



# ZAMA AMERICAN HIGH SCHOOL

Student Handbook 2012-2013

PRINCIPAL: BRUCE DERR

ASSISTANT PRINCIPAL: HEATHER RHINE

ASSISTANT PRINCIPAL: SHANA SEAWRIGHT

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## GENERAL INFORMATION

### 2012-2013 - Standard DoDDS School Calendar

Reporting date Educators and Non-administrative Personnel – Wednesday, August 22, 2012

Tuesday, August 22                      Reporting date for non administrative educator personnel for orientation and classroom preparation and in service

### First Semester (92 Instructional Days)

Monday, August 27                      Begin First Quarter and First Semester

Monday, September 3                      Labor Day Federal Holiday

Monday, October 8                      Columbus Day - Federal Holiday

Thursday, November 1                      End of First Quarter (47 days of classroom instruction)

Friday, November 2                      No school for students - teacher work day

Monday November 5                      Begin second quarter

Monday, November 12                      Veterans Day - Federal Holiday

Thursday, November 22                      Thanksgiving - Federal Holiday

Friday, November 23                      Friday - Recess Day

Monday, December 24                      Begin Winter Recess

Tuesday, December 25                      Christmas - Federal Holiday

### 2013

Tuesday, January 1                      New Year's Day - Federal Holiday

Monday, January 7                      Instruction Resumes

Monday, January 21                      Martin Luther King, Jr. Day - Federal Holiday

Thursday, January 24                      End of Second Quarter and First Semester

Friday, January 25                      No school for students - teacher work day  
(45 days of classroom instruction)

## Second Semester- (91 Instructional Days)

Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Presidents' Day - Federal Holiday
Thursday, April 4	End of Third Quarter (48 days of classroom instruction)
Friday, April 5	No school for students - teacher work day
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes - Begin Fourth Quarter
Monday, May 27	Memorial Day - Federal Holiday
Thursday, June 13	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 14	No school for students - teacher work day Last day for non-administrative educator personnel
School Year 2012-2013:	Instructional Days -183 Teacher Work Days - 190

## ZAMA AMERICAN HIGH SCHOOL MISSION STATEMENT

To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.

### DODEA COMMUNITY STRATEGIC PLAN – 2006-2011- *revision pending*

#### Goal 1 - Highest Student Achievement

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

##### **Outcome A: Student Performance and Assessment**

All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continually measured using multiple local and system-wide performance-based assessments.

##### **Outcome B: Opportunities to Learn and Citizenship**

All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to meet the standards and foster lifelong learning and productive citizenship.

#### Goal 2 - Performance-Driven, Efficient Management Systems

DODEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

##### **Outcome A: Efficient Management System of Facilities, Equipment, and Materials**

All levels will participate in the development and implementation of an equitable plan to identify and schedule maintenance, life-cycle replacement, and upgrades to facilities, equipment, technology, and materials that support an environment conducive to learning.

##### **Outcome B: Resource Allocation/Academic and Student Support Services**

An annual budget plan will be designed and implemented at all levels in direct support of the CSP. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to meet academic standards.

##### **Outcome C: Secure and Safe Environment**

All DODEA levels will have a safe, secure, and well-managed environment conducive to learning.

#### Goal 3 - Motivated High Performing, Diverse Workforce

The DODEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

**Outcome A: Personnel Management Practices**

In support of student achievement, administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly diverse, motivated, and committed workforce.

**Outcome B: Continuous Professional Development and Training**

Personnel at all levels will participate in ongoing professional development and training to support standards that enhance job performance.

## Goal 4 - Promoting Student Development through Partnerships and Communication

Every level of DODEA will develop, promote, and maintain partnerships and communications to enhance student development.

**Outcome A: Partnerships**

All levels of the organization will develop, promote, and maintain partnerships to enhance social, emotional, and academic growth.

**Outcome B: Communication**

All schools, districts, areas, and headquarters will effectively communicate using a planned, systematic approach

**ACCREDITATION**

Zama American High School is fully accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI). The latest evaluation was held in the spring of 2011.

**CURRICULUM**

The high school program meets all requirements necessary for graduation from a DoDDS High School. For information about DoDDS educational programs, visit the following website:

<http://www.dodea.edu>

**CONTACT INFORMATION**

On Post Address:

Zama American High School  
Department of the Army  
APO, AP 96343-5005

Japanese Address:

Zama American High School  
Beigun Jutaku 913, Camp Zama  
Zama-shi, Kanagawa-Ken 228-0027

Absentee Call-in	263-3181
Athletic Director	263-5240
ASACS	263-5970
Bus Discipline Office	263-4151
DoDDS-P Transportation Division	263-4151
Counselor	263-5338
Main Office	263-3181
Information Center	263-4878
Medically Related Services	263-4294
Nurse	263-4294
Special Education	263-3915
Student Services/Registrar	263-3181
<b>FAX</b>	
On Post	263-3826
Off Post	046-407-3826
Commercial/Stateside	011-81-46-407-XXXX
<b>EMAIL</b>	
Principal	<a href="mailto:bruce.derr@pac.dodea.edu">bruce.derr@pac.dodea.edu</a>
Assistant Principal/Teacher and Staff	<a href="mailto:Firstname.lastname@pac.dodea.edu">Firstname.lastname@pac.dodea.edu</a>

### **CHAIN OF COMMAND**

For any questions involving a particular class, parents are to first contact the teacher involved to arrange a conference. If additional assistance is needed, contact the Counselor or Assistant Principal.

The remaining DODEA chain of command, from the lowest to highest is Principal, District Superintendent, Pacific Deputy Director, and Director of DODEA. Contact phone numbers and/or addresses for the next in the chain of command above the Assistant Principal level are identified below:



***Bruce Derr, Principal:***

Zama American High School  
APO, AP 96343-5005  
Phone: 263-3181

***Lois Rapp, Superintendent:***

District Superintendent Office, Japan  
DoD Dependent Schools, Pacific  
Unit 5072  
APO, AP 96328-5072  
Phone: 225-3940

***Martha Brown***

DoDEA-Pacific Senior Civilian Leader  
Unit 35007  
APO, AP 96376  
Phone: 644-5878

***Ms. Marilee Fitzgerald, Director***

DODEA Headquarters  
4040 North Fairfax Drive  
Arlington, VA 22203-2635  
Phone: 703-696-4462

**SCHEDULES**

**A/B Day Schedule**

7:15	Students Enter Building
7:25	Warning Bell
7:30	Announcements
7:35 - 9:00	Period 1/5      85 min
9:00 - 9:15	Nutrition Break
9:20 - 10:45	Period 2/6      85 min
10:50 - 12:15	Period 3/7      85 min
12:15 - 1:00	Lunch
1:05 - 2:30	Period 4/8*    85 min

**A/B 1/2 Day Schedule**

7:15	Students Enter Building
7:25	Warning Bell
7:30	Announcements
7:35 - 8:25	Period 1/5 50 min
8:30 - 9:20	Period 2/6 50 min
9:25 - 10:15	Period 3/7 50 min
10:20 - 11:10	Period 4/8* 50 min

**C Day Schedule**

7:15	Students Enter Building
7:25	Warning Bell
7:30	Announcements
7:35 - 8:20	Period 1 45 min
8:25 - 9:10	Period 2 45 min
9:10 - 9:25	Nutrition Break
9:30 - 10:15	Period 3 45 min
10:20 - 11:05	Period 4 45 min
11:10 - 12:00	Period 5 50 min
12:00 - 12:50	Lunch
12:55 - 1:40	Period 6 45 min
1:45 - 2:30	Period 7 45 min

Students are permitted in the buildings when the 7:15 chimes sound. The cafeteria is open for student use before the school opens. Rest rooms and water fountains are also available. Students are to leave the buildings by 2:45 unless under the supervision of an adult in a supervised school activity.

\*This class period provides an opportunity for students to work on assignments, get extra assistance, or work on special projects.

### **CLOSING DUE TO INCLEMENT WEATHER**

In case of severe inclement weather (typhoons, snow, ice, etc.) please listen to AFN radio and television (Command Channel) for school closing announcements. The decision to close school is made by the community commander in coordination with PACTMO, military police, and school principal.

### **EMERGENCY EVACUATION PROCEDURES**

In the event of a fire drill or other emergency evacuation procedure, a loud, continuously ringing bell will be sounded. Students will follow the evacuation plan posted in the room and leave that room in an expeditious and orderly manner. In case of an emergency during passing time or nutrition break or lunch, students should report to their previous class. If you are unable to find your teacher, report to the Command Central, **(which is located in the middle of the football field)**. *Students are not to return to their rooms during or after emergency evacuation procedures until given permission by appropriate authority.*

The first response to an earthquake will be to take cover. Students will be evacuated after the signal is given.

The first response to a lockdown is to lock doors and take cover away from windows and doors. Refer to instructions by the teacher for details.

Students must stay with their class and must be present when class roll is taken out of the building.

Emergency evacuation procedures will be practiced once a week during the first month of school and once a month thereafter. Families are encouraged to put together emergency kits to keep at home and they are encouraged to develop a plan for reuniting in case of separation following a major disaster such as an earthquake.

### **VISITORS**

***A "Visitor" to ZAMA AMERICAN HIGH SCHOOL is anyone who does not work or go to school in the building.***

As part of DoDDS Worldwide School Security System, *all visitors to the school must sign in at the school office*. Visitors will be given a badge to identify themselves. Upon completion of their visit, visitors will return the badge to the school office and sign out of the building. This is required to ensure the safety of our students.

Visitors are welcome, but this procedure must be strictly observed for the safety of the students.

- Adults who plan to visit a classroom should make a previous arrangement with the teacher and check in at the office.
- School-age visitors are only allowed in class as part of an academic program.

## **ADMINISTRATIVE**

### **ATTENDANCE**

DODEA Regulation for Attendance, updated August 26, 2011, can be located at Appendix A.

It is a basic premise at Zama American High School that student attendance in school is necessary for the educational process to occur and that success is predicated upon regular school attendance. All students enrolled in DoDDS schools must attend classes regularly and punctually in order to remain enrolled. Any absence, either excused or unexcused, disrupts the instructional process and

the absentee's educational progress. Also, any unexplained absence hinders the school's accountability for its students. Parents must make every effort to ensure that family trips and vacations are not scheduled during school time.

DoD 1342.6-M-1 requires that the installation commander encourage all educable, eligible family members who have not completed High School to attend either DoDDS schools or a regular program of formal instruction in the local school system, to enroll in a tuition school, or to enroll in an accredited independent study program by correspondence. This policy is in effect at both Camp Zama and NAF Atsugi.

### **Attendance Policy**

The attendance policy at Zama American High School is that all enrolled students will maintain regular daily attendance in all classes during the school day. Exceptions to the policy include:

- Medical, dental, legal, and other required appointments that cannot be scheduled outside the school day
- Illness
- Prearranged family trips
- Family emergencies
- Religious observance
- Community activities involving Zama American High School
- Official or sanctioned school activities

## **Returning After a Absence**

Parents should notify the school using one of the following methods when a student returns after an absence:

- Call the office on the morning of the absence
- Write a note to be given to the office on the day of return  
Email the Attendance Clerk at [Lisa.Sinclair@pac.dodea.edu](mailto:Lisa.Sinclair@pac.dodea.edu)

If a student is absent for three or more consecutive days due to illness, a doctor's note should be given to the school nurse and the attendance clerk before the student returns to class.

## **Excused Absences**

Students absent from school for any of the foregoing reasons will receive excused absences when all parent/sponsor/guardian/student responsibilities have been fulfilled. Students with excused absences will be entitled to receive all assignments, assistance, and support in accomplishing the work missed. Students will be allowed one class period, for each class period missed, to make-up assignments. Individual teachers may choose to allow more time for make-up work to be completed.

## **Unexcused Absences**

An absence from school for any other reason, or for which parent/sponsor/guardian/student responsibilities have not been fulfilled, will be considered unexcused. A note saying "PERSONAL" without an explanation will be considered unexcused. It is suggested that parents call the office prior to the student's return and explain the situation so the student may be excused. The school makes the final decision regarding whether an absence is excused or unexcused. *Unexcused absences and tardies, other than suspensions, do not allow for makeup privileges and credits.*

Please note that the examples of unexcused absences listed below are not all inclusive:

- Modeling, movie making or personal moneymaking ventures
- Seeing friends or relatives off at the airport
- Non-school sponsored functions
- Oversleeping, alarm clock failure
- Missing the bus or ride to school, traffic or car problems
- Senior skip day
- Truancy
- Baby-sitting

## **Pre-arranged Absences**

Students making advanced arrangements to be absent from school are advised to examine the syllabus for each class to determine the policy regarding class work that will be missed. Some teachers may require work to be completed before a student is absent.

## **Request for Extended Absence**

Parents can request in person or in writing an excused absence for their student through the main office. A "Request for Extended Absence" form will be provided for completion prior to the absence. *Please do this at least five days prior to the absence period.* The form requires parental signature, teacher notification, and administrative notification.

*Absences of a week or more are very detrimental to a student's progress. There is a loss of directions, explanations and practice in class under the guidance of the teacher. Every effort should be made not to plan a vacation trip during instruction days.*

## **Sign In/Sign Out Procedures**

At no time, other than for high school lunch, should students leave campus without a parent signing them out. **All students who leave school must sign out with the appropriate official at the attendance desk in the main office (Bldg. 911 Room 710).** Students who arrive late or return after an appointment must sign in at the attendance desk in the main office. If they are arriving late to school, they must have their parent sign them in or have a note explaining the tardiness. **All students are required to have an admit pass from the attendance office.** All students being brought to or taken from the school during the day must be signed in or out by either their parents or the school nurse. **Failure to follow this policy will constitute truancy.**

## **Early Dismissal from School**

Students may not be released to non-family members without prior parental consent. If a parent wishes to take his/her student out of school during the school day they should send a note that morning indicating the specific time the students should be released from class. This is for the safety of all students; **phone calls are NOT an acceptable means of excusing a student to be dismissed early.** Parents will meet the student in the main office at the specified time of release. The teacher will be contacted by the main office to send the student to the office. If the note from the parent indicates a specific "pick-up" time, the teacher may wish to send the student to the office to wait for the parent. *Parents should not go to student's classroom to pick him or her up.* This policy is required to support the safety and well being of all of our students.

## **EARLY WITHDRAWAL / PCS**

Please notify the school at least ten working days in advance of a PCS move so that the transfer documents may be prepared. Parents are encouraged to hand carry the students' unofficial school records if they are returning to the United States. Final school clearance requires that students return all books and pay all fees.

Occasionally, a sponsor/parent must withdraw a student during the school year. Students withdrawing to PCS from school before the end of the semester may be granted credit for an accelerated study program contracted by the teachers involved, providing that the withdrawal date is no earlier than 20 school days before the end of the semester. Parents can refer to the school website regarding the official withdrawal date for credit. The parent must present orders or other official documentation of the sponsor's departure date to Student Services.

When the withdrawal is in conjunction with the sponsor's PCS move, the parent/sponsor must inform the school within sufficient time to prepare an **accelerated study** plan and student records. Application for acceleration must be made 30 days before the student is to depart so that there will be adequate time to complete the advanced assignments in addition to the regular class assignments. If permission is granted, students and parents must understand that a serious commitment in extra time and effort must be made to complete all advanced course assignments in addition to regular assignments in seven courses.

Students meeting conditions of the accelerated program are to be granted semester grades and credits. The objective is that all course work required of all students for the entire semester must also be completed by any student departing early in order to receive credit. This will not be granted for students returning to school the following year except in unusual hardship situations (emergency leave, etc.).

Parents should be aware withdrawing students early is detrimental to the student and often results in lower grades than usual for a given student. It should, therefore, be avoided whenever possible.

## REGISTRATION

### New Student

Sponsor must fill out the following documents:

- DoDEA Form 600
- The sponsor must sign Block 27 of the form 600; if the sponsor is not available the spouse can sign the form.
- School Health Record (DoDEA Form 2942.0-M-F1 (SHSG: H-1), November 16, 2011)
- Include any special health concerns necessary for your child's safety and well being.

Sponsor must present:

- Copy of military sponsor's orders or Letter of Employment, SF50, and a copy of ID card for all local hire DOD civilian.
- Area clearance message or dependent entry approval message listing school age dependents by name. (Navy or Marines)
- Student's immunization record.

## RE-REGISTRATION FOR RETURNING STUDENT EVERY SCHOOL YEAR

### Returning Student

Sponsor or spouse must fill out the following documents:

- Sponsor/Pupil Registration (DS Form 600)
- Update for School Health Record (DoDDS Form 120)
- Present an updated copy of sponsor's orders if needed. This is only necessary *if the sponsor has received an extension of the original orders, or if the sponsor has been assigned to a different command within Zama/Atsugi commuting area.*

## GRADES

- **Use of the Incomplete "I" Mark:** The grade of incomplete "I" may be given to a student when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school. Guidance counselors and teachers should determine the length of time needed to complete the work in extenuating circumstances; however, the normal time limit is 2 weeks. If the work is not completed in the allotted time, the "I" grade should be changed to a grade representing the value of the work accomplished in the course. The time allotted for completion should not normally extend beyond two weeks after the end of the quarter. The grade "I" will not be recorded on the permanent record card (transcript). In preliminary computations of the student's grade point average, the grade of incomplete is equivalent to zero grade points.
- **Use of the Withdrawn "WP" and "WF" Mark:** A student who withdrawals from a course will not receive credit for the same, but the withdrawal will be denoted on their transcript as follows:
  - The mark of "WP" for withdrawn passing is used to denote a withdrawal without prejudice (e.g., the course is not used in the computation of the grade point average.)
  - After six weeks into the semester, the mark of "WF" for withdrawn failing is used to denote a withdrawal that is counted as an "F" in the course for purposes of grade point average computation.

## GRADE POINT AVERAGE

A student's grade point average (GPA) will be determined in accordance with the preceding guidelines with respect to each mark authorized for use with secondary school grade reports. Advanced Placement courses have a higher weight factor if students complete the AP exam. All courses having grade point values must be used in computing grade point averages (look @ matrix rubric below). The formula used is: sum of the products of the total credit earned for each mark and the grade point value of the mark divided by the number of credits attempted. In this computation the approved marks have the following values:



<b>MARK</b>	<b>GRADING POINT VALUE</b>
A	4.0
B	3.0
C	2.0
D	1.0
F	0.0
P	Not used in computation
WP	Not used in computation
WF	0.0

+ Or -                      These modifying characters are not used in computation.

***\*DODEA AP courses are awarded weighted credit after the student has successfully completed the associated AP exam. The weighting is as follows: (1) A =5; (2) B=4; and (3) C=3***

#### **GRADING SCALE**

The following grading scale is used in all DoDDS Schools where letter grades are assigned.

A = 90 - 100%

B = 80 - 89%

C = 70 - 79%

D = 60 - 69%

F = 59% and below

#### **PROGRESS REPORTS**

Teachers may send interim progress reports at any time during a grading period before report cards are sent out. Parents should not hesitate to contact their student's teacher if they have questions or concerns about their student's progress. Do not wait until report cards are issued if you have a concern regarding your student's progress.

#### **REPORT CARDS**

Report cards are issued four times a year. They are distributed each quarter.

## **ACADEMIC AWARDS**

Zama American High School recognizes three levels of academic excellence which is based on quarter grades.

The Principal's List	4.0 GPA
High Honor Roll	3.5-3.99
Honor Roll	3.0-3.499

## **RECORDS**

DOD Directive 5400.11 states that "It is the policy of the Department of Defense to safeguard personal information contained in any system of records maintained by DOD Components and to make that information available to the individual to whom it pertains to the maximum extent practicable."

The Family Educational Rights and Privacy Act were signed into law on August 21, 1975. School records open for parental inspection are defined as "any and all official records, files and data related directly to a student." This would include, but not necessarily be limited to, student cumulative records folder, attendance information, academic work completed, grades, standardized achievement test scores, interest inventory data, family background, and verified reports of serious or recurrent inappropriate behavior. The following items of information will be maintained in student records of Zama American High School:

- Registration Form (DoDEA Form 600)
- Permanent Records Folder
- Duplicate Report Card/Transcripts
- All records received from previous schools attended by the student.
- Student Transfer Evaluation
- Test Information
- Health Record
- Serious Disciplinary Action Reports

The school principal is responsible for student records. Only authorized school personnel with a "need to know" will be permitted access to student records without parental consent. No agency outside the DoD system will be permitted to inspect student records without written parental consent unless it is directed by judicial order. A Transfer of Permanent Record form will be provided when you notify the school of a rotation/withdrawal date.

A parent or legal guardian who wishes to review any or all of the components of a student's file should contact the administration. An appointment will be arranged so that a teacher, counselor, or administrator will be available to answer the parent's questions.

## TRANSCRIPTS

As an official record of the student's school career, the high school transcript is an important document. It should be safeguarded, as it may be requested in the future by other schools or future employers.

The DoD Dependents' Schools are required by regulation to maintain students' records at this school for four years, after which time we must send them to the Educational Testing Service in New Jersey.

If you require an official transcript during the four years after graduation, please address the request to

Zama American High School

DSN Telephone Number: 263-3181

APO AP 96343-5005

Commercial (Direct Dial): 011-81-46-407-3181

Commercial FAX: 011-81-46-407-3826

<http://www.zama-hs.pac.dodea.edu/>

***During the 5<sup>th</sup> year after graduation, please address the request to:***

Email: [pnj-Dantes@prometric.com](mailto:pnj-Dantes@prometric.com)

Mail to: Prometric

Attn: Dantes-Dodds, 1260 Energy Lane, St. Paul MN. 55108

Fax: 651-603-3008

## GRADUATION REQUIREMENTS

For current graduation requirements contact the school counselors.

## GRADUATION WITH HONORS

The Department of Defense Dependents' Schools, Japan, shall award the Diploma with Honors to any student who has fulfilled the following requirements:

- Met the course, credit, and other requirements for graduation established by the Department of Defense Dependents Schools.
- Met the following criteria:
  - Earn a passing course grade and take the requisite examinations in a minimum of four Advanced Placement Courses.
  - Earn a Grade Point Average of 3.8 or higher, based on grades received throughout the end of second semester of the graduating year.

## EARLY GRADUATION

Early graduation is a privilege that needs to be earned. It is not a right. It is recognized that there will be special situations that warrant early graduation. However, the conditions must be very unique in order for the privilege to be granted. Students requesting early graduation are requested to write a letter to the principal that must include the following information:

- Letter from the counselor indicating academic eligibility
- Reason for request
- Post graduation plans
- Written approval of parent
- Request for a conference with the Principal in October

## TESTING

The Department of Defense Dependents Schools (DoDDS) Pupil Assessment Program provides for the annual (spring) testing of all (unless otherwise designated) students in grades three through eleven. The basic skills areas tested are those of reading, language arts, mathematics, social studies, and science. The achievement tests are developed under contract and are built to specification for meeting DoDDS pupil assessment needs. A parent guide to understanding the test score reports will accompany the release of individual student results.

## EMERGENCY CONTACT

The school must be provided with the name, email address, cell phone number and telephone number of a person who can be called in an emergency if the parent cannot be reached.

The emergency telephone number provided should not be the sponsor's home telephone number. If the sponsor's duty telephone number is listed as the emergency number, the name of a person other than the sponsor must be supplied to the school as the designated emergency contact person. If the sponsor or emergency contact is not available, we will contact the Military/Security Police, clinic and the sponsor's commanding officer, as needed, to cope with the emergency.

***Please keep your child's emergency data current. Notify Student Services immediately if there is a change in home or duty phone numbers and/or email or physical addresses for your family and those of the alternate emergency contact.***

## CONFIDENTIALITY

We must always be aware that this is a small community and news - any news - travels fast. You have the right to expect that information about you and your student, as it relates to school, will be treated in a professional and confidential manner.

# **STUDENT**

## **ANTI-DISCRIMINATION/RESPECTFUL BEHAVIOR**

Students and staff have the responsibility for fostering good human relations within the school by practicing courtesy and tolerance in their dealings with each other and with members of the school, staff, students, parents, and other visitors. Students enjoy the opportunity to participate freely in classroom instruction and in school activities unabridged and unimpaired because of race, religion, sexual orientation, creed, national origin, disability or intellectual ability, or marital status. DoDDS staff will extend to all students equal opportunities to participate in educational and school-sponsored activities.

## **FREEDOM OF EXPRESSION - ORAL, WRITTEN, SYMBOLIC, & ASSOCIATION**

Student expression that interferes with the orderly conduct of classes or school operations, or that otherwise disrupts the learning environment of the host nation environment is not permitted. Material (electronic, written, or graphics) that is to be displayed or distributed on school grounds must be approved by the principal. The principal may edit the content or prevent dissemination of student publications on the school campus, including student newspapers, flyers, and yearbooks, if the principal determines:

- Dissemination of such material would reasonably lead to substantial disruption of or material interference with school activities or would endanger the health or safety of students.
- The material is libelous or slanderous (statements that are inaccurate or false that injure the person by damaging his/her reputation); causes personal humiliation, mental anguish, and suffering; or causes other injuries.
- The material advocates the commission of a criminal act or is in itself a criminal act.
- The material is lewd, offensive, or obscene.

Students are responsible for the content of their expression and for ensuring that such expression does not interfere with the freedom of others to express them self.

Distribution of literature, announcements, posters, bulletins, and communications by individuals not directly connected with the school, including students not currently enrolled, shall not be permitted without the express approval of the principal.

## **SEXUAL HARRASSMENT**

Students and staff shall be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances, from adults and other students.

Students must avoid certain specific behaviors that create an environment of sexual harassment. Engaging in the following behaviors may result in disciplinary proceedings against a student, consistent with DODEA Regulation 2051.1, "Disciplinary Rules and Procedures":

- Unwelcome leering, sexual flirtations, or propositions.
- Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation.
- Sexual jokes, stories, drawings, pictures or gestures.
- Spreading sexual rumors.
- Teasing or making sexual remarks about students enrolled in a predominantly single-sex class.
- Touching an individual's body or clothes in a sexual way.
- Cornering or blocking normal movements.
- Displaying sexually suggestive objects

Students are responsible for conducting themselves in a respectful manner and in accordance with the above guidelines. Any student who feels he/she has been sexually harassed should report the incident to a staff member, counselor, or the school principal. The staff member, principal, or designees, shall investigate the matter and institute appropriate disciplinary consequences if warranted.

## **BEHAVIOR ON CAMPUS**

### **General**

Courtesy and good manners as well as common sense should dictate the students' behavior on campus. The following rules must be observed:

- During all lunch periods, students are not allowed to enter classroom buildings when classes are in session.
- Throwing rocks, sticks, etc. is prohibited.
- Contact sports are prohibited except under the direct, organized supervision of a teacher. Therefore, contact sports or games such as football and tag are inappropriate at lunchtime.
- Outdoor equipment should be used safely for the purpose for which it is designed.
- Students shall not bring laser pointers, etc. to school.
- All electronic devices shall be kept out of sight and are not to be used during class time.
- Skateboards are not to be used on the school grounds.

### **Assemblies**

The number of assemblies and pep rallies scheduled, and the privilege of students to attend, is contingent upon the ability of students to conduct themselves properly at all times regardless of the type of assembly being viewed. The following points are emphasized:

- Students will attend assemblies with their Seminar teacher and, as appropriate, return to the Seminar class at the end of the assembly.

- Students will remain quiet and attentive during all programs. A courteous reception should be extended to everyone, regardless of the type of program.
- Whistling, booing, talking, or other acts of discourtesy show a lack of maturity, respect, and consideration. They also reflect upon the good name and reputation of the entire student body. Violators will possibly be kept from attending future programs and will also be subject to disciplinary action. Class yells are prohibited except during special pep rally assemblies.
- At pep rally assemblies, all students are urged to enter into and help with school spirit by participation in school yells, etc. Again, however, whistling, booing or any other acts of ill manners have no place in the program.
- Students who are grounded due to not following Seminar procedures will report to a designated classroom monitored by a ZHS teacher during assemblies.

### **Dances**

- Unless granted special permission, students must enter a dance within one hour of the designated starting time.
- Once a student leaves a dance there is no re-admittance. If students are allowed to leave a dance early, they must sign out and write the time.
- Proper conduct is required at all times. High School dances are for 9<sup>th</sup>-12<sup>th</sup> only. Dress restrictions may be placed on certain dances such as the Prom or Homecoming. The Prom is open only to Juniors & Seniors and invited High School guests.
- School dances will be chaperoned by teachers with the help of parents. Guests may be admitted to dances with advance written permission from the administration.
- Dancing must be in good taste. No lewd or sexually oriented dancing is acceptable.

## **SCHOOL - SPONSORED ACTIVITIES**

Students attending school related activities such as school dances, athletic events, plays, etc., are subject to all school regulations and are expected to conduct themselves properly at all times. Any student involved in disorderly conduct, possession of alcohol, drugs, fighting, smoking, improper dress, lewd dancing, public displays of affection, etc., will be subject to strict discipline and possible suspension. Class sponsors, student leaders, and faculty members involved in school-related activities are to work closely with the administration. School sponsored activities are essential components of school life.

## **DODEA BEHAVIOR STANDARDS FOR SCHOOL BUS STUDENTS**

On and around school buses students will:

- Comply with the Behavior Standards for School Bus Students and all school rules.
- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a low voice.
- Keep all parts of the body inside the bus windows.
- Keep aisles, step, and empty seats free from obstruction.
- Remain fully and properly clothed.

- Treat the driver and fellow students with respect.
- Promptly comply with the bus driver's and monitor's instructions.
- Treat the bus and other private property with care.

## DRESS CODE

- Students are expected to be neatly groomed and dressed in clothing that is appropriate for the activities which they will participate in during the school day. **Certain clothing and apparel items are inappropriate.**

Clothing and/or apparel that:

- are unsafe and unsanitary.
- are vulgar, offensive, and that represent rude and disrespectful attitudes or actions.
- contain slogans and /or pictures related to drugs, alcohol, tobacco, violence, weapons, death, cults, profanity, vulgarity, or lewd and sexual references.
- include negative depictions of race, ethnicity, religion, national origin, and gender.
- are symbolic of gangs or other questionable groups.
- are perceived as questionable by school or base authorities.

The following rules regarding clothing and apparel worn at school apply to all students:

- Shorts/Skirts- Must come down to finger tips.
- No sagging (no underwear showing); pants must be at waist level.
- Dresses
  - Length: same as shorts/skirts
  - Strapless is OK at dances as long as it is secure
- Shirts/Dresses
  - NO strapless/spaghetti straps- must be at least 3 fingers width
- Exposed skin:
  - Shirts/Blouses must be long enough to cover the midriff area when the arms are raised above the head or an undershirt must be worn.
  - No visible undergarments
  - No cleavage showing
- Hats: Hats are OK to be worn outside; inside-no hats allowed.

Student dress and personal grooming are the responsibility of the student and the parents. The school administration reserves the right to advise parents when students come to school dressed in a manner that is disruptive, in poor taste or affects the health and well-being of the individual or classmates.

***Students may be sent home for more appropriate dress.***



## LOCKERS

The Administration Officer is in charge of assigning lockers. Because of a shortage of space and lockers, some students may need to share lockers. The originally assigned school lock should remain on the locker at all times and the lock must be locked. Students should write down their lock combination and leave it at home in case they forget what it is – (this sometimes happens after vacations or several days of absence.) Students should not reveal their locker combinations to others. Lockers may not be switched without prior approval from Attendance Clerk or the administration.

- No graffiti or writing is allowed inside or outside the lockers without express permission from admin in limited situations. *No stickers are authorized either inside or outside the lockers.*
- Students should not leave **valuable** items in lockers. The school will not be responsible for any lost or stolen items.
- Pictures may be taped inside the locker if appropriate. No obscene, vulgar or distasteful pictures, drawings, or slogans are permitted. Please use good judgment in what is displayed in the lockers.
- Students are expected to keep their lockers clean and free of trash, stale lunches, and snacks.
- See lots/damaged property payments below.
- The school *will remove a lock* if it is not school-issued.

## BOOKS AND LIBRARY BOOKS

Students transferring during the school year must turn in their books and workbooks to their teachers. All books will be accounted for and turned in at the end of the school year.

## LOST/DAMAGED PROPERTY PAYMENTS

If students lose or destroy school property including books or locker locks, the teacher will issue them a copy of the Loss of Government Property Memo and issue them a new book. The teacher will also give one copy of the memo to the registrar who will prepare a Collection Voucher and send it to the sponsor. The sponsor must submit a payment in the form of a check/money/cashier's check payable to US Treasury with the voucher to the Registrar.

The paid receipt will be kept on file so that should the lost item(s) be found, the sponsor can be reimbursed. Also, the paid receipt will clear the sponsor for departure at the time of PCS.

## LOST AND FOUND ITEMS

Lost and found items are kept in the Main Office (Bldg 911 RM: 710) and/or the Cafeteria (Bldg 906). Money and valuable items that are found should be turned in to the Main Office. Coats, jackets, hats, sweaters, backpacks, school supplies, or any other material brought to school should be clearly marked with the student's full name. **Zama American High School subsequently is not responsible for any valuable personal items brought to school that are stolen or lost.**

## **PARKING & DRIVING PRIVILEGE**

Parking a car at school is a privilege, which can be revoked. Students may park only in the student parking lot adjacent to the gym or the gravel area along the road next to building 919. Parking by students in any other areas is not permitted. Revocation of the parking privilege and disciplinary action will be taken for illegal parking, reckless driving at or near the school campus, or littering in or near the parking lot. Please note that the speed limit around the Zama American High School campus is 20 km/hour. This is a special safety area where many students are walking and driving. It is important that every driver follow all rules and be constantly on the alert for potential problems.

## **BICYCLES**

Bicycle racks are provided on the school grounds; however, the school cannot accept responsibility for loss or damage of bicycles brought to school.

## **VALUABLES**

**The school cannot accept responsibility for valuables**, such as designer watches, cameras, electronic items, or money brought to school. Please keep these items at home. Students should never bring large sums of money to school.

## **CO-CURRICULAR ACTIVITIES**

Academic Enrichment Clubs	JROTC Drill/Honor and Color Guard
SAT Prep	JROTC Rifle Team
Tri-Music Society	Junior Science & Humanities Symposium
Baseball: Varsity	Model United Nations
Basketball: Boys, Varsity & J.V.	National Honor Society
Basketball: Girls, Varsity & J.V.	Soccer: Boys
Cheerleading	Soccer: Girls
Cross County: Boys & Girls	Softball, Varsity
School Newspaper	Drama Club
Student Council, 9-12	Earth Club
Foreign Language Club	Golf Club
Tennis: Boys and Girls	Football: Varsity & J.V.

Track & Field: Boys, Varsity	Future Business Leaders of America
Class Advisors, 9-12	Homework Club (Before and after school)
Jazz Ensemble	Volleyball: Girls, Varsity & J.V.
Yearbook	Wrestling
Gifted	Student 2 Student (S2S)

## **CO-CURRICULAR CODE OF CONDUCT/ELIGIBILITY AND POLICIES**

For athletic participation, play, and practice, a student must pass a pre-sport physical exam. Arrangements may be made by the school nurse prior to the fall season for physicals to be administered to all prospective athletes. Students who do not take advantage of the fall physical will be responsible for securing their own physical. A physical examination form signed by a physician and a parental release must be on file at the office BEFORE tryouts, practice, or competitions. If ineligible players participate in any games, the team forfeits the game.

The following policy regarding academic performance will be in effect as determined by the Kanto Plain Association of Secondary School Principals (KPASSP) rules primarily for grades 9-12.

### **A student is considered eligible if he/she:**

- Is judged fit by the principal and coach. On the first day of September, has not reached his/her 19th birthday. The student will then remain eligible for the rest of the year.
- Has not graduated from an American style, four-year school.
- Has passed a regular physical examination within the 12 months prior to the start of the season.
- Has not lost amateur standing.
- Has parental/guardian authorization.
- Is an 8th grader and has not participated as a 7th or 8th grade student for more than four consecutive semesters.
- Has not completed eight consecutive school semesters after entrance into the ninth grade.

### **A student shall be considered ineligible:**

- If his/her grades from the previous Tuesday at 4:00 PM contain more than one "F" or the grade point average is not at least 2.0. The activities coordinator will check eligibility each Wednesday of the season to determine eligibility for the following week. Ineligible students do participate in practice sessions; however, they are not allowed to play during the week they are ineligible. Tutoring is available in the morning and afterschool for more information contact the main office.

### **General Procedures:**

- Seniors are not eligible for junior varsity competition.
- All injuries whether major or minor, will be reported immediately to a faculty sponsor. If any injury requires medical attention, a release form signed by a physician may be required before participation resumes.
- If school uniforms and/or equipment are issued, they are to be returned in the same condition of issuance; normal wear and tear is expected. Replacement costs will be assessed for damaged or lost items. No exchange of uniforms/equipment is permitted without sponsor approval. Uniforms are to be worn only for competition, unless otherwise approved by the faculty sponsor.
- An individual is considered ineligible if he/she accepts, from any source, an individual award other than those usually given such as medals, ribbons, jackets, letters and trophies.

**The following policies will govern absenteeism:**

- A student must have attended a full day of school on the day of/or the day before the event or competition. *Participants must return to school and may not be absent immediately after the day of an event or competition.* A faculty sponsor may waive this rule for a medical/dental appointment. If in school, students are expected to attend any practice, rehearsal, and/or work sessions, unless they personally have previously informed the coach/sponsor that they may be absent.
- Students who are ill or who have unexcused absences on the day of an activity will not be allowed to participate in the activity.
- Unexcused absence may result in non-participation for the competition of event immediately following the absence. Repeated unexcused absence(s) may result in dismissal from the extracurricular activity for the remainder of the year.
- Students who are suspended from school may not participate in any co-curricular event until the suspension ends.

**The following policies will govern travel:**

- Only grades 9-12 will be allowed to travel overnight to participate in athletic events.
- Sponsors shall send general information to all parents at least one week in advance of a trip.
- If home stays are necessitated, students are expected to be courteous, respectful, and obedient.
- Vandalism, shoplifting, criminal activity, use of drugs tobacco or alcohol, and sexual sponsors misconduct will not be tolerated. Students may be sent home at the sponsor's expense.
- Curfews will be in effect. Generally, that means 10 P.M. with lights out by 10:30 P.M.
- Students will be respectful to and cooperative with all teachers, staff members, coaches, sponsors, chaperons, and tournament officials.
- Chaperons will have full authority to enforce rules, curfews, restrictions, etc. as they feel necessary to control and manage their supervisory responsibilities.
- Travel squad size will be determined by the administration based upon DoDDS practices and local fiscal considerations.
- Violations of any stated rules while on trips will result not only in team/group disciplinary measures (including an early return to Zama at parent's expense), but they may also result in school discipline upon return, up to and including suspension from school. In the event of a serious violation of base/post/DoDDS/Zama American HS policies on an away trip or Far East Tournament, the sponsor will pay for their student's transportation home. The student will be sent home at the sponsor's expense for the following:

- Committing a crime
- Removal by a tournament official
- Violating the alcohol, drug, and tobacco rule
- Vandalizing or destroying property
- Committing lewd acts or involvement in sexual misconduct
- Serious and repeated curfew violations
- The DoDDS Athletic Manual 2740.1 and the coaches' contracts will govern all events and activities.

All co-curricular activities sponsored and/or funded by DoDDS will be covered by the rules as outlined above.

A student may appeal any decision affecting his/her participation in an extracurricular activity to the Administration or the Athletic Council as appropriate.

Sponsors are responsible for the selection of participants for the team. The sponsor/coach is responsible for enforcing these rules. The sponsor is also free to enact additional rules and guidelines, as they think appropriate for their team/group and the situation at hand. This may include, but is not limited to conduct and behavior, dress, meeting and study session times, curfews, etc. Sponsor-developed rules must follow DoDDS policies.

Parents are expected to support and help enforce these rules and standards. Questions concerning these policies should be discussed in an appropriate conference situation with the sponsor or administration. Athletes, because they are the focal point of the school and community, should conduct themselves like ladies and gentlemen, on and off the field. The following guidelines will be enforced with the players. Profanity, raucous behavior or disrespect to an adult or peer will not be tolerated.

### **Spectator's Code**

- Students, parents, and guests are expected to be on their best behavior at all events. People who use profane language or harass players, coaches or officials will be asked to leave.
- Show respect for your team's opponents.
- Never ridicule or scold an athlete for making a mistake during a competition.
- Condemn the use of violence in all forms.
- Respect the officials' decisions.
- Encourage players to always play according to the rules.

### **NATIONAL HONOR SOCIETY**

The purpose of the National Honor Society is to create enthusiasm for scholarship, to promote leadership, and to develop character in the students of secondary schools. Students in grades tenth through twelfth who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's Faculty are eligible for membership in the Zama Chapter of the NHS. To remain a member of the NHS, all members must maintain a 3.0 GPA, attend all meetings, and support NHS activities. Selection for membership includes an evaluation by the faculty of Zama American High School. This evaluation considers a

student's leadership skills, scholarship, service, and character. The faculty evaluations and the candidate's application are used by the Faculty Council to make the final selection. Once inducted as a member of the NHS, students have the responsibility to be a positive role model for students at Zama American High School.

## **PARENTS**

### **CLASSROOM VISITS**

Parents are welcome to visit their student's classes, but prior arrangements should be made. As a professional courtesy, it is requested that parents call the teacher or send a note stating the date and time they wish to visit. Regulation requires that upon arrival at school, parents will sign in at the school office and will then receive a badge identifying them as an authorized school visitor. This procedure must be strictly observed for the safety of the students.

### **COMMUNICATION HOME/SCHOOL**

Several methods are used to keep parents informed about school programs and activities.

The Zama American High School Newsletter is published monthly and is sent via e-mail and advertised on the school intranet site.

Occasionally, brief notes of important school events or updating newsletter information are sent home. Please remind your teen of the importance of delivering these communications to you promptly.

Information on current school events may also be obtained from the Zama American High School intranet site at <http://www.zama-hs.pac.dodea.edu/>. Also, information may be found on Camp Zama's Channel 12, the Base Information Channel at Atsugi NAF, and AFN Radio.

### **QUESTIONS AND CONCERNS – CHAIN OF COMMAND**

Parents who have questions or concerns should attempt to resolve them at the lowest level. For typical classroom matters, the following chain of command applies:

- Parent discusses the matter with the teacher concerned.
- Parent or parent and teacher meet with the assistant principal or assistant principle.
- Parent or parent and teacher meet with the principal.
- Those matters that cannot be resolved at the school level are referred to the District Superintendent of Schools, Japan. The Superintendent's office is located at Yokota Air Base, Japan.

These procedures follow the line of authority from teacher to the assistant principal and principal to the District Superintendent with the focus on resolution at the lowest and most immediate level. Parents

are encouraged to seek immediate resolution of problems. Prompt action can frequently prevent complications and more serious problems later on.

### **PARENT/TEACHER CONFERENCES**

- Parent/Teacher conferences are scheduled each year.
- Either the parent or the teacher, as needed, may initiate other conferences. Conferences should be scheduled in advance and held at school.
- Parents who are unable to attend a scheduled conference should notify the teacher in advance by note, telephone, or email message so that the conference can be promptly rescheduled (Please follow teacher preference for communication.)
- Parents should be encouraged by teachers to schedule conferences at any time throughout the school year.
- The principal, assistant principal, and/or specialists may join in conferences at the request of either parents or teachers.

### **PARENT – TEACHER ORGANIZATION (PTO)**

The purpose of the Parent – Teacher Organization (PTO) is:

- to promote friendly relations and mutual understanding between parents and teachers.
- to cooperate with school authorities in order to advance the educational interests, social development and physical well-being of the students.
- to act as a forum for parents' views and attitudes toward topics of mutual interest to parents and the school.
- to provide reciprocal opportunities for the administration to disseminate information to the parents regarding school policies and curriculum.
- to provide parents and teachers a means to support student programs.

Please check the Zama intranet calendar for the meeting dates and places.

Membership is open to Atsugi and Zama parents and students, faculty and staff of Zama American High School, and interested community members.

### **PARENT – SCHOOL ADVISORY COMMITTEE (SAC)**

The purpose of the Parent – School Advisory Committee (SAC) is:

- To support the school in enhancing programs and improving the delivery of educational programs and support services to DoDDS students.

### **VOLUNTEERS**

Volunteers are always welcome! If you are interested and available, please call the Secretary at Zama American High School, 263-8668. Services of volunteers are used in our classrooms, the main office, on study trips, etc. All volunteers must have a background check.

### **Opportunities for Involvement:**

Parent Teacher Organization (PTO)	School Advisory Committee (SAC)
Installation Advisory Committee (IAC)	School Improvement Leadership Team
Volunteer	Field Trip Chaperone
Chaperone Dances	Guest Lecturer
Awards Assemblies	AVID
Tutoring	

## **SERVICES/PROGRAMS**

### **PUPIL PERSONNEL SERVICES**

Zama American High School has a full staff of specially trained personnel to provide special instruction and assistance to students.

- English As A Second Language (ESL)
- Learning Development
- School Nurse
- Speech and Language Clinician
- School Psychologist
- Counselors
- Adolescent Substance Abuse Counseling Services (ASACS)
- New Student Relations

### **Student 2 Student (S2S)**

The Student to Student is a new program at Zama American High School. Our focus is simple. We want to make a new students feel that they are part of the Zama American High School and the community as quickly as possible. The Student 2 Student Initiative (S2S) meets very real needs of transitional students.

- Immediate Peer Credibility
- Positive Peer Relationships
- Valued Information

A team of our students is trained to provide leadership in training other students on methods to support students who are transitioning to our school. We can also help students leaving our school to make contact with similar programs in their new school. Our team is composed of faculty advisers and students. The focus is student centered, and is student led with close supervision.



We focus on three areas of transition:

- Academics: Getting students to right people to sort out tests, courses, credits, graduation requirements and similar issues.
- Relationships: Getting students to the right people so they can participate in school and community activities and make new friends...with a focus on linking them to people and activities with similar interests. (Example: Getting students interested in the performing arts to drama club, band, or vocal department)
- Finding the Way: Getting students familiar with school and community so that they can find people places, and activities in their new home.

### **CASE STUDY COMMITTEE (CSC)**

The CSC coordinates all special education services within the school. The authority for establishing this committee is contained in DS Regulation 2500.12, which is derived from DS 1342.12 and from Public Law 94-142. A teacher or parent may refer students to the CSC. Under project "Child Find", the CSC actively tries to locate any child in the community in need of special education.

### **HEALTH SERVICES**

The Zama American High School Health Office is staffed by one full-time Registered Nurse, who is shared with Zama American Middle School.

The Health Office consists of a fully equipped treatment room, two beds and an accessible bathroom, and is located in the Zama Middle School administrative office Building 913. Office hours are from 7:15 a.m. to 2:45 p.m. from Monday to Friday, except on Federal holidays, professional development training, and school breaks.

#### **Treatment in the Health Clinic**

Students are welcome to see the health nurse anytime they don't feel well or have medical/health concerns. However, a pass from the teacher is required except during lunch or for urgent reasons.

In addition to providing basic first aid and nursing measures to an injured or ill student, the nurse helps students to understand their health problems, to manage their health needs at home, and to recognize symptoms that will necessitate evaluation by physician. Parents or sponsors will be notified in case of severe injury, symptoms that don't improve or resolve with nursing measures, or a condition that needs further evaluation or management (examples include seizure, severe respiratory distress, communicable disease, systemic allergic reaction, injury requiring sutures, fractures, dental injuries, soft tissue injuries). Students must not leave the building because of illness without authorization. Student phone calls to parents regarding illness should be conducted at the nurse's office. Parent/guardian of injured/ill students should sign them out in the nurse's office. All other dismissals are done through the main office (attendance clerk).

## **Medication Administration**

*Do not send any medication to school without an appropriate medication form completed – the nurse will not administer it.* Treatment schedules that allow doses of medication to be given at times other than during school hours are encouraged. However, prescribed medications (daily, for short-term use like antibiotics, as needed use, or for emergencies like Epi-pen and inhalers) will **only** be administered by the nurse with a Hold Harmless Letter signed both by the parent and the prescribing physician. The written order from a licensed medical provider must include name, strength, and dosage of the medication, time and frequency of administration, and duration of the order. All prescription drugs must be in a pharmacy labeled container, marked with student's name, name of the drug, amount and time to be administered. Parents must notify the nurse concerning any changes in the prescribed dosage. Forms are available in the health office and from your local clinic. A new form must be provided each school year for each medication. Over-the-counter medications approved by the local clinic commander) such as Motrin, Tylenol, Cepacol lozenges, and Sudafed will **only** be administered with a parental consent and upon nurse's discretion (based on the history and assessment obtained by the nurse). No phone consent will be accepted from the parent to administer any type of medications. *Students are not permitted to carry any medications with them, except those students who use a personal inhaler and have a signed parent and physician HHL on file in the health office.*

## **LIBRARY/INFORMATION CENTER**

The Zama American High School Information Center is open daily (M-F) from 7:00 - 2:30, if the IC is needed earlier or later, this can be arranged directly with the Information Specialist.

For a small Information Center, our collection is quite adequate for most needs. The library has been computerized, allowing quick access to the book collection. In addition to subscribing to 10 student level periodicals and 1 newspaper, 3 Data Bases (ProQuest, Thomson Gale, and Newsbank) are available for research and are accessible from home.

With the exception of periodicals (magazines and newspapers), reference and reserve materials, items circulate for a two-week period. Please remember, it is the responsibility of the student to return materials when due. Failure to do so can result in suspension of privileges.

The Information Specialist is responsible for the Information Center. The Information Specialist provides for formal library/media skills instruction for all students.

## **STUDY TRIPS**

Occasionally during the year, students are taken on a study trip as a class project. Students are encouraged to participate if at all possible. Parents are frequently requested to accompany their child's class on these trips in order to help supervise the students. We strongly encourage parents not to bring other children. Costs to students generally include entrance fees, food, personal requirements, etc.

Parental permission is required for each student to participate in study trips. A general permission slip is included in the registration packet. This will serve as a backup document in case the permission slip for a specific trip is misplaced or lost. Parents will be sent a permission slip to be signed for each study trip. Please return these forms promptly.

- The District Superintendent must approve all overnight study trips conducted within the country.
- A school code of conduct will be established and agreed to by all participants and attached to the Parent Permission Form. A copy will also be provided to all chaperones.
- Senior trips or any other class trips not considered part of the education program must be accomplished after school hours. Appropriated funds will not be expended for such trips. The school assumes no responsibility.

## **LUNCH**

High School students are permitted to leave campus during lunch with the understanding that they return in time for their next class. Students are permitted in the Information Center during lunch.

### **LUNCH PROGRAM**

The Army/Air Force Exchange provides a hot lunch program in the school cafeteria. AAFES, which manages the school lunch program at Zama, has an automated system. Parents fill out an application, creating an electronic account. The student will be given a PIN number. A student can either pay cash or use the electronic account to buy lunch. Applications can be picked up at Zama AAFES Customer Service Desk or the NEX Atsugi Customer Service.

Occasionally, the AAFES, lunch program offers an “a la carte” menu as an alternative to the daily lunch menu or to supplement home prepared “brown bag” lunches for students. The prices of these items are the same as the prices charged in other cafeterias and snack bars operated by AAFES. Items usually offered include burgers, burritos, French fries, onion rings, salads, yogurt, vegetable sticks, and beverages.

A special program for reduced or free meal coupons exists. Parents should contact the AER (telephone 263-8091) or the Family Services Center, Bldg. 949 at Atsugi NAF (telephone 264-3756) for further information concerning eligibility for this benefit. Students receiving free and reduced lunch services must use the AAFES debit payment system and establish an electronic account.

## **BUS TRANSPORTATION**

Questions on bus routes and bus passes should be addressed to the DoDDS-P Transportation School Bus Office, located in on campus, Bldg. 919 Room 508B, telephone: 263-4151. All students using daily commuting services must have a current bus pass issued for the current school year. Students requesting after school transportation, for sports, music, tutoring etc., must sign up daily before 1PM for the afterschool activity bus. If a student does not sign up he/she might not be able to ride the bus.

## DISCIPLINE

School discipline should protect and nurture the physical, social, mental and emotional growth of the students served by the school. Rules and regulations are made first to protect people and property and secondly, to protect the right of every student to participate in every facet of the educational program. The school's discipline policies reflect an understanding of adolescent human maturation. The school's rules specifically limit the possibilities for any individual to interrupt another student's education or growth or the opportunity for teachers to perform their assigned tasks. As each student proceeds through the high school years, greater levels of self-control and self-discipline are expected.

This discipline policy applies to students in attendance at school or engaged in a school activity and any time, including, but not limited to:

- While the student is on school property
- While en route between school and home, to include school buses
- During the lunch period
- While going to or coming from school sponsored activities to include field trips, sporting events, field trips, school assemblies and other school related activities
- When off-campus during the school day. **The school and community have a closed campus policy for the school.**

The following activities may result in suspension or expulsion from the school if the principal or the discipline committee determines that the student has:

- Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against a person
- Possessed, sold or otherwise furnished any firearm, knife, explosive or any other dangerous object.
- Possessed, used, offered to sell or arranged to sell, sold or otherwise furnished, or been under the influence of, any mind-altering substances (drugs or alcohol). An expulsion recommendation is possible on the first offense and is mandatory on the second offense.
- Committed or attempted to commit robbery or extortion.
- Caused or attempted to cause damage to school, government, vendor or private property.
- Stolen or attempted to steal and/or knowingly received stolen school, government, vendor or private property.
- Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew, chew packets, etc.
- Committed any lewd, indecent, or obscene act or engaged in habitual profanity or vulgarity.
- Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school staff, or other personnel engaged in the performance of their duties.
- Had unlawful possession of, or unlawfully offered, arranged or negotiated to sell any drugs or drug paraphernalia.

- Gambling in any form
- Conduct, including fighting, that endangers the well-being of others.
- Unauthorized presence in the school, on school grounds, or on school buses.
- Cursing, gesturing, or verbally abusing any person, including, but not limited to, abuse or harassment based on a person's race, religion, creed, gender, national origin, personal or physical attributes, disability, intellectual ability, and matters pertaining to sexuality.
- Vandalism, arson, or any threat to bomb, burn, or damage or destroy in any manner a school building or school property.
- Forgery, plagiarism, or cheating.
- Use or possession of fireworks.
- Violation of attendance regulations and policies.
- Unauthorized or illegal use of, or access, to computers, software, telecommunications and related technologies; any willful act that causes physical or financial damage, or otherwise disrupts information technology; any use of a computer to communicate threatening, harassing, or indecent messages; or to download or view obscene material.

**Grounds for Expulsion:** The principal, or designee, shall recommend a student's expulsion from the Department of Defense Dependents Schools for any of the following acts:

Causing serious physical injury to another person.

- Possession of any firearm, knife, explosive, laser light pointer/pen or any other dangerous or potentially dangerous object that is of no reasonable use to the student at the school, at a school activity, on the school grounds or on a school bus. A minimum one-year expulsion is required for the possession of firearms.
- Unlawful possession, use of, or sale of any mind-altering substance. (Mandatory on the second offense.)

Concurrent with the suspension of any student, the principal, or his/her designee, will notify the installation commander or his/her designee for law enforcement or legal affairs, of any acts that might violate local laws.

### **SUSPENSION PRACTICES**

The principal may suspend a student from school for any of the previously enumerated reasons. An informal conference to include the principal, or designee, the student and when appropriate the school employee, who referred the student to the administration, shall precede suspension by the principal, or his/her designee. During the informal conference: The principal, or designee, will inform the student of the information that indicates that the student may have committed the act for which the suspension is being considered.

The principal, or designee, will:

- Allow the student the opportunity to explain and/or present evidence that supports the student's explanation or to establish that the student has not committed the act for which the suspension is being considered.

- Review the material presented by the student and the staff member.
- Make a determination based on the review of the evidence.
- Inform the student of the disciplinary action, if any that will be imposed.

In the imposition of the suspension, the principal, or designee, will:

- Contact the student' sponsor by telephone to inform him/her of the suspension
- Provide a copy of the suspension order, in writing, to the sponsor, that includes:
  1. A statement of the facts leading to the decision to suspend.
  2. The date and time that the student can return to school.
  3. The information for the appeals process.
- Provide a copy of the suspension order for the parent in person or through the mail and a hand carried copy via the student
- Identify to the USAG-J commander the student who has been suspended for a second offense and in some instances for the first offense if necessary.

While suspended, a student may not participate in any school-sponsored activities, including being a spectator at athletic and other extra- curricular activities, after school or on weekends, nor be present on school grounds.

### **DIRECT ESCORT / SUSPENSION**

When warranted, direct escort suspension is an option an administrator may use as an alternative to out-of-school suspension. If this option is extended by the school and accepted by the parent, the day(s) of direct escort will follow at least 24-hour notice to the school.

Direct escort is a procedure whereby a student's sponsor or parent directly escorts the student throughout the school day during the period of suspension. They accompany the student to class, during lunch, and to and from the school vicinity. They must remain with the student at all times.

### **SATURDAY SCHOOL**

Mandatory Saturday School attendance may be used in lieu of other suspension practices.

### **IN SCHOOL SUSPENSION**

Students may also be placed in In-School Suspension.

### **FORGING NOTES, HALL PASSES, READMIT SLIPS, ETC.**

Students who forge official documents such as those indicated in this heading will be suspended from school.

### **INSUBORDINATION**

Students are to treat all school staff members, substitute teachers, and adult volunteers with proper respect and follow reasonable requests. This includes giving one's name or showing identification when

asked. Any student who is insubordinate to any school staff member, substitute teacher, or adult volunteer will be subject to disciplinary action.

### **WEAPONS POLICY**

A safe learning environment is one where the possession or threat of weapons cannot be tolerated. Weapons are defined as any object that can inflict harm to a person or thing included but not limited to: guns, knives, lighters, chains, etc. As such, the following policy is in effect at ABC High School:

For instances of weapons possession involving DoDDS students and occurring on school property, to include school buses or while participating in school-sponsored activities, suspension and/or expulsion proceedings will begin immediately.

All instances of weapons possession and actions taken with respect to the weapons possession will be fully coordinated with local military and DoDDS officials.

The possession of weapons is covered by a variety of DoDDS, USAREUR, U.S. Army policy and regulations that are available for review.

### **DRUG AND ALCOHOL ABUSE PROTOCOL**

The school is one of many resources within the community for students desiring advice and assistance with drug and/or alcohol related problems. An atmosphere of trust between all involved parties – students, parents, teachers, counselors and administrators is necessary for the resource to function efficiently and effectively. The use or possession of drugs to include Over the Counter drugs, or alcohol at school or school-sponsored activities subjects the student to disciplinary action. If drug or alcohol use is suspected, the following steps will be taken:

- The faculty member who witnesses or suspects possession and/or use of alcohol or drugs will send the suspected student, along with an escort, to the nurse's office. It is best that the teacher accompanies the student. If this is not possible the teacher should provide a brief description of what leads him/her to suspect the student.
- The school nurse will make the initial assessment.
- Following the assessment, the student will be sent to the principal's office for disciplinary action that can include:
  1. Notification of the parent/sponsor with the request that they come to the school immediately.
  2. A review and discussion of the situation with appropriate disciplinary action agreed upon
  3. Supervision and a counseling referral are mandatory. Confidential counseling services are provided by the Adolescent Substance Abuse Counseling Services (ASACS) program as outlined in DS Regulation 2792.2, dated January 21, 1988.
- Students may be reported to MPI for drug possession and use.

### **TOBACCO PRODUCTS**

Zama High School is a United States government building and, as such, is a smoke free area. There is a No Smoking policy in effect for students and staff. There is no designated smoking area for students or staff on the school campus. Students are prohibited from possessing or using tobacco products during

the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.

Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. A two-day suspension is imposed for students caught smoking.

### **ALARMS**

The school has many alarms including handicapped alarms in the bathroom – pulling these alarms, as well as fire alarms, without reason will result in Expulsion or Suspension.

### **IPODS, MP3 PLAYERS, RADIOS, CD PLAYERS, CELL PHONES, PAGERS, ELECTRONIC DEVICES**

Electronic devices such as IPODS, hand-held video games, CD players, portable stereos, pagers, radios, cellular telephones, etc. are discouraged in the school buildings. Teachers and administrators will confiscate these items if they are being used during class without teacher permission. The teachers will give permission via Trojan Technology Pass that allows the use of personal electronics in class (i.e.: ipods, iphones, cameras, etc...) Once given the pass, students are to keep the pass visible on desk at all times while using the technology. If the item is taken from the student it should have the owner's name affixed to it and be brought to the principal's office. The item will be returned to the student following the first offense. On the second and subsequent incidents, the sponsor will have to come to the school to claim the item. **The school takes no responsibility for lost/stolen items.**

### **EEO/SEXUAL HARASSMENT/HARRASSMENT**

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment is a violation of Section 703 of Title VII of the Civil Rights Act. Students at ABC High School have every expectation to be free from sexual harassment. Sexual harassment may include, but is not limited to, verbal harassment – including derogatory remarks or slurs, physical harassment, physical interference with movement or participation in school and school activities, visual harassment such as derogatory drawings, pictures, etc. Sexual harassment is prohibited when it occurs against members of the same sex as well as toward members of the opposite sex. Students are not to tolerate sexual harassment and should notify a teacher, counselor, or administration if sexual harassment occurs. Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance. Refer to <http://www.dodea.edu/> (under "Administration" - "DoDEA Director" - "Office of Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

**PUBLIC DISPLAYS OF AFFECTION** Inappropriate displays of public affection between students is a behavior that is offensive to other students, parents, teachers and visitors. As such, the following guidelines are in effect regarding such actions during school hours and on school grounds or at school events at any time.

- Students are expected to demonstrate mature and socially acceptable behavior
- Hands are to be in clear view at all times



- Mutual respect is to be demonstrated for and by all students

Consequences for failure to demonstrate acceptable respect can range from warning for a first offense to suspension for continued inappropriate displays of affection between students.

**Department of Defense Education Activity Attendance REGULATION**  
NUMBER 2095.01

**AUG 26 2011**

EDUCATION DIRECTORATE  
SUBJECT: School Attendance

References:

- (a) DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2008, as amended
- (b) DoD 5400.11-R, "Department of Defense Privacy Program," May 14, 2007
- (c) DoDEA Regulation 2740.1, "Interscholastic Athletic Program," July 6, 2006
- (d) DoDEA Manual 2051.2, "Student Responsibilities and Privileges," February 26, 1997
- (e) DoDEA Regulation 2000.03, "Student Grade Level Placement," March 2, 2004

1. **PURPOSE.** This Regulation establishes policy and assigns responsibilities for student attendance in DoDEA schools.
  
2. **APPLICABILITY.** This Regulation applies to the Office of the Director, DoDEA; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS-P/DDESS-Guam), (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA Area and District Superintendents, School Principals, Teachers, and Support Staff.
  
3. **DEFINITIONS.** See Glossary.
  
4. **POLICY.** It is DoDEA policy that:
  - a. Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.
  
  - b. School attendance is mandatory.
    - (1) All students are required to attend school for 180 instructional days per school year (subject to exceptions noted within this policy) to ensure continuity of instruction, successfully meet academic standards and demonstrate continuous educational progress.
  
    - (2) Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.

(3) Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.

(4) School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school. The parent or sponsor should make every attempt to ensure their children attend school each day school is in session and also establish regular communication with the classroom teacher.

(5) A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

(6) Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.

1. RESPONSIBILITIES. See Enclosure 1.

2. EFFECTIVE DATE. This Regulation is effective immediately.

Marilee Fitzgerald Acting Director

Enclosures

1. Responsibilities
2. Conditions Upon Which Student Attendance is Established
3. Importance of Parent or Sponsor Support for Regular Student Attendance
4. Student Data Management System Process of Calculating Attendance Glossary

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## ENCLOSURE 1

### RESPONSIBILITIES

1. DIRECTOR, DODEA. The Director, DoDEA shall:

- a. Ensure fair and equitable administration of this Regulation.
- b. Ensure all school attendance policies and procedures are in compliance with this Regulation and DoDEA Regulation 2051.1 (Reference (a)).
- c. Review the annual area attendance report prepared by each DoDEA Area Director identifying excessive student absences and actions taken.
- d. Direct DoDEA Area Directors, Superintendents, and Principals to monitor daily student attendance and develop appropriate intervention plans to improve school attendance.
- e. Ensure that the DoDEA Headquarters Instructional Technology Branch develops a student data management system to record, store, track, and provide uniform attendance reports at the school, district, Area, and Headquarters levels.

2. DODEA AREA DIRECTORS. The DoDEA Area Directors shall:

- a. Ensure compliance with the provisions of this Regulation.
- b. Enlist Command support and cooperation on the implementation and monitoring of this Regulation, to include coordinating with district superintendents to ensure that installation commanders and DoDEA community stakeholders are informed and understand the educational benefits of the policies and procedures of this Regulation.
- c. Exercise general supervisory control over the administration of school attendance procedures within their Area, ensuring that:
  - (1) Attendance procedures are administered consistently with this Regulation.
  - (2) Timelines specified in this Regulation are followed.
  - (3) Student attendance information and documentation is maintained in compliance with DoD Regulation 5400.II-R (Reference (b)).
- d. Establish a monitoring procedure to ensure each district superintendent is held accountable for standards, policies, and procedures in this Regulation and References (a) and (b).
- e. Provide to the Director, DoDEA, by July 15 of each year, an analysis of the DoDEA Annual Area Attendance Report. Analysis includes a review of each Annual District

Attendance Report to include excessive student absences, actions taken, and verification that each district superintendent has fully implemented this Regulation.

3. DODEA DISTRICT SUPERINTENDENTS. The DoDEA District Superintendents shall:

- a. Communicate with Commanders and community stakeholders to inform them of the attendance requirements, expectations, and responsibilities of this Regulation.
- b. Ensure all principals adhere to the policies and procedures identified in this Regulation and References (a) and (b).
- c. Ensure all principals monitor the daily student attendance rate and convene the Student Support Team (SST) when necessary.
- d. Ensure the student data management system is appropriately utilized and student attendance data are recorded, stored, and analyzed in accordance with this Regulation.
- e. Provide to the Area Director by June 30 of each year, an analysis of the DoDEA Annual District Attendance Report. Analysis includes a review of excessive student absences, actions taken, and verification that each district administrator has fully implemented this Regulation.

4. DODEA PRINCIPALS. The DoDEA Principals shall:

- a. Monitor daily the student attendance rate to identify student attendance patterns that warrant administrator inquiry.
- b. Exercise general supervisory control of the policies and procedures identified in this Regulation and References (a) and (b).
- c. Principals shall ensure annually that all parents or sponsors and students are advised of the requirements of this Regulation.
- d. Engage the faculty, the parents or sponsors, the students, and the community in the implementation of this Regulation.
  - (1) Implement procedures for students returning to school following an absence(s) to provide written documentation to the main school office identifying the reason for the absence(s).
  - (2) Contact at least one parent or sponsor of each student(s) who is (are) "absent unexcused" from school.
  - (3) Establish a protocol for documenting and reporting students arriving tardy to school and departing early prior to the end of the school day.
- e. Ensure that the student's parent or sponsor receives a Student Educational Monitoring Plan, identifying all assignments to be completed during any extended absence from school (See Appendix to Enclosure 2)

- f. Ensure student attendance data are reliable and recorded daily by all teachers or attendance clerks in the student data management system and adjustments are made by school office personnel when students return to school following and absence.
- g. Convene the SST to review the educational progress for students with 7 absences, or more, or excessive tardiness, as appropriate.
  - (1) The SST must review the student's academic and social emotional progress, to include a review of attendance data, disciplinary records, cumulative and confidential records and make appropriate recommendations.
  - (2) When appropriate, the SST shall develop an intervention plan to include sufficient supports to ensure the student regularly attends school.
  - (3) The school administrator may request Command assistance for students with chronic absenteeism and/or tardiness.
- h. Provide to the district superintendent, by June 20 of each year, an analysis of the DoDEA Annual School Attendance Report. Analysis includes a review of excessive student absences, actions taken, and verification that each district administrator has fully implemented this Regulation.
- i. Coordinate with the district superintendent and Information Technology personnel to ensure the student data management system is fully functional
  - (1) Ensure school staff, to include registrars and classroom teachers, can functionally utilize the student data management system in accordance with this Regulation.
  - (2) Take prompt corrective action when the student data management system fails.
  - (3) Elementary schools (only) must update the 'schedule period start time' to reflect the local school start time.

5. DODEA TEACHERS. The teachers shall:

- a. Record student attendance daily (elementary level) and at the beginning of each period (secondary level) so that the administration can monitor the attendance rate and take action when appropriate.
- b. All information regarding student attendance or reasons for being absent from school, will be forwarded to the school office.
- c. Communicate to the student and parent or sponsor regarding the student's attendance record and the impact of school absences on the students educational and social emotional progress.
- d. Participate in the SST, as appropriate, to identify and discuss the student's educational and social emotional progress, and assist in the development of an intervention plan by the SST (when needed).

e. Provide the parent or sponsor with an outline of assignments (elementary) or course syllabus (secondary) that is to be completed during the student's absence from school and included as a component of the Student Educational Monitoring Plan. (See Appendix to Enclosure 2)

6. DoDEA STUDENTS. The student shall:

a. Adhere to the school attendance policies and procedures identified in this Regulation and DoDEA Manual 2051.2 (Reference (d)).

b. Inform the local school main office in the event of an absence, arriving late, or departing early from school.

c. Identify and make up all classroom activities, or assignments, which were missed as a result of the absence(s).

d. Understand the differences between excused and unexcused absences, to include possible consequences for excessive unexcused absences or tardies, in accordance with DoDEA Regulation 2051.1 (Reference (a)).

e. Comply with the intervention plan developed by the SST or Student Educational Monitoring Plan. (See Appendix to Enclosure 2)