

Nile C. Kinnick

Home Of The Red Devils



2008-09

Student planner and Handbook



**This planner was made
possible by the Kinnick High School
Boosters.**

If you are interested in finding out more information about Boosters, please fill out the information below and return to school with your student.

Name: _____ Phone: _____

Mailing Address _____

Email: _____

KINNICK HIGH SCHOOL BOOSTER CLUB

Nile C. Kinnick High School has an active Booster Club that meets on the first Monday of every month at 4:00 p.m. The Business Meeting for officers and KHS administration begins at 3:30 p.m. All parents, teachers, and students are invited to join and attend.

Cover Design by Kevin Bacon, Senior Class of 2011

Kinnick Internet Web Page

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

For general information about Kinnick High School with links for administration, guidance, activities, departments, curriculum and programs, Program of Studies, Student/Parent Handbook, as well as alumni and community links.

Kinnick Intranet Website:

<http://login.kinnick.pac.dodea.edu/default.aspx>

Login Name: firstname.lastname
Password: last 4 of SSN

Students and parents can access individual teacher's SharePoint websites, school calendar, daily bulletin, grades and attendance on this site.

**THIS PLANNER IS KINNICK HIGH SCHOOL
PROPERTY.
PLEASE DO NOT DEFACE OR TEAR OUT
ANY PAGES IN THE PLANNER. SUCH
ACTIONS CONSTITUTE DESTRUCTION OF
PROPERTY AND RESULT IN AFTER
SCHOOL DETENTION.**

NILE C. KINNICK HIGH SCHOOL
2008-2009
Student Handbook
"Striving for Excellence"



Home of the Red Devils

PSC 473 BOX 95
FPO, AP 96349-0095
DSN 243-7392
SCHOOL CODE: 561940

Mr. Bruce Derr
Superintendent

Lorenzo Brown
Principal

Shelly Kennedy
Assistant Principal

This planner belongs to:

Name: _____ Grade: _____

Seminar Teacher's Name: _____

Assigned Locker #: _____ Telephone #: _____

WELCOME TO NILE C. KINNICK HIGH SCHOOL

Nile C. Kinnick High, "Home of the Red Devils," is a school filled with tradition, pride, and a sense of history. The name Yo-Hi has been around for a long time and currently describes the areas from which most family members come - Yokosuka/Yokohama. However, Yo-Hi began on the Bluff in Yokohama during the occupation after World War II. It then moved to the old Navy Exchange area in the Honmoku district of Yokohama. In the fall of 1971, it moved to a refurbished Marine Corps barracks that had previously been a Japanese Imperial navy basic training camp.

Nile Clarke Kinnick, after whom the school was re-named, was an outstanding scholar/athlete, the winner of the Heisman Trophy in 1939, a member of Phi Beta Kappa, University of Iowa graduate, law student, and destined to become a pre-eminent jurist. However, during WWII, Kinnick was killed when his Navy fighter plane went down on a training mission off the USS LEXINGTON in the Caribbean. He has become a symbol of the promise and potential of youth.

Yo-Hi has many things going for it. It is small enough that students all know each other. There is a real sense of community and fellowship. There are ample opportunities to be participants in all phases of school life - athletics, school government, clubs, and a variety of activities. You are welcome in everything you go out for at Yo-Hi. Sponsors love you, and teammates need you!

Most students here are just like you. There are uneasy feelings about having to leave "home" and travel to some place as far away as Asia. However, you will soon discover that living overseas provides many wonderful opportunities for families. The Japanese people are open to sharing their culture with us, and, Japan is safe! Traveling off base on the trains is easy, fun, and fast. You will find that it is the preferred method of going anywhere for most people.

The Kinnick High (or Yo-Hi) experience will grow on you. It is different and will provide an inter-cultural understanding you will find nowhere else. We hope you enjoy Japan, our excellent school, and all of the many wonderful traditions that make Nile C. Kinnick High School what it is today.

Lorenzo Brown
Principal

Shelly Kennedy
Assistant Principal

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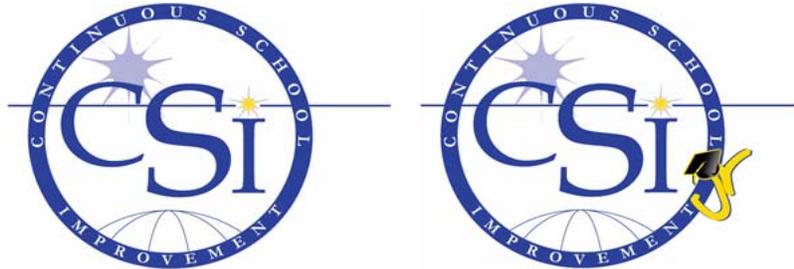
DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

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

ACCREDITATION

Nile C. Kinnick High School is accredited by AdvancED (formerly North Central Association of Colleges and Secondary Schools (NCA)). DoDDS schools are evaluated by using Department of Defense Educational Activity (DoDEA) standards by implementing the process of Continuous School Improvement.

CONTINUOUS SCHOOL IMPROVEMENT (CSI) LEADERSHIP TEAM



This committee supports the DoDEA strategic plan benchmarks by addressing and overseeing the implementation of Kinnick's identified strategies and interventions. These strategies and interventions have been established by the faculty and staff (and are overseen by the CSI Team) to increase student achievement. The strategies and interventions are reviewed annually. The committee is made up of students, teachers,

administrators, and community members.
The current CSI goals for Kinnick High School are:

Goal 1: All students will improve their mathematical skills across the curriculum.

Essence of Goal 1: Given arithmetic problems, students will identify the problem, select appropriate strategies for solving, and correctly solve the problem.

Goal 2: All students will improve their language skills across the curriculum.

Essence of Goal 2: Students will gain information through reading, written and oral communication.

MISSION STATEMENT

The mission of Nile C. Kinnick High School is to challenge students to maximize potential in order to prepare them to be responsible and productive citizens in an ever-changing world.

STATEMENT OF PHILOSOPHY

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

We at Nile C. Kinnick believe that we have three major responsibilities: to promote the learning of essential skills and to encourage and prepare students to realize their fullest potential.

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

School Pride

School Colors: Red and White

School Mascot: "Sparky"



School Crest:



ALMA MATER

(Tune: "Far above Cayuga's Waters")

In the shadows of Mt. Fuji,
Stands our school so dear.
Nile C. Kinnick High forever,
Sing we loud and clear.
Far and wide though we may wander,
As the years go by,
Our love for thee will never falter,
Nile C. Kinnick High.

FIGHT SONG

(Tune: "Our Director")

We're the kids from YO-HI
Our team will fight.
We've got the best teams,
Here's to the red and white.
We'll stand up for our school,
Finest in the land.
We've got the best team in all Japan.

DAILY STUDENT SCHEDULE

Regular Daily Schedule

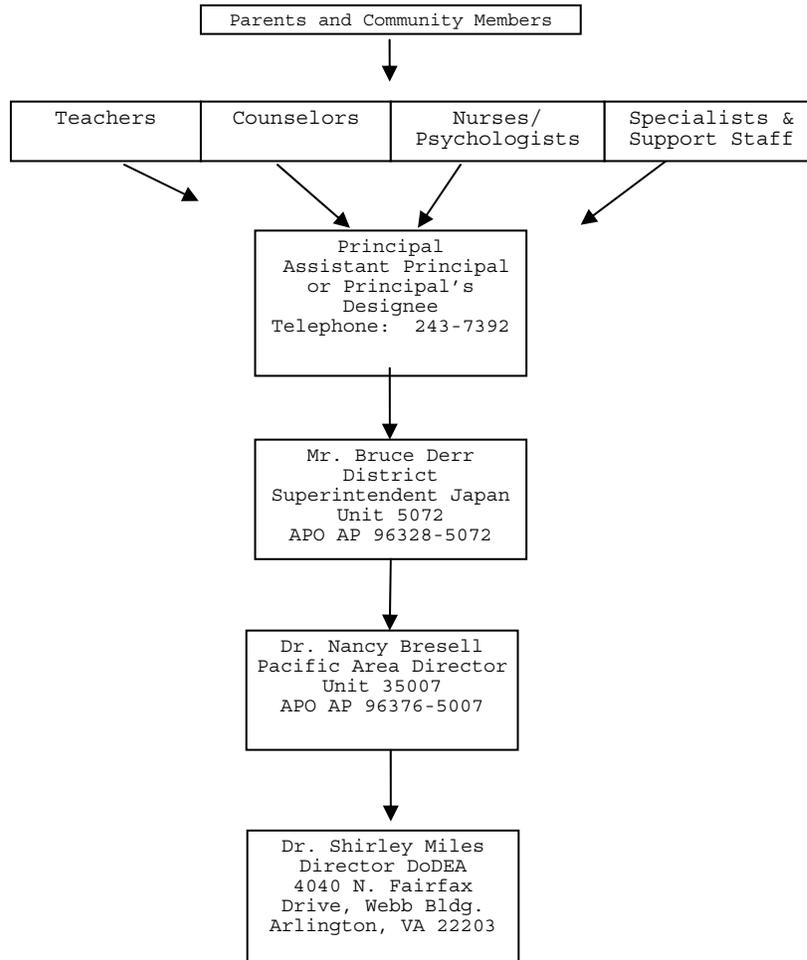
A-Day Periods	Times	B-Day Periods
A-1	0725-0855	B-1
A-2	0900-1030	B-2
Lunch	1030-1115	Lunch
A-3	1115-1245	B-3
A-4	1250-1420	Seminar

Half-Day Schedule

A-Day Periods	Times	B-Day Periods
A-1	0725-0820	B-1
A-2	0825-0915	B-2
A-3	0920-1010	B-3
A-4	1015-1105	Seminar

COMUNICATIONS CHAIN OF COMMAND
FOR ADDRESSING AND RESOLVING SCHOOL LEVEL ISSUES

If you have questions or concerns about your student at Nile C. Kinnick High School, go first to the source:



NILE C KINNICK HIGH SCHOOL TELEPHONE NUMBER

ADMINISTRATIVE OFFICE		
Principal	Mr. Lorenzo Brown	243-7392
Assistant Principal	Mrs. Shelly Kennedy	243-7392
Administrative Secretary		243-5762
Attendance Clerk		243-7392
Registrar/Computer Tech (EDP)		243-7393
COUNSELING OFFICES		
Grade 9		243-9509
Grade 10 (A – L) & 11		243-8875
Grades 10 (M – Z) & 12		243-3895
INFORMATION CENTER		
Information Specialist		243-4641
NURSE'S OFFICE		
School Nurse		243-7082
PSYCHOLOGIST'S OFFICE		
School Psychologist		243-3693
CASE STUDY COMMITTEE		
CSC Chairperson/KAC		243-3693
SCHOOL BUS TRANSPORTATION		
Bus Transportation Coordinator		243-9564
SUPPLY		
Supply Officer		243-5711

MAILING ADDRESS

Nile C. Kinnick High School
PSC 473 Box 95
FPO AP 96349-0095

FAX NUMBER 243-7278

EMAIL ADDRESS

All school employees may be contacted by e-mail using the following information:

firstname.lastname@pac.dodea.edu

For example if you want to reach the assistant principal...

shelly.kennedy@pac.dodea.edu

DoDDS-PACIFICIDESS-GUAM
2008-2009 SCHOOL YEAR CALENDAR

Wednesday, August 20 Reporting date for non-administrative educator personnel for orientation, classroom preparation, and professional development.

FIRST SEMESTER - (92 INSTRUCTIONAL DAYS)

2008

Monday, August 25	Begin First Quarter & First Semester
Monday, September 1	Federal Holiday - Labor Day
Monday, October 13	Federal Holiday - Columbus Day
Thursday, October 30	End of First Quarter (47 days of classroom instruction)
Friday, October 31	No school for students - Teacher work day
Monday, November 3	Begin Second Quarter
Tuesday, November 11	Federal Holiday - Veterans' Day
Thursday, November 27	Federal Holiday -Thanksgiving
Friday, November 28	Recess Day
Wednesday, December 10	Accelerated Withdrawal Date (Fall Semester)
Monday, December 22	Begin Winter Recess
Thursday, December 25	Federal Holiday - Christmas

2009

Thursday, January 1	Federal Holiday - New Year's Day
Monday, January 5	Instruction Resumes
Monday, January 19	Federal Holiday - Martin Luther King, Jr. Day
Thursday, January 22	End of Second Quarter & First Semester (45 days of classroom instruction)
Friday, January 23	No school for students - teacher work day

SECOND SEMESTER - (91 INSTRUCTIONAL DAYS)

Monday, January 26	Begin Third Quarter & Second Semester
Monday, February 16	Federal Holiday - Presidents' Day
Thursday, April 2	End of Third Quarter (48 days of classroom instruction)
Friday, April 3	No school for students - teacher work day
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction Resumes - Begin Fourth Quarter
Thursday, May 14	Accelerated Withdrawal Date (Spring Semester)
Monday, May 25	Federal Holiday - Memorial Day
Thursday, June 11	End of Fourth Quarter & Second Semester (43 days of classroom instruction)
Friday, June 12	No school for students - teacher work day Last day for non-administrative educator personnel
School Year 2007-2008	Instructional Days – 183 Work Days - 190

ATTENDANCE POLICY

COMFLEACT YOKOSUKA INSTRUCTION 1755.8b, **SCHOOL ATTENDANCE POLICY FOR COMMAND SPONSORED SCHOOL-AGE DEPARTMENT OF DEFENSE (DoD) DEPENDENTS** states: "Sponsors are required to provide an approved educational opportunity for their dependent children by enrolling them in the appropriate DoDDS system or in a private or parochial school that has been certified by the Educational Ministry of GOJ, or enrolling them in an independent study program by correspondence or ensuring they participate in a formalized Home School Program. Additionally, sponsors are strongly encouraged to submit home schooled children for the annual standardized testing program beginning with the 3rd grade."

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

Chronic absences affect a student's school progress; therefore, it is the school's policy that students are to come to school and remain in school until the school day is over. Students leaving campus (except during the open campus lunch hour) are required to sign out in the main office when they leave and upon their return to campus.

ATTENDANCE PROCEDURES

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

- 1) Call the school anytime after **0630** to inform the Attendance Clerk of the absence (243-7392) or notify the Attendance Clerk via e-mail from a government address. Hotmail or Yahoo accounts will not be

considered official. The Kinnick attendance email address is: Kinnick.attendance@pac.dodea.edu.

- 2) Absences must be verified by 15:00 within two school days of the absence.

Without verification by a parent or guardian within two school days the absence will be declared truancy and result in disciplinary action.

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

Attendance is taken each class period. Students, who arrive at school after 0725, must sign in at the front office, get planner signed, and then immediately proceed to class. No student will be admitted to class without an authorized signature from the office. **Period A-1 and B-1 tardies automatically result in an administrator assigned 2-hour after school detention.**

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

If your son/daughter is to leave school during the school day for any kind of an appointment, please follow either Step 1 or Step 2 (**above**) so that a *Pupil's Permit to Leave Class* can be sent to the classroom at the appropriate time.

If you are driving your teens to school, please get them to school on time. All students need to be at school and ready to go to their classes by 0715; the tardy bell rings at 0725.

EXCUSED/UNEXCUSED ABSENCE POLICY

EXCUSED ABSENCES are of such a nature that the student will be allowed to make up the class work that was missed. It will be the ***student's responsibility to obtain the required assignments***. Students will be allowed one class day of make-up time for every day missed. (Please see example below.) ***The teacher has the right to refuse to grant credit for make-up work if it is not completed within this time frame.*** If students have prior knowledge of upcoming absences, they should obtain the Pre-Excused Form from the Attendance Clerk in the

office. When students know they are going to be absent, they should try to get their work in advance in order to not get too far behind. They will still be allowed to have one class period per class missed in order to make up work when they return.

A Day	B Day	A Day	B Day	A Day
Mon	Tues	Wed	Thurs	Fri
Student is present in class and receives assignments and homework		Student is absent		Any assignments that should have been turned in on Wednesday are due, and missed assignments from being absent should be picked-up
B Day	A Day	B Day	A Day	B Day
Mon	Tues	Wed	Thurs	Fri
	Assignments picked up on Friday are due			

Unexcused Absences

1. Modeling, movie making, or personal money-making ventures.
2. Baby-sitting, having car or transportation problems
3. Missing the bus/ride, oversleeping
4. Seeing friends or relatives off at PSD
5. Non-school sponsored functions, senior skip day

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

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

ADVANCED ABSENCES

Students who know in advance that they are going to be absent should bring in a note from the sponsor and then inform their teachers of this fact by obtaining a "Pre-Excused Absence Form" (from the Registrar) that states the reason for the absence. All teachers should sign this form. Normally, this form is submitted when a family trip is planned. This form should be filled out first by the parent and signed by an administrator. Then, the form goes to the student's teachers, the Registrar's Office, the student, and the student's parents.

The following procedures should be followed for advanced absences:

- ◆ At least **one week** before the scheduled date of absence, the student should pick up a "Parent and Student Request for Excused Absence Form" form in the Registrar's Office to be filled out and signed by his/her parent. The signature indicates that the parent is aware of the "Principal's Statement" at the top of the form.
- ◆ The student must then sign the form, indicating that he/she understands the policy.
- ◆ Students should take the form to each teacher. The teachers will sign and add comments if pertinent.
- ◆ The form then goes to the administration for either the recommendation that the trip be taken or a recommendation that the trip not be taken and the reason it should not be taken.
- ◆ The form will then go back to the Registrar where a copy will be given to the student and parent. A phone call will also be made to the parents regarding the form. It is kept on file in the Registrar's Office until the student returns to be readmitted.

Parents are strongly encouraged to plan family trips to coincide with school vacations. If extenuating circumstances cause parents to remove a student from school for an extended period of time, students must submit to school administrators a "Parents and Student request for Excused Absence Form" which will be signed by all teachers one week before the absence. For additional information see "Attendance".

DETENTION

Teacher-Assigned Detention

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

Administrative-Assigned Detention

The administrators may assign **after-school** detentions, also.

When this occurs, students must bring materials necessary to do homework or other schoolwork. Failure to show for Administrative-Assigned Detentions will result in any of the following:

- Detention is doubled (either time or days)
- Saturday Suspension
- Out-of-School Suspension

Administrative after-school detention is held on Tuesday and Thursday afternoons from 2:30 – 4:30 p.m. Students will not be admitted after 2:30 and must remain until the 4:30 dismissal for the time to be counted.

DIRECT ESCORT

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

Direct Escort is a method of parental intervention; it communicates to the teen that inappropriate behaviors are not acceptable and that, if necessary,

the parent will spend an entire day at school with his/her teen to support the importance of an education. It is an optional program and offered at the administrator's discretion. A Direct Escort may be delayed for as many as three school days to allow a sponsor or parent to arrange for leave so that the student can be escorted to his/her classes.

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

EXPECTATIONS OF KINNICK STUDENTS

All Kinnick students are expected to behave in a manner that will enhance the safety and welfare of the entire Kinnick community. This is best accomplished when students FOLLOW DIRECTIONS, SHOW RESPECT, ARE HONEST AND CONSIDERATE OF OTHERS.

The complete DoDEA Discipline Regulation 2051.1 can be found online at: http://www.dodea.edu/foia/ioc/pdf/2051_1.pdf

DISCIPLINARY PROCEDURES

For **minor** offenses, **teachers will** adhere to the following steps in order to enforce their classroom rules:

- (1) One-on-one counseling with the student,
- (2) Notification of the parent by email or phone call that a problem exists,
- (3) Lunch or after-school detention,
- (4) Notification of the parent by email or phone call and/or conference with counselor,
- (5) Conference with parents,
- (6) Referral to school administration for appropriate action.

FORMAL DISCIPLINE HEARINGS

DoDEA Regulation 2051.1 defines a formal hearing as, "The process by which the school Disciplinary Committee reviews the evidence and affords the school and the student accused of misconduct (and his/her parent or guardian) a chance to contest allegations. Formal hearings afford certain

rights to the student accused of misconduct when the proposed disposition involves expulsion or suspension for more than ten (10) days. These include an impartial fact-finder or hearing officer, a statement of charges in writing prior to the hearing, the opportunity to present a defense including the presentation of evidence and witness in the student's behalf, an opportunity to request that certain questions be asked of witnesses against him or her, a written findings of fact and disposition, and a right to appeal to a higher authority."

The Discipline Committee is a committee (comprised of school officials/teachers, parents, and community members) which meets to decide disciplinary action for which a student has received ten or more suspensions (in-house as well as out-of-school) or in which expulsion has been or could be recommended.

In cases where the suspension of a student is due to frequent and/or serious offenses and the student has not been successful in changing the unacceptable behavior, a formal hearing (with a formal statement of charges) will be held. The Discipline Committee will listen to the defense and make a recommendation to the principal. The school principal will then notify the sponsor of the Committee's decision.

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

Police Investigations

The school cooperates very closely with military officers in the investigations of break-ins, vandalism, theft, bomb threats, etc. If the need arises to have local military police officials meet with students, the parents will be notified by the investigators in order to secure parental permission before an interview takes place. Students may be asked to go to the NCIS office as part of an investigation.

Students who fail to report pertinent information are subject to disciplinary action regardless of any direct involvement in the act.

GENERAL ITEMS

Active Participation

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. If napping or sleeping takes place in the classroom, teachers are requested to send the student immediately to the nurse who will counsel the student and contact the parents if necessary for a referral for medical evaluation.

Alcohol and Other Illegal Drugs

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

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

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

Offenses:

Possession and/or use of alcohol and/or illegal drugs; under the influence of alcohol and/or illegal drugs

***First Offense** Suspension (5 days)
 Parent conference with Administration
 Student counseling with Adolescent Substance
 Abuse Counseling Service (ASACS)
 Notification sent to School Officer

Second Offense Immediate suspension pending Expulsion
 Hearing

*An expulsion remains an option for a first offense, if the principal so recommends and the Disciplinary Committee concludes such

measures are necessary.

Distribution/sale of alcohol and/or illegal drugs

***First Offense** Immediate suspension pending Expulsion Hearing

Criteria for conditional re-admittance to school after violation of the school's policy on alcohol and other drugs:

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

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

- A. **Family Appointment** Evidence that the guidance counselor has scheduled a family appointment; this normally includes the sponsor, the sponsor's spouse, and the student. The purpose is to identify needs and appropriate community resources available for addressing these needs.
- B. **Student Participation** It is required that the student attend ASACS counseling sessions.

The following community organizations have trained personnel and resources to work with the student and family:

<u>Organization</u>	<u>Phone</u>
1. ASACS	243-3515
2. Fleet and Family Support	243-7878

- | | |
|------------------------|---------------|
| 3. EDIS | 243-7260 |
| 4. Guidance Counselors | 243-3895/8875 |

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

1. An administrator will contact the school nurse. The nurse will evaluate the student's condition and proceed to Step #2 if use of abuse is suspected or confirmed
2. The nurse will notify the administration of the (suspected) condition.
3. The administration will meet with the student, notify the sponsor, and have the sponsor remove the student from the school premises as soon as possible. If the sponsor or sponsor's spouse cannot be contacted, the administration will contact the sponsor's unit commander or the security police will be contacted. (In severe cases, emergency medical personnel may have to be called in and/or the student will be taken to the Emergency Room.)

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

Cellular Phones/Portable Music Devices/ Audio Devices

The possession of cellular phones, portable radios, MP3 players, CD players, tape players, and other electronic, audio, video devices such as Game Boys, is not permitted in any school building. The possession of the aforementioned items is NOT permitted inside any school building during the school day.

We ***strongly*** suggest that students not bring these items to school due to the high cost of such items and the risk of theft/loss.

First Offense These items will be **confiscated and held** Students may pick up the items after 24 hours/after school. Items not claimed by the student, sponsor, or parent **will be donated to a charity.**

Second Offense Parents will be contacted. The items will be **confiscated and kept for a week or until parents collect the items.** Items not claimed by the student,

sponsor, or parent **will be donated to a charity.**

Bicycles

All bicycles should be locked in one of the **bike racks near the Student Forum**. Bicycles are not to be ridden on the campus. The base requires that all bicycles be registered at PMO and that riders wear helmets.

Bus Conduct

The Bus Transportation Office handles misconduct on the school buses. School bus misconduct complaints should be reported to the Bus Transportation Office at 243-9564. For additional information see “**School Bus.**”

Cheating/Plagiarism Policy

Nile C. Kinnick High School has a no-tolerance policy regarding cheating and/or plagiarism. Students found exhibiting behaviors commonly associated with cheating and/or plagiarism will be subject to disciplinary measures by the teacher.

Those behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, copying/pasting from Internet sites, or giving answers for assignments to another student. (**This list is not all-inclusive.**) Students involved in cheating will receive a "0" grade for the assignment and the parents will be notified by the classroom teacher. Continued cheating will result in disciplinary actions by administration upon referral from the teacher.

Plagiarism is defined by Webster's New Collegiate Dictionary, 9th edition, (Springfield, MA: Merriam 1981, p. 870), as stealing and passing off (the ideas or words of another) as one's own: using (a created production) without crediting the source vi: committing literary theft: presenting as new and original an idea or product derived from an existing source.

Computer Use Policy/Agreement

In exchange for the use of Nile C. Kinnick High School computer hardware and software, the student agrees to the following:

☒ When using technology, the student will abide by *DoDEA Student*

Computer and Internet Access Agreement and follow all school rules concerning appropriate content, language and intent. (i.e. no harassing letters, no inappropriate language, no sending of unauthorized or inappropriate messages, no inappropriate websites)

☞ Every time the student logs in to a school computer, the student will use his/her login name (unless otherwise directed by a teacher). The student understands that nobody else should know his/her password and that he/she is responsible for what happens in the account. The student also understands that he/she must save all information in the student folder/account, unless otherwise directed by a teacher.

☞ The student will not misuse any computers or software nor damage any hardware. The student will not intentionally change the configuration of any computer. This includes removing or altering the accessories and peripherals that are attached in any way to a computer. If the student does damage computer equipment of any kind, the student will be responsible for immediately replacing the equipment and/or peripherals, in addition to losing computer privileges.

☞ The student will not copy non-school software onto school machines. The student understands that this includes downloading files of any type from the Internet. The student will get a teacher's permission before downloading any files.

☞ The student will not intentionally alter or damage other people's work or software.

☞ The student will not use any unauthorized email accounts (i.e. Yahoo, AOL, Hotmail, etc.). When an email account is needed for school purposes, the student will use the Gaggle.net account. The student understands that if misuse of the Gaggle.net account occurs, the student will lose the privilege of using Gaggle.net. The student will not use instant messaging software or participate in any Internet chat rooms while using any school computer.

☞ The student understands that teachers may have additional rules with subsequent consequences. (i.e. if exploring the Internet when the student has been given a specific assignment, the student may lose Internet or computer privileges.)

☞ The student will not take or consume food and drinks into computer

areas.

Consequences for violations may include (though this list is not all-inclusive of the possible disciplinary actions):

- Loss of Internet and/or computer privileges for up to four weeks
- Loss of Internet and/or computer privileges for one semester
- Loss of Internet and/or computer privileges for rest of school year

Dress Standards

Students enrolled at Nile C. Kinnick High School are at Yokosuka because they are accompanying either a military or civilian sponsor assigned to this area. Consistent with their status as guests in the host nation, students will refrain from wearing clothing that would offend our host country either by style or message. Additionally, dress in the school environment should contribute to the overall learning environment and should not detract from it. Opinions can and do vary about personal appearance; however, there is a CNFJ Dress Standard Policy that is a part of the KHS Dress Code.

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

Consistent with the aforementioned objectives, the following is the dress code for Kinnick High School:

Students will wear clothing that is neat and clean. Students, as well as their parents, should assume responsibility for acceptable appearance. Nile C. Kinnick High School students are requested **not to wear the following:**

- Halter tops, midriff tops (exposing the stomach and area above the waist), t-strap tops, see-through tops with t-strap tops, or tank tops that expose undershirts or bras (Arm holes on all tops must be acceptable widths so as not to expose any underwear.)
- Hip-hugger pants exposing the waist or hips, or baggy pants worn excessively below the waist, i.e., rear-end area; sagging is strictly prohibited
- Skirts and/or shorts that are shorter than mid thigh or end of fingertips with arms at sides (Long skirts with slits/splits above mid-thigh are not acceptable.)
- Clothing, jewelry, or buttons that contain offensive language (such as profanity, sexual content or racial, ethnic, and religious slurs) or display

illegal substances (such as tobacco, alcohol, marijuana leaves, needles, etc.)

- Articles that can cause injury to other students or property (studded bracelets, studded necklaces, and chains)
- Dark glasses/shades inside the building unless medically approved
- Headgear (males or females) such as bandannas, doo-rags, stocking caps, hats, sweat bands, etc. (not allowed on campus to include classrooms; Student Forum; KHS, Thew, or Fleet gymnasiums; or office area during the school day **or at any Kinnick High School events**)
- Shower shoes, i.e., rubber or plastic flip flops with toe-thong or the thick strip across only the upper portion of the foot

Lending Closet

Appropriate t-shirts are available from the Lending Closet in assistant principal's and nurse's offices for students who are wearing inappropriate tops. If students wear inappropriate shorts or other clothing, either the parents will be called to bring in proper clothing or students will be sent home for the day.

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

First Offense: Warning (depending on clothing); clothing must be changed and/or the student may be sent home; confiscation of headgear, shades, or other items

Repeated Offense: Contact parents; suspension

The Kinnick High School Dress Code is in effect at all school functions to include athletic events, dances, and performances.

Food and Beverages

Food and beverages may not be opened or consumed in the classrooms or in the hallways, with the exception of water and that is at teacher discretion. On special occasions, a teacher may request, via the administration, to have a party in a classroom at which time food and beverages may be consumed.

Students who take medications should use water, and students with special food/energy requirements should obtain written permission from the School Nurse. (Reminder: the School Nurse must maintain all medication.)

Hall Conduct/Planners**

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Any staff member or school-affiliated adult on campus may request **planners** or **identification** from students.

****Any student leaving a class or assigned area must have their personal Kinnick student planner.**

Littering/Vandalism

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

Possession or Use of Tobacco Products

The use of tobacco products and secondary smoke is dangerous to one's health. Nile C. Kinnick High School has a smoke-free campus, and consistent with the health concerns, students may not smoke on campus, at school activities, or in the immediate vicinity of the school. Additionally, chewing tobacco or using snuff (as well as other tobacco products) is not allowed. Students who use or have in their possession tobacco products or related items, as described above, will be subject to the following:

First Offense: Referral to Adolescent Substance Abuse Counseling Service (ASACS) counselor for enrollment in SMOKING CESSATION classes and/or one-day suspension

Second Offense: Three-day suspension

Repeated Offense: Continued three-day suspensions.

Profanity and Inappropriate Language

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

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

School Dances

- Dances will begin and end at the discretion of the sponsoring organization. However, dances usually start 1900 hours and end by 2300 hours.
- If the dance is on a school night, there will be activity buses that leave approximately **15 minutes after the dance**.
- Each dance has specific guidelines as to who may attend. These guidelines apply to both Nile C. Kinnick students and any approved visitors. All guests must also be in grades 9 - 12 or alumni.
- The school must have complete information on guests at least 48 hours before the day of the dance. This includes complete name, the family telephone number, school attended, and grade level. The "Guest Request for Student Activities" forms are located in the Main Office and on the school Intranet.
- Each student attending the dance must be ready to produce an ID card if it is requested.
- Unless otherwise stated, all Nile C. Kinnick High School dances are semi-formal. This means dresses or pantsuits for girls and slacks (not jeans) for boys.
- Book bags will be checked at the door, and students may retrieve them upon leaving the dance for good. Students may NOT retrieve the book bags during or throughout the dance.
- Suggestive dances or gestures are prohibited. First time - warning; second time - required to leave.
- **A student may not return once he/she leaves the dance.**
- Loitering in the parking lot will not be allowed.
- Parents are responsible for the guests of their teens in the event of a discipline situation, an accident, or an illness. (We recommend that parents contact the guest's parents in advance of the dance so they have a clear understanding of all details related to this responsibility.)

- o Middle school students are not allowed to attend high school dances to include the Junior/Senior Prom.

Nile C. Kinnick High School students (except those suspended or expelled) and visitors from other schools (by invitation) may attend designated dance events. Students and guests must follow dress codes with the exception of special "theme" dances.

NOTE: SCHOOL RULES, TO INCLUDE THE DRESS CODE, WILL APPLY AT ALL DANCES.

School Grounds and School Activities

School and school-related activities are for students and their immediate family. Students who are suspended or expelled from school are not eligible to be on school grounds or at school-related activities. Other individuals not affiliated with Nile C. Kinnick High School are allowed on campus for activities as long as their behavior is compatible with the expectations of Nile C. Kinnick High School administration. All guests must check in at the Main Office before going to classrooms or school activities.

Security

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

1. Lockers do not guarantee security.
2. Each student is assigned his/her own locker. Remember that in sharing lockers with other students, today's friend could be tomorrow's enemy.
3. Bring to school only the money you will need for the day.
4. Leave valuables at home unless you are wearing them.
5. Be responsible and remember to take all your belongings with you

when you leave your class.

NOTE: Lockers are not theft-proof. The school **cannot** be responsible for loss or damage of any high- value item(s).

Should a theft occur, the student may

1. Report it to the office soon as possible.
2. Ask the sponsor to contact Security at 243-2300.

Sexual Harassment

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

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

Verbal harassment includes but is not limited to the following:

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

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

- Looking a person up and down
- Gestures
- Sexually oriented posters, cartoons, or pictures

Physical harassment includes but is not limited to the following:

- Touching, patting, pinching, grabbing
- Hugging, kissing
- Cornering, blocking passage, bumping
- Rape (a felony which carries its own penalties)

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

First Offense:

- Parents of all parties notified
- Students counseled by Administration/Guidance Counselors
- Counter measures put into place
- Memo for record
- Follow-up by Administration/Counselor within a week

(Above steps dependent upon severity; some type of disciplining could include suspension)

Repeated offense:

- Referral to Administration
- Meeting set up with Administration, student(s), and parent(s)
- Student's sponsor/parent required to be present at meeting
- Suspension from schools

Student Conduct/Public Display of Affection

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

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

Student Parking

Student parking is authorized in the parking lot behind the **Bowling Alley**. All student drivers must have a valid United States Forces Japan (USFJ) driver's license and cannot drive off base unless they are 18 years of age. Courteous driving practices are expected, and violations of safe driving practice will be reported to the proper authority.

Skateboards/Roller Blades/Scooters/Roller Shoes ("Heelies")

If skateboards, roller blades, scooters or "heelies" are brought to school, they must be kept in student lockers—NOT USED. They may not be used in any part of a school building or campus at any time. This includes, but is not limited to, the sidewalks around the campus and the courtyard. These items will be confiscated and parents will be called to retrieve them. Students should not wear roller blades or roller shoes ("heelies") to school. Parents will be called and other disciplinary actions taken.

Planners/Student Handbook

All Nile C. Kinnick students must have their planners at all times, every day. Disciplinary action will be imposed on every student found without the school planner.

Students are not to deface Student Planners, nor are they to **tear out Handbook pages from their planners**. The school has purchased these planners, and they are to be treated like textbooks. Students may "personalize" their planners; however, inappropriate pictures and defacing of planners will not be allowed.

Students' Rights and Responsibilities

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

These guidelines have been developed in order to provide an

understanding of the rights and responsibilities of all students, both elementary and secondary, in the Department of Defense Dependents' Schools.

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

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

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

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

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

Weapons Policy

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

- Brass-knuckles (replica/look-alike)
- Guns (replica/look-alike)
- Knives (replica/look-alike)
- Razors (replica/look-alike)
- Box and/or carpet cutters
- Slingshots
- Nun chucks
- Any flailing instrument (such as a fighting chain, chain belt, or studded bracelet)
- Explosives (to include smoke/stink bombs)
- Mace and/or Pepper spray (or any other similar propellant)
- Any object concealed, displayed, brandished in a manner that reasonably provokes fear

(DoDEA Regulation 2051.1)

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

MAJOR OFFENSES

Penalties for Referrals to Office for Major Offense

All violators of major offenses will be subject to school disciplinary action as well as reported to the sponsor and/or command. Major offenses include but are not limited to the following:

- Bomb threats
- Fighting
- Insubordination towards a school official
- Possession, selling, consumption of alcohol or drugs (to include tobacco products)
- Sexual harassment
- Threatening another person
- Truancy
- Vandalism
- Weapons

MINOR OFFENSES

Each teacher will establish classroom rules and procedures. When a student continues to break a classroom rule, and the teacher has followed all of the steps on the *Discipline Referral and Disposition Form*, (steps a - f), the student will then be referred to the administration for appropriate action.

SATURDAY SUSPENSION (SS)

From time to time students will be assigned Saturday Suspension. The most common reason for being assigned SS is for truancy. Students can also be assigned SS for cumulative minor offenses. If you are assigned SS, you are responsible for reporting to the SS room on the day assigned by the administrator. The student will remain in the SS room from (0700-1100). A parent/guardian must sign the student into the Saturday Suspension regardless of the age of the student.

OUT-OF-SCHOOL SUSPENSIONS/EXPULSIONS

Suspensions require involvement of school administration and the sponsor. Command officials will be involved when necessary. The student and sponsor will be notified by the school administration of the reason for the student's suspension. Suspension will be from one to ten days in duration, and the student will be allowed to make up school work given during the period of the suspension.

Note: Students who are suspended (to include Saturday Suspension, Out of School Suspension or Expulsion) may not participate in any school activity nor be on the school grounds until the suspension has been successfully completed. This includes any weekend activity such as sports' events, dances, plays, etc. SEE KHS Athletic/Activities Policy.

SPREADING RUMORS, INSTIGATING OR (DIRECTLY/INDIRECTLY) CONTRIBUTING TO A FIGHT

If a student contributes to a fight by spreading information ("He said/She said" situations), the student will be referred to the counselors, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and

by taking the time to talk things out. Rather than spreading information about possible disruptions, students have the responsibility to refer potential problems to the counselors, a staff member, or to the administration. Counselors and administration support resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary.

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

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

TARDINESS

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

Students are expected to be in the classroom when the 0725 chime sounds. Those who are not in class on time will be considered tardy. The passing time provided is adequate to get from one class to another. Students should plan ahead to preclude the need to go to their lockers at each change of class. The classroom teachers will closely monitor tardiness and chronic tardiness will be referred to the administration for appropriate action. The tracking of tardies will start over each semester for each class.

If students arrive at school late, they are to report to the front office to check in and to get their Planners signed. The following are considered **unexcused** reasons for tardies:

- Oversleeping
- Missing the bus
- Traffic (unless there is an accident, etc.)
- Alarm clock problems
- Back up at the gate (unless unusual problem)

This above list is not all inclusive, and the school reserves the right to determine the excused or unexcused status of each tardy.

Period A1 & B1 unexcused tardies automatically result in a 2-hour after school detention. All students who are tardy to period A1 and B1 will be required to sign in to the main office.

“Random Tardy Checks” will be conducted throughout the year and during a variety of periods/classes. There will be an automatic after school detention issued for being tardy.

Violations and Disciplinary Actions

Once a student is late three times to a class in a semester, administrative disciplinary consequences will occur.

First tardy	Teacher warns student
Second tardy	Teacher warns student and notifies the parent
Third tardy	Teacher notifies administration and an after school detention will be issued
Fourth tardy	Student is assigned two after school detentions
Fifth tardy	Considered truancy, student is subject to two Saturday Suspensions (first truancy offense)
Sixth tardy	Considered second truancy (see second truancy for consequences)

TRUANCY

Violations and Disciplinary Actions

First truancy

- Two day Saturday suspension
- Notification of sponsor
- Notification of School Officer

Second truancy

- Three days Saturday suspension
- Notification of sponsor
- Notification of School Officer

Third truancy

- Five days suspension out of school
- Notification of sponsor
- Notification of CFAY Legal
- Joint Command/sponsor conference

Continued truancy

- Suspension pending a Discipline Hearing for possible expulsion

Nile C. Kinnick High School works closely with our base Naval Security Force (SP's). Our SP's patrol the various areas surrounding the high school. If they find a KHS student who is not in school when he/she should be, that student is brought to school where his/her attendance record is verified. The sponsor is then notified, and the student is suspended out of school. The school administration will take the above disciplinary action.

BOOKS AND EQUIPMENT

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

When the student withdraws from school, completes a course, or has a schedule change, all books and equipment must be returned to Nile C. Kinnick High School. Students are required to sign for books and must return the same-numbered book.

When textbooks are lost, we ask that the book be purchased at an on-line bookstore and returned to the teacher. Student records will only be cleared when the book is delivered to the school.

If that is not possible, when books or equipment are lost or damaged, the student will be given a DD Form 1131, CASH COLLECTION VOUCHER from the Registrar. Students should take Form 1131 to the cashier in PSD and pay the indicated amount, return the paid voucher to the Registrar, then show the voucher to the teacher as proof of payment. Charges for damages will be assessed according to the following:

Like new book or equipment.....Full list price
In good condition 3/4 of list price
In fair condition 1/2 of list price
In poor condition 1/4 of list price

NOTE: In the event the student owes for books which cannot be purchased from an on-line resources, payment should be made at the Disbursing Office of Accounting & Finance Office (Bldg. 1555, PSD CFAY) with the DD Form 1131, for lost or damaged books.

COMPLAINT MANAGEMENT

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

DAILY BULLETINS

The Daily Bulletin is available on SharePoint and is continually updated with current information.

STUDY TRIPS

Authorized study trips are scheduled throughout the school year for the purpose of enriching the curriculum. Parent permission slips will be sent to

sponsors and **must** be returned to the student's teacher by the date specified. Absences due to such activities are excused and the students' teachers will be notified of the study trip ahead of time. ***The student is responsible for making up any work missed on the study trip day.***

HOMEWORK

Nile C. Kinnick High School believes that homework is necessary; therefore, it is encouraged. Teachers assign homework for reinforcement and enrichment activities. The degree, type, and amount of homework assigned will vary from teacher to teacher and is dependent upon the individual needs of the students. Parents should encourage students to bring class work home to see the amount, kind, and quality of work being done. If you have doubts about whether your teen is following through on homework assignments, please call the Guidance Office at 243-7392 to set up an appointment to meet with the teacher and/or the student's counselor. If your teen is absent for three (3) or more days, you may request homework assignments from his/her teachers and/or check the teacher's individual website for assignments and SharePoint grades through our Intranet. (Note: Not all teachers have assignments on their websites.) Contact the Guidance Office to do this, and please allow *one full day after the school has been contacted for assignments to be gathered*. The assignments may be picked-up in the Front Office.

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

LEAVING CAMPUS

Nile C. Kinnick High School officials are keenly aware of their responsibilities to the parents and students. Nile C. Kinnick High School has an open campus for lunch only.

Students are not permitted to leave the campus unless they have permission to leave school (by using the proper school permission forms or by confirmation from the parent). Therefore, students who leave school during the school day must "sign out" in the Main Office logbook and sign back in upon return that day. Students will not be allowed to sign out and leave campus without a note signed by their parent, a phone call from a parent, or an appointment slip with the time and date of the appointment. **This procedure applies to ALL students regardless of their legal age.**

If students do not sign out of school, they are considered truant and appropriate disciplinary measures will be taken. When a student returns to school, he/she must sign the logbook and will then have their Planners signed to re-enter class.

Sign-Out Procedures

Students who leave school during the school day must sign out in the Main Office logbook and sign back in upon return that day. Students will not be allowed to sign out and leave campus without one of the following:

*An appointment slip that indicates an appointment date and time from the personnel at the hospital, dental clinic, PSD, legal office, embassy, etc

*A phone call from the parent

This above procedure applies to **all** students regardless of their legal age. If students do not sign out of school, they are considered truant and appropriate disciplinary measures will be taken.

VISITORS

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

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

INFORMATION CENTER (IC)

Books are checked out for two weeks.

Magazines are checked out overnight and must be returned before the first period the following day. Current issues stay in the Information

Center.

Reference books and encyclopedias do not circulate. Students may photocopy reference materials.

Audiovisual materials are available for use in the Information Center, and may be checked out with the Information Specialist's permission.

Computers are available for student use. At Nile C. Kinnick High School, we expect school computers to be used for instructional rather than recreational purposes. Students may have access to the Internet after they and their parents sign a DoDDS Internet Access Agreement.

Passes are required to use the Library during class time; teachers should note the time of departure in the student's planner.

Expectations:

Materials checked out from the Information Center should be returned promptly so that other students may use them. Behavior in the Information Center should reflect respect for others' need to study.

Guidelines for use of the Information Center

- 1) The objective of the Information Center is to enhance the educational program of Nile C. Kinnick High School. **The Information Center is not to be used for student social activities.** Please be considerate and work as quietly as possible. Disruptive behavior of any kind will not be tolerated.
- 2) Food, beverages, gum, backpacks, CD players or other electronic devices, or head coverings are not permitted in the Information Center at any time. All such items must be left at the entrance or placed within a closed receptacle.
- 3) **Computers are to be used exclusively to gather information relevant to the school curriculum. Students may not visit sites designated as inappropriate by authorized school personnel. Use of chat rooms, games, on-line shopping and entertainment sites of any kind is strictly prohibited. See internet usage agree for further information.**
- 4) **All students must have their planners signed by a classroom teacher in order to visit the Information Center during the school**

day. Upon entering the Information Center, students must clearly print their name and the time they entered. Students must also sign out each time they leave the Information Center.

- 5) The Information Center will be open from 0710 until 1445 each day that school is in session unless otherwise noted. In order to receive an Activities Bus Pass, students must be present in the Information Center prior to 1430 pm and actively engaged in legitimate study activity.
- 6) Failure to abide by these regulations will result in denial of visitation privileges to the Information Center.

LOCKER RULES AND GUIDELINES

Lockers are available for student use and are assigned by the school. General locker rules and guidelines are as follows:

1. There should be no graffiti inside or outside lockers. There should be no writing on the lockers and no stickers on the inside or outside of the lockers. Flyers advertising school events are acceptable.
2. Pictures may be taped onto the inside of the lockers only. No obscene pictures or drawings are permitted. (Students will be asked to remove anything that is deemed inappropriate.) Please use good judgment in deciding what to display in the locker.
3. Avoid slamming locker doors.
4. The school provides combinations for all lockers.
5. Keep the locker area clean.
6. Students **should not share lockers.**
7. Vandalism of lockers will result in immediate suspension.

LOST AND FOUND

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

Main Office.

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

LUNCH

Students have an open campus for lunch and have available to them Main Street concessions, the NEX Food Court, the Bowling Alley, McDonald's, Taco Bell, the Commissary and Sbarro's as well as the school Student Forum. An open campus is a privilege, not a right. Disorderly behavior will result in restricted access to the local eating establishments. It is expected that all students will pick up their trash and clean their tables at the local eating establishments. We expect courteous and polite behavior representative of the students at Nile C. Kinnick High School.

NEWSLETTER

Nile C. Kinnick High School distributes a monthly newsletter that is e-mailed to each sponsor at the beginning of each month. Parents may also request a printed copy if they do not have access to e-mail. The newsletter contains articles of interest to the community as well as a calendar of school events for that month.

TELEPHONES

Students needing to use the telephone during the school day for **emergency** purposes may use the phone on the counter in the Main Office or request permission from a teacher. These telephones are **not** to be used for social calls.

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

Possession or use of student cell phones is not allowed during the school day.

GRADE POINT AVERAGE

Grade point average is based upon a 4-point system with an "A" counting

as four points, a "B" three points, a "C" two points, a "D" one point, an "F" zero points. Weighted grades are awarded for AP classes after the student has taken the AP exam.

GRADE CLASSIFICATION

Grade 9 – Freshman – Student must have completed grade 8 and have been promoted to grade 9; or have enrolled in grade 9, but have not earned six credits.

Grade 10 - Sophomore - Student who has earned at least six credits.

Grade 11 – Junior – Student who has earned a minimum of 12 credits. It is required that the student be able to meet all graduation conditions and requirements, with normal scheduling for the junior and senior years.

Grade 12- Senior - Student who has at least 18 credits. Students are to comply with all the graduation conditions and requirements, with optimum scheduling, by the conclusion of the school year.

2.0 GPA RREQUIREMENT

According to DoDEA Regulation 2000.1 all students, beginning with the Class of 2008, will need a minimum of 26 units of credit and a minimum cumulative grade point average of 2.0 to graduate from a DoDEA high school.

DROPPING AND ADDING COURSES

Any schedule change request to add or drop a class must be submitted during the first five days of school and can ONLY be honored for these valid and legitimate reasons:

- The student is in a class that he or she did not pick at the time the classes were selected.
- The student is a senior and the class is needed to meet graduation requirements.
- The student is in a class for which he or she has already earned credit.
- The student wants to add a class that a teacher recommended or approved.

Note: A signed change request does not guarantee that a change will

occur. Consideration will be given to each student based on availability, class space, and with minimal change in the current schedule. Dropping an AP course requires a meeting with the counselor, teacher, student, parent, and then, requires approval from an administrator.

If you drop or add a class:

SCHEDULE CHANGES AFTER THE FIRST 5 DAYS

- ◆ Change must be administrator, counselor, or teacher initiated. Initials of dropping and adding teachers are required on Drop/Add Form.
- ◆ Students will be responsible for content already covered.

THIRD WEEK AND AFTER

- ◆ A conference is required with the counselor, student, and teacher whose class is being dropped. Parent permission and administrative approval are also required.
- ◆ When adding a class, the gaining teacher, the counselor, and the student will review the credit to be received and the required makeup work (due to late entrance into class).
- ◆ In parent-initiated drops, a parent conference is required with the teacher of the class to be dropped. A counselor should be involved and make a recommendation to an administrator. The administrator will make the final decision.

NOTE 1: When dropping/adding classes, it is the student's responsibility to obtain all necessary signatures within two school days. The student **SHOULD REMAIN IN THE CLASS** he/she is **DROPPING** until the Drop/Add Form is completed and turned in to the counselor.

NOTE 2: Students may receive a "Withdrawal Failure" (WF)

NOTE 3: Students must return their book to their previous teacher before the new teacher will issue any other book.

If a student withdraws after Week 6 of a semester, a grade of "WF" is given. A "WF" notation may be removed from the student's permanent record by repeating the entire course. A "WF" is counted as an "F" in GPA computation.

CORRESPONDENCE COURSES

A student may take a course(s) by correspondence under the following conditions:

- With approval of the principal
- When a required or elective course is not available or scheduled in the regular school program, or there is a scheduling conflict that denies the student the opportunity to enroll in the course

Correspondence courses may be approved but must be taken from a DoDEA-approved and certified institution. A maximum of four credits may be accepted through approved correspondence courses.

EARLY GRADUATION

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

EARLY WITHDRAWAL/PCS

Occasionally, students must withdraw from school before the end of the semester because of the sponsor's PCS move. Early Departure will be approved ***only for PCS moves, not for extra vacation time***. In order for the student to receive credit for the semester's work, the sponsor and student must:

- Inform the school **at least *one month prior to the student's last day*** in order to allow teachers adequate time to prepare accelerated study plans and for records to be prepared. (To receive credit for the semester, the withdrawal must take place within the last twenty school days of the semester.)
- Present verification of the sponsor's departure date to the Main Office.
- Successfully complete an accelerated study program outlined by each teacher involved. **REMEMBER: "*Accelerating*" means that the student must complete ALL semester assignments and exams**

before departure.

To receive full credit for the semester, the accelerating student must attend school until the date determined by DoDDS.

First Semester: **December 10, 2008** Second Semester: **May 14, 2009**
Withdrawal prior to these dates will result in a “grade-to-date” for each class, rather than credit for the semester.

GRADUATION WITH HONORS

Students graduating from a DoDEA school will earn an Honors Diploma by meeting the following criteria:

- Complete all graduation requirements
- Earn a passing course grade and take the requisite examination in a minimum of four (4) Advanced Placement (AP) courses
- Earn a Grade Point Average (GPA) of 3.8 or higher based on grades received through the end of the second semester of the graduating year.

HONOR ROLL

Final quarter grades are used to determine Honor Roll selection.

Students who have any “D’s” or “F’s” will not be considered for the Kinnick Honor Roll. Nile C. Kinnick recognizes scholastic achievement within the framework of the following grade point averages:

4.00 (or above)	Principal's Honors
3.50 - 3.99	High Honors
3.00 - 3.49	Honors

ADVANCED PLACEMENT: WEIGHTED GRADES

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

DoDDS has assigned **weighted** point value to each letter mark in Advanced Placement courses for the purposes of computing individual grade point averages. Nile C. Kinnick High School uses this weighting to determine class rank or for other competitive purposes within the school. Advanced Placement courses are on a five-point system with an "A" counting as five points, a "B" as four points, a "C" as three points, a "D" as two points, and an "F" as zero points. This policy will make it possible for DoDDS students seeking college admission to remain competitive with students in the continental United States.

PROGRESS REPORTS/REPORT CARDS

Progress Reports will no longer be mailed out to parents. Parents may access student grades on the KHS SharePoint. At mid-quarter, Progress Report grades will, additionally, be listed on SharePoint.

Report Cards are issued quarterly. Report cards will be distributed the week following the end of the marking period. Please refer to the school calendar at the beginning of this handbook. The distribution weeks for Report Cards are as follows:

- November 3, 2008
- January 26, 2009
- April 6, 2009
- June 15, 2009

If you do not receive a report card in the time frame outlined above, contact the Guidance Office (243-7392) for a copy.

INCOMPLETE GRADES

Occasionally it becomes necessary for teachers to give an "I" (incomplete grade) at the end of a marking period or even at the end of a semester.

According to DoDEA Policy, an "I" will not be recorded on the permanent transcript, and all "I's" will automatically be changed to an "F" if the work is not made up. Students have 10 school days from the end of the grading period to make-up any incomplete work. Only under exceptional conditions will incomplete grades be given at the end of the semester.

TRANSCRIPTS

Transcripts will reflect only semester grades. Teachers will report semester examinations on the report cards at the end of the second and

fourth quarters. Semester exam grades will not appear on the transcript.

Nile C. Kinnick High School maintains student records for a period of four (4) years after a student graduates. The records are then transferred to the Area Superintendent's Office.

GRADUATION REQUIREMENTS

REQUIRED COURSES	Class of 2009 and Beyond
Language Arts (English 9, 10, 11, 12) Two credits of ESL may be substituted for two credits of English Language Arts	4
Mathematics- Algebra I and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.	3
Science Biology is required and either a chemistry or physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirements for graduation.	3
Social Studies 1 credit of U.S. History, 1 credit of either World Regions or World History and ½ credit in U.S. Government required.	3
Foreign Language Two credits of the same foreign language	2
Health Education	.5
Physical Education (Personal Fitness & Life Sports) Physical Activity and Nutrition required for Class of 2009+	1.5
Art Education Fine arts or performing arts	1
Computer Education Career Education	2
Electives	6
Total Credits	26

CHILD ABUSE/NEGLECT

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

EMERGENCY PROCEDURES, NATURAL DISASTERS, AND OTHERS

At times a natural disaster such as an earthquake, typhoon, or some other emergency may occur. Parents should listen to EAGLE 810 (AM Radio Station) and await instructions. The closing of school can only occur by direction of the Base Commander; EAGLE 810 will be notified immediately if this decision has been reached.

In all cases of **emergencies**, parents should not call the school. Instead, get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities. Review disaster preparedness and emergency procedures.

Accidents

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school nurse or, in her absence, to the Main Office.

Bomb Threat Procedures

- If we have a bomb threat, please note the points listed below:
 - Students should not bring any of their belongings
 - Everyone should exit the building following the evacuation route for his or her particular classroom. The students and teacher should stay together.
 - STUDENTS ARE NOT TO GO TO THEIR LOCKERS.

- Do not use elevators!
- Do not shut down computers!
- Do not hang up phone!
- Once the building has been checked by base security, classes will resume.

All lost class time will be made up after school or on weekends.

Earthquake Procedures

IF AN EARTHQUAKE SHOULD OCCUR, DO NOT PANIC. REMAIN CALM AND DO THE FOLLOWING:

- ⇒ Avoid such objects as falling plaster, ornaments, and light fixtures.
- ⇒ Take cover under desks, heavy tables, or stand in the doorway located in an inner wall of the building.
- ⇒ Do not run outside under any circumstances! Because of the danger of falling debris, you are safer inside a building.
- ⇒ If possible, open an outside door to provide an unblocked exit after the tremor stops.
- ⇒ Be alert for such things as broken electrical wires and gas lines.
- ⇒ Be ready for aftershocks following the earthquake.

AFTER THE TREMOR HAS STOPPED, DO THE FOLLOWING:

- ⇒ Try to extinguish fires and report them ASAP.
- ⇒ Apply first aid to the injured.
- ⇒ Listen to AFN/FEN radio for additional information.

Inclement Weather Days

Parents should listen to EAGLE 810 and await instructions. The closing of school can only occur by direction of the Base Commander, and EAGLE 810 will be notified immediately when this decision is reached.

Plans and Information for Emergencies

For emergencies, the alarm will sound continuously until the buildings are cleared. Students should move in an orderly manner to the prescribed area. Evacuation charts are posted in all rooms and will be explained to you by the teachers. Efforts should be made to close all windows and doors prior to departure from the rooms. No effort should be made to remove books and other supplies. "All clear" will be sounded by the emergency broadcast system.

Tropical Cyclones

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

Typhoons

In the event of a typhoon, The Commander, Fleet Activities, Yokosuka and the School Liaison Officer will coordinate with the principal and PWC Transportation Officer to decide if and when school will be closed.

The COMFLEACT CDO (Commanding Duty Officer) will coordinate announcing school closure with AFN/FEN and local commands to inform working parents. Administration will dismiss teachers at an appropriate time. Listen to AFN/FEN radio and television for typhoon conditions and additional information.

Condition 4	Destructive winds of 50 knots or more within 72 hours.
Condition 3	Destructive winds of 50 knots or more within 48 hours.
Condition 2	Destructive winds of 50 knots or more within 24 hours.
Condition 1	Destructive winds of 50 knots or more within 12 hours.

FIRE DRILLS

Fire drills at regular intervals are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teachers in each classroom will give the students instructions.

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

It is essential that when the first signal is given, students follow these evacuation procedures:

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

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

HEALTH SERVICES

A school nurse is on duty to assess any student who becomes ill or injured at school. The school nurse is **not a medical diagnostician**. Please keep your son or daughter home if he/she has a temperature of 100 degrees Fahrenheit and above and/or doesn't feel well.

The following guidelines are strongly recommended in deciding whether or not your teen should return to school.

- Fever: Students should return to school after 24 hours of being fever free (below 100 degrees Fahrenheit) without taking any medicine to control the fever, i.e. Tylenol, Aspirin, Motrin, etc.
- Pink eyes: Students should obtain a written permission from a doctor to return to school.
- Strep throat/bacterial infection: Students should return to school after

taking prescribed antibiotic medication for 24 hours.

- Diarrhea or vomiting: Students should have no signs for 24 hours.

If a student becomes ill at school, he/she should request his/her teacher's permission to visit the nurse's office. The nurse will provide first aid and decide what steps should be taken next. The nurse may dismiss the ill student to go home after obtaining parental permission. **Illnesses not reported to the nurse are not excused absences.** If the nurse is not in, students are to report to the Main Office.

HEALTH GUIDANCE

Following the procedures below will help to prevent medical problems.

- ◆ Wash hands frequently. Washing hands frequently with soap by rubbing hands vigorously for at least 15 seconds before rinsing is one of the most effective ways to prevent infection.
- ◆ Get plenty of rest. Most experts recommend a full 8-9 hours of sleep every night.
- ◆ Exercise and eat a well-balanced diet.
- ◆ Drink plenty of fluids. It is recommended that we drink 64 ounces of water every day.
- ◆ Dress appropriately for the weather.

MEDICATION AT SCHOOL

Based on DS Manual 2942.0, School Health Services Guide, the School Nurse **DOES NOT** administer medication, including over-the-counter drugs (such as aspirin, Tylenol, or cough drops). Parents are responsible for dispensing medication.

The only exception is specific individually prescribed medication for chronic conditions such as asthma, heart condition, bee sting allergy, attention deficit hyperactivity disorder, or migraine headaches. In these cases the following are required in order for the nurse to dispense medication:

- a. Hold-Harmless Letter (DSPA Form 126) (forms available from either doctor's or nurse's office)

AND

- b. Medication in a pharmacy-labeled bottle; marked with the student's

name, name of the medication, time to be taken, and amount to be taken.

When short-term illnesses require the use of medication, the parent should make arrangements with the physician for administering the medication before and after school. If the medication must be taken during school hours, the above procedure must be followed.

Parents are responsible for preparing and making arrangements with teachers/coaches for their son or daughter's medication for school-related overnight trips.

ADOLESCENT SUBSTANCE ABUSE COUNSELING SERVICE

The ASACS Counselor facilitates prevention and education services. The services offered include, but are not limited to the following:

- Life-skill building groups for at-risk adolescents
- Workshops and in-service training for other professionals
- Screening and assessment
- Individual, group, and family counseling
- Transitional care and client follow-up

SCHOOL PSYCHOLOGIST

The school psychologist works with many people in and around the school to promote mental and physical wellness for all students and staff and to facilitate student learning. This is accomplished via consultation with parents and staff members, counseling with individuals and groups, formal and informal assessment of student functioning, program evaluation, and system-wide consultation.

AFTER-SCHOOL ACTIVITY BUSES

The after-school activity buses departing Nile C. Kinnick High School for the outlying housing areas are authorized for students participating in the school's extra-curricular activity program. School athletics, to include cheerleading, music, drama, student government (including class representatives), newspaper, yearbook, honors groups, and school-sponsored clubs are examples of school activity programs. Students who participate in these activities are authorized to ride the after-school activity bus. Students who stay on base to participate in other worthwhile activities may use the after-school buses on a space-available basis (with a valid

pass from school and signed by that organization). The activity sponsor will issue bus passes, provided and checked by the Activity Bus Supervisor. Students who stay after school to make up work will be issued an activity bus pass by their teacher for that day only. Times for the activity buses are as follows:

**Activity Bus Schedule
Monday – Friday:
Departing at 5:30 p.m.
from Thew Gym**

There are two (2) buses taking our students to the outlying areas. One bus goes to Negishi; one bus goes directly to Ikego (with the following stops: at the Yokosuka Main Gate, Shiori Train Station, the JR Train Station, and then proceeds to Ikego).

Bus transportation will also be provided for evening events during the week only. There will be no Saturday or Sunday buses for school events. Times for these evening buses will depend on the time that the event is completed, and these buses will depart from the location of the event.

Any misconduct and abuse of this privilege to ride an activity bus will result in the student being suspended from bus use.

SCHOOL BUSES

Students should keep in mind that school bus service is a privilege; it is not a right. If the privilege is abused, it will be denied to those abusing it. Absences from school or tardiness to classes due to the withdrawal of school bus privileges will be counted as unexcused. The Transportation Office, telephone number 243-9564, is responsible for all student transportation issues.

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

DoDEA Behavior Standards for School Bus Students

On and around school buses, the students WILL:

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

On or around school buses, students **WILL NOT**:

1. Fight, push, shove, or trip other passengers
2. Stand or move while the bus is in motion
3. Extend any item or part of the body from the bus; open windows
4. Participate in/or encourage horseplay
5. Use of any spray such as, hair spray, perfume or deodorant
6. Run, jump, and swing on ceiling or seat rails
7. Throw or shoot objects in any way
8. Ride unauthorized bus, loan bus pass to another person
9. Litter in or outside of the bus
10. Consume food or drink to include candy
11. Spit or use saliva in any manner
12. Gamble, use obscene gestures or speech
13. Use profanity; make derogatory racial, ethnic, or sexual remarks
14. Harass or create an intimidating environment
15. Burn material including cigarettes or pipes
16. Possess or use knives or guns
17. Possess pornography material
18. Vandalize the school bus
19. Possess illegal drugs or alcohol
20. Assault other individuals

TRANSPORTATION

Although Nile C. Kinnick High School provides all possible assistance with bus safety and conduct, the Transportation Office administers school buses. Bus passes are required and are issued by that same office. If there are concerns with student discipline, bus monitoring, bus passes, bus

stops/routes, safety concerns, or bus operations, please call 243-9564.

Expected behavior guidelines are outlined in DOD 1342.6-M-1/374 AW Supplement 1 and DoDEA 2051.1, ADMINISTRATIVE AND LOGISTIC RESPONSIBILITIES FOR DOD DEPENDENT SCHOOLS. "Good conduct on DoDDS contract buses is essential to the safety of children." Students riding school buses are expected to observe the above rules. This list, although extensive, is only a short summary of the supplement. Sponsors are encouraged to review the supplement carefully and ensure that their dependents fully understand their responsibilities while riding a school bus.

ACTIVITIES

Academic Letter

1. Students in grades 9 – 12 are eligible to earn an Academic Letter.
2. A student must be enrolled in at least four (4) classes each quarter during the period being considered for the award.
3. The award is based on the average of any three (3) quarters during the school year.
4. The average GPA of the three (3) quarters used for the award must be no less than 3.7
5. The GPA for any one of the quarters used to determine the award cannot be less than a 3.5
6. If the student elects to use the fourth quarter GPA as one of the quarter GPA's for this award, he/she must petition the school for consideration of an Academic Award in writing no later than one week after the fourth quarter report cards are distributed.

President's Award for Educational Excellence

The purpose of this award is to recognize academic success and excellence in the classroom. To be eligible for this award, **seniors** must:

1. Have an overall grade point average of 3.5,
2. Score in the 85th percentile or higher in math or reading on the standardized achievement test, and
3. Demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment.

President's Award for Educational Achievement

The purpose of this award is to recognize seniors who show outstanding educational growth, improvement, commitment, or intellectual development in their academic subjects. To be eligible for this award, seniors are recommended by guidance counselors and/or faculty members. This award encourages and rewards students who work hard and give their best effort in school.

Principal's Award

Each year, Principal's Awards are given to deserving seniors and/or juniors who by their very presence have made Nile C. Kinnick High School a better experience for all students and staff members. These students need not be leaders, popularity people, contest winners, outstanding athletes, etc. Frequently, Principal's Award winners are students who have contributed to the betterment of the overall school climate at Nile C. Kinnick High School. They have usually devoted many hours in this pursuit and work to make Nile C. Kinnick High School a better school.

SPECIAL SENIOR AWARDS

The presentation of Special Senior Awards is a long-standing tradition at Kinnick High School. Seniors are recognized for their outstanding achievements and the contributions they have made during their years at Kinnick High School. The criteria and eligibility for these very prestigious awards are defined below. The Student Recognition Committee (comprised of faculty, staff, and administrators) facilitates the process of verifying eligibility for these Special Senior Awards. School discipline records are considered a factor in eligibility for all Senior Awards.

Citizenship Award

The Citizenship Award is presented to a senior who demonstrates outstanding citizenship in Nile C. Kinnick High School and in the Yokosuka community.

Mark Hamill Award

The Mark Hamill Award is given in honor of Mark Hamill, a performing actor-graduate of Kinnick, then Yokosuka High School. Recipients of the Mark Hamill award demonstrate a high level of involvement in a variety of

performing arts programs throughout their years at Kinnick High School. These programs include extra-curricular efforts in Band, Choral Music, Drama, and Speech.

The Mark Hamill Award is presented to a senior who:

1. Has been involved in at least two different performing arts in which letters would have been earned or juried awards were received, and
2. Has maintained a minimum 3.0 grade point average.

Nile C. Kinnick Award

The Nile C. Kinnick Award is presented in the tradition of Nile C. Kinnick's character, one of honor and integrity--the scholar athlete. Eligible Candidates for the Nile C. Kinnick Award demonstrate a high level of active involvement and achievement in a variety of athletic programs throughout various seasons each year, up to and including their senior year.

The Nile C. Kinnick Award is presented to a senior who:

1. Letters in at least two different sports.
2. Has maintained a minimum 3.0 grade point average.

Shogun Award

The Shogun Award, perhaps the most prestigious of Senior Awards, is earned by a senior who:

1. By his/her very presence has made Nile C. Kinnick High School a better school.
2. Is often a "behind the scenes" worker who contributes to the success of programs by helping others.
3. Has the Yo-Hi spirit of dedication to Nile C. Kinnick High School through selflessly working with others.

Other Awards

Students also receive various awards at Far East and KPASSP competitions, JROTC competitions, and curriculum-related festivals and competitions.

EXTRA-CURRICULAR ACTIVITIES

Each participant in extracurricular activities must be in **regular attendance in all classes the day of an activity** and declared eligible by his/her teachers. An athlete must abide by the KPASSP Constitution and DoDDS Regulation 2740.2. Fine Arts participants must abide by the rules established by the Fine Arts Department and KPASSP Constitution.

Year-Round Clubs & Activities

Band	NJROTC Rifle Teams
Class Activities	Model United Nations Team
Children's Aid Coalition	National Honor Society
Dance Team/Club	Photography Club
Drama Team/Club	Show Choir
Film Club	Spanish Club
International Thespian Society	Student Council
Japanese Club	Yearbook—The Krimson K
Newspaper—Echoes	NJROTC Drill Team
NJROTC Color Guard	Hacky Sac Club

Fall Events & Sports

Cheerleading	Homecoming Activities
Cross Country - Boys and Girls	Swimming
Drama Production	Tennis – Boys and Girls
Football - Varsity and JV	Volleyball – Varsity and JV
KPASSP Brain Bowl	

Winter Events & Sports

Band and Choral Festival	KPASSP Jazz Ensemble
Basketball - Boys and Girls	Winter Dance
Cheerleading	Swimming
Drama Production/Musical	Valentine's Day Dance
KPASSP Drama Festival	Wrestling

Spring Events & Sports

Art Scape	KPASSP Solo & Ensemble Festival
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Baseball - Boys
Drama Production
Graduation
Junior Science and Humanities
KPASSP Chorus/Speech/Honor Band
KPASSP Math Field Day

Prom - Junior/Senior
Soccer – Boys and Girls
Softball – Girls
Track and Field – Boys and Girls
Yo-Hi Day

KPASSP

Nile C. Kinnick High School is a member of the Kanto Plain Association of Secondary School Principals (KPASSP). The purpose of the organization is to establish standard procedures and to promote cooperation among the various English-speaking schools in all inter-school activities throughout the Kanto Plain member schools that include:

American School in Japan
Christian Academy in Japan
International School of Sacred Heart
Nile C. Kinnick High School
Seisen International School
St. Joseph International School
St. Mary's International School
St. Maur International School
Yokohama International School
Yokota High School
Zama High School

NON-SPONSORED ACTIVITIES

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

“Overnight” secondary school class trips (or overnight sleep-over on campus) are not considered to be a school function. Such an activity is not an approved activity for DoDDS-P schools. Parents or other community groups sponsoring such social trips must accept full responsibility for the event. School or class funds may not be expended for the activity. Therefore, according to the explicit guidance above, such social activities as senior trips, “skip” days, and trips to the beach are **NOT** school

sponsored.

While this institution takes full responsibility for school sponsored programs; it cannot be held accountable when KHS students participate in non-school activities.

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

NILE C. KINNICK MUSIC BOOSTERS CLUB

Nile C. Kinnick High School has an active Music Boosters Club, which raises money to support the music programs for both the middle school and the high school. This organization meets the fourth Monday of every month, at 4 p.m. in the Band Room.

WEEKLY GRADE REPORTS

Quarter 1	A1	A2	A3	A4	B5	B6	B7	GPA
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								
Week 6								
Week 7								
Week 8								
Week 9								
Quarter 2								
Week 10								
Week 11								
Week 12								
Week 13								
Week 14								
Week 15								
Week 16								
Week 17								
Week 18								

WEEKLY GRADE REPORTS

Quarter 3	A1	A2	A3	A4	B5	B6	B7	GPA
Week 19								
Week 20								
Week 21								
Week 22								
Week 23								
Week 24								
Week 25								
Week 26								
Week 27								
Quarter 4								
Week 28								
Week 29								
Week 30								
Week 31								
Week 32								
Week 33								
Week 34								
Week 35								
Week 36								

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QUARTERLY PLANNER DRAWING

Q 1

Students who maintain the same planner all year will have their names placed into a drawing. This will happen at the end of each quarter. Teacher verification is required.

Name: _____ Grade: _____

Planner #: _____

Teacher Verification: _____

Q 2

Students who maintain the same planner all year will have their names placed into a drawing. This will happen at the end of each quarter. Teacher verification is required.

Name: _____ Grade: _____

Planner #: _____

Teacher Verification: _____

Q 3

Students who maintain the same planner all year will have their names placed into a drawing. This will happen at the end of each quarter. Teacher verification is required.

Name: _____ Grade: _____

Planner #: _____

Teacher Verification: _____

Q 4

Students who maintain the same planner all year will have their names placed into a drawing. This will happen at the end of each quarter. Teacher verification is required.

Name: _____ Grade: _____

Planner #: _____

Teacher Verification: _____