 🐾 Boys' Basketball - Varsity and Junior Varsity
- 🐾 Baseball
- 🐾 Boys' Soccer - Varsity and Junior Varsity
- 🐾 Tennis\*\*\*
- 🐾 Cross Country\*\*\*
- 🐾 Track and Field\*\*\*
- 🐾 Volleyball - Varsity and Junior Varsity
- 🐾 Wrestling\*\*\*
- 🐾 Girls' Soccer
- 🐾 Girls' Basketball - Varsity and Junior Varsity
- 🐾 Girls' Fast-pitch Softball
- 🐾 Swimming\*\*\*
- 🐾 Cheerleading – Varsity and Junior Varsity

\*\*\*Indicates sports in which seventh and eighth grade students may participate but not letter.



## **KPASSP**

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

## **KANTO PLAIN SCHOOLS**

### **THE AMERICAN SCHOOL IN JAPAN (ASIJ)**

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

Tel. 0422-34-5300 - High School

0422-62-2563 - Middle School

#### ***Directions by Train:***

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

### **CHRISTIAN ACADEMY IN JAPAN (CAJ)**

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

Tel. 0424-71-0022

0424-74-6480 - Principal

#### ***Directions by Train:***

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

### **INTERNATIONAL SCHOOL OF THE SACRED HEART (ISSH)**

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

Tel. 03-3400-3951

#### ***Directions by Train:***

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

### **NILE C. KINNICK HIGH SCHOOL**

PSC 473, Box 95, FPO AP 96349-0005

Yokosuka Naval Base

Yokosuka-Shi, Honcho, Kanagawa-Ken 238

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

#### ***Directions by Train:***

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

**SAINT JOSEPH INTERNATIONAL SCHOOL**

85 Yamate-Cho, Naka-Ku, Yokohama 231

Tel. 045-641-0065

**Directions by Train:**

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

**SAINT MAUR INTERNATIONAL SCHOOL**

83 Yamate-Cho, Naka-Ku, Yokohama 231

Tel. 045-641-5751 - Principal

045-621-6971 - Vice Principal

**Directions by Train:**

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

**SAINT MARY'S INTERNATIONAL SCHOOL**

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

Tel. 03-3709-3411

**Directions by Train:**

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

**SEISEN INTERNATIONAL SCHOOL**

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

Tel. 03-3704-2661

**Directions by Train:**

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

**YOKOHAMA INTERNATIONAL SCHOOL**

258 Yamate-Cho, Naka-Ku, Yokohama 231

Tel. 045-622-0084

**Directions by Train:**

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

**ZAMA MIDDLE & HIGH SCHOOL**

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

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

**Directions by Train:**

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

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



SECTION VII



AWARDS

## ACADEMIC AWARDS:

### **ELIGIBILITY:**

- ✓ To be eligible for the **Quarterly Academic Awards**, a student must be enrolled in at least five (5) courses at Yokota High School for that Quarter.
- ✓ A student is not eligible for any Award if he or she has any incomplete grades at the end of the Quarter
- ✓ Weighted grades for Advanced Placement courses will NOT be included in calculating the G.P.A. for the Quarterly Awards.
- ✓ Each student must acknowledge that weighted grades will not be calculated unless the student takes the AP Exam in May for each Advanced Placement course taken.

### **PRINCIPAL'S AWARD:**

- ✓ Awarded to any student who has achieved 4.0 and above.

### **HIGH HONORS:**

- ✓ Awarded to any student who has achieved 3.5 – 3.99.

### **HONORS:**

- ✓ Awarded to any student who has achieved 3.0 – 3.49

### **GRADE IMPROVEMENT AWARD:**

- ✓ Awarded to any student who improves his or her overall G.P.A by .5 or above from the previous Quarter

### **VALEDICTORIAN and SALUTATORIAN**

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

1. To be recognized as either Valedictorian or Salutarian, a student must have attended Yokota High school for the entire 12<sup>th</sup> grade year and have been enrolled in a minimum of five (5) courses at Yokota High School each semester in that year.
2. To be eligible for Valedictorian or Salutarian, a student must be in a college prep program appropriate to colleges and universities. Accordingly, a student in grades 10-12 must complete at least six credits designated as Honors or Advanced Placement courses. At least **four** of the six credits must be earned in language arts, math, science and social studies. A student must also complete a math course above Algebra II.
3. A student must also complete at least three years of foreign language.
4. Grade points shall be determined by the average of grades earned during all eight semesters of the students' high school career. Weighted grades for Advanced Placement courses will be calculated upon the student's completion of the AP Exams.
5. The top two ranking graduates shall be Valedictorian and Salutarian, respectively. GPA computations to the nearest thousandth will be counted in determining ties. Ties will result in co-Valedictorians.

### **GRADUATION WITH HONORS**

Students' need a 3.8 GPA and at least four AP classes to meet the criteria for graduation with honors.

## ATHLETIC AWARDS:

### ***VARSITY LETTER:***

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

### ***SPORTS EMBLEM:***

- ☪ Awarded to all varsity letter winners for the first year in which they letter in a particular sport.

### ***SERVICE BAR:***

- ☪ Awarded to all varsity letter winners for each year in which they letter in a particular sport.

### ***LETTER CERTIFICATE:***

- ☪ Awarded to varsity letter winners for each year in which they letter in a particular sport.

### ***JUNIOR VARSITY NUMERAL:***

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

## BAND AWARDS:

The Yokota High School band is considered a service organization. Active participation is required and points are given for each event the band undertakes. Numerous performances include football and basketball games, concerts, parades, and other community appearances. Points may also be awarded for individual performances such as Solo/Ensemble and Honor Band.

### ***OTHER AWARDS:***

- ☪ Varsity awards are given to sports managers based on participation standards developed by each sponsor.



