

Nile C. Kinnick High School

Home of the Yo-Hi Red Devils



2012 - 2013
Student Planner
&
Handbook

Planner # _____

This planner was made possible by
Kinnick High School Boosters.



KINNICK HIGH SCHOOL BOOSTER CLUB

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



This planner belongs to

Name: _____

Phone: _____

E-mail: _____

Seminar Teacher: _____

Cover Design by Kinnick HS Student

Kinnick Intranet Website (SharePoint)

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

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

Login Name: firstname.lastname (of student)
Password: birthdate (mm/dd/yyyy)

Kinnick Internet Website

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

Open to everyone, this website provides links to general information about Kinnick High School, and a link to the Intranet (SharePoint) website.

NILE C. KINNICK HIGH SCHOOL
2012-2013
STUDENT HANDBOOK & PLANNER



HOME OF THE RED DEVILS

NILE C. KINNICK HIGH SCHOOL
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JAPANESE ADDRESS

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EMAIL ADDRESSES

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All school employees (administration, faculty, and staff) can be contacted via email using this format.

SCHOOL CODE: 561940

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WELCOME TO NILE C. KINNICK HIGH SCHOOL

Nile C. Kinnick High School, "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. 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 and athlete, the winner of the Heisman Trophy in 1939, a member of Phi Beta Kappa, a 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 participate in all aspects of school life – athletics, school government, clubs, and a variety of activities. You are welcome in everything you experience at Yo-Hi. Sponsors and Coaches love you, and teammates need you!

You will soon discover that living overseas provides many wonderful opportunities for families. The Japanese people are open to sharing their culture and Japan has a variety of niches to explore! Traveling off base on the trains is easy, fun, fast, and very safe. You will find that it is the preferred method of going anywhere for most people.

The Kinnick High School (or Yo-Hi) experience will grow on you. It 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.

SCHOOL PRIDE

CREST



MASCOT

"Sparky"



SCHOOL COLORS

Red and White

CLASS COLORS

SENIORS: Red
SOPHOMORES: Blue

JUNIORS: Green
FRESHMEN: Yellow

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.

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.

2012-2013 SCHOOL CALENDAR

FIRST SEMESTER

2012

Monday, August 27	Begin First Quarter & First Semester
Monday, September 3	Federal Holiday — Labor Day
Friday, September 7	SAT Registration Deadline for Oct. 6 exam
Saturday, September 8	ACT Exam (Registration due Aug. 17)
Thursday, September 13	KHS Open House
Friday, September 21	ACT Registration Deadline for Oct. 27 exam
Friday, September 28	Teacher Training (Half-Day for Students)
Saturday, October 6	SAT Exam (Registration due Sept. 7)
Thursday, October 4	SAT Registration Deadline for Nov. 3 exam
Friday, October 5	Teacher Training (Half-Day for Students)
Saturday, October 6	Kinnick HS Homecoming
Monday, October 8	Federal Holiday — Columbus Day
Wednesday, October 17	PSAT Testing
Thursday, October 25	Teacher Training (Half-Day for Students)
Friday, October 26	Educators' Day (No School for Students)
Saturday, October 27	ACT Exam (Registration due Sept. 21)
Thursday, November 1	End of First Quarter (47 days of classroom instruction)
Thursday, November 1	SAT Registration Deadline for Dec. 1 exam
Friday, November 2	ACT Registration Deadline for Dec. 8 exam
Friday, November 2	Teacher workday (No School for Students)
Saturday, November 3	SAT Exam (Registration due Oct. 4)
Monday, November 5	Begin Second Quarter
Friday, November 9	Parent Conferences (No School for Students)
Monday, November 12	Federal Holiday — Veterans' Day
Thursday, November 22	Federal Holiday — Thanksgiving
Friday, November 23	Recess Day (No School for Students)
Saturday, December 1	SAT Exam (Registration due Nov. 1)
Saturday, December 8	ACT Exam (Registration due Nov. 2)
Wednesday, December 12	Accelerated Withdrawal Date — Fall Semester
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Federal Holiday
Friday, December 28	SAT Registration Deadline for Jan. 26 exam

2013

Tuesday, January 1	Federal Holiday
Monday, January 7	Instruction Resumes
Friday, January 11	ACT Registration Deadline for Feb. 9 exam

Monday, January 21	Federal Holiday — Martin Luther King, Jr. Day
Thursday, January 24	End of Second Quarter & First Semester (45 days of classroom instruction)
Friday, January 25	Teacher workday (No School for Students)
Saturday, January 26	SAT Exam (Registration due Dec. 28)

SECOND SEMESTER

Monday, January 28	Begin Third Quarter & Second Semester
Saturday, February 9	ACT Exam (Registration due Jan. 11)
Monday, February 18	Federal Holiday — Presidents' Day
Friday, March 8	ACT Registration Deadline for Apr. 13 exam
Tuesday, March 12	<i>Terra Nova</i> Testing
Wednesday, March 13	<i>Terra Nova</i> Testing
Thursday, March 14	<i>Terra Nova</i> Testing
Friday, March 22	Teacher Training (Half-Day for Students)
Thursday, April 4	End of Third Quarter (48 days of classroom instruction)
Friday, April 5	Teacher workday (No School for Students)
Friday, April 5	SAT Registration Deadline for May 4 exam
Monday, April 8	Begin Spring Recess
Saturday, April 13	ACT Exam (Registration due Mar. 8)
Monday, April 15	Instruction Resumes — Begin Fourth Quarter
Friday, April 26	Parent Conferences (No School for Students)
Thursday, May 2	SAT Registration Deadline for Jun. 1 exam
Saturday, May 4	SAT Exam (Registration due Apr. 5)
Saturday, May 4	Kinnick HS Prom
Wednesday, May 15	Accelerated Withdrawal Date — Spr. Semester
Friday, May 17	Teacher Training (Half-Day for Students)
Monday, May 27	Federal Holiday — Memorial Day
Saturday, June 1	SAT Exam (Registration due May 2)
Thursday, June 13	End of Fourth Quarter & Second Semester (43 days of classroom instruction)
Friday, June 14	Teacher workday (No School for Students)

Note: Please check the Kinnick Master Calendar on SharePoint for up-to-date information concerning teacher training, parent-teacher conferences, and other activities.

BELL SCHEDULES

Regular Daily Schedule

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

2-Hour Delay Schedule

A-Day	Time	B-Day
A-1	0925-1025	B-1
A-2	1030-1130	B-2
Lunch	1130-1215	Lunch
A-3	1215-1315	B-3
A-4	1320-1420	Seminar

NILE C. KINNICK HIGH SCHOOL TELEPHONE NUMBERS

ADMINISTRATIVE OFFICES

Principal	243-7392
Assistant Principal	243-7392
Administrative Secretary	243-5762
Attendance Clerk	243-7392
Registrar	243-5151

ACADEMIC GUIDANCE OFFICES

Grade 9	243-9503
Grade 10	243-8875
	243-3895
Grade 11	243-3895
Grade 12	243-8875
Academic Guidance Secretary	243-9056

COUNSELING SERVICES

Adolescent Substance Abuse Counseling Service (ASACS)	243-3515
School Psychologist	243-3693

CASE STUDY COMMITTEE

CSC Chairperson	243-7392
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NURSE'S OFFICE

School Nurse	243-7082
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MEDIA CENTER

Information Specialist	243-4641
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SCHOOL BUS TRANSPORTATION

Bus Transportation Office	243-9566
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SUPPLY OFFICE

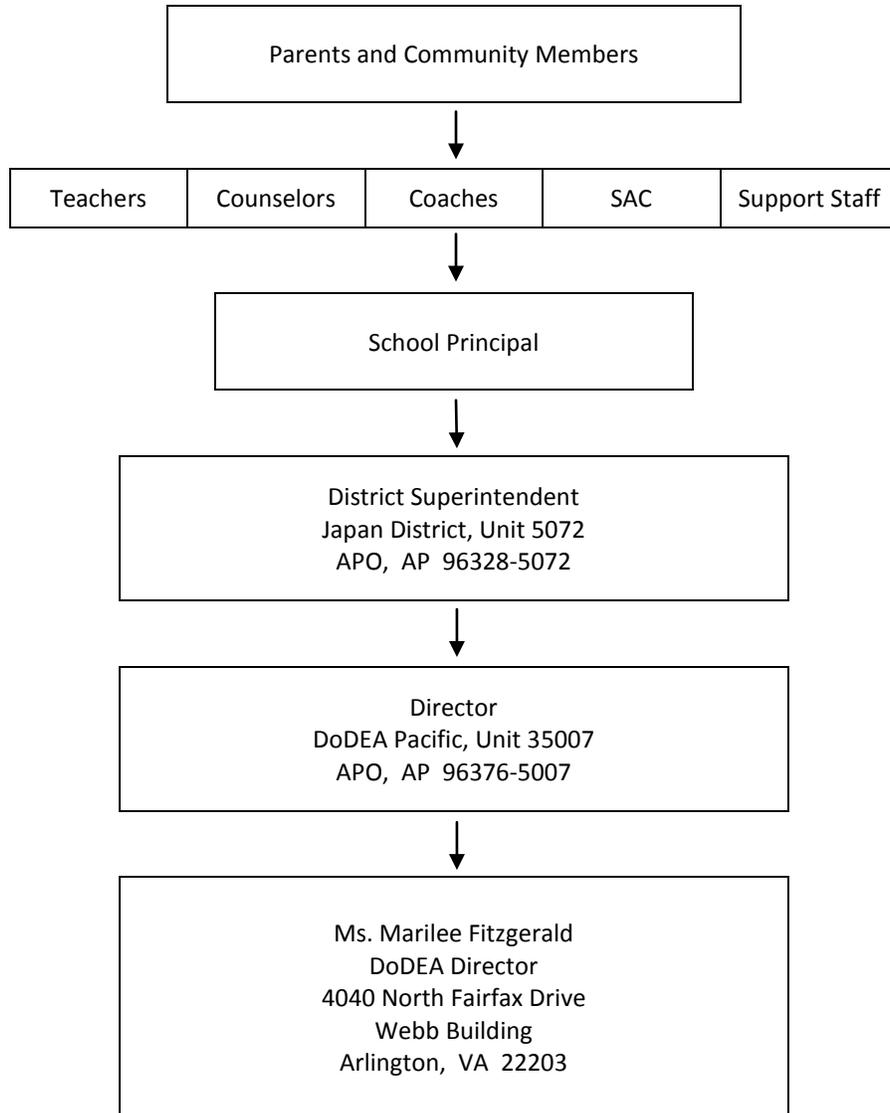
Supply Officer	243-5711
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EMERGENCY HOTLINE

243-3226

CHAIN OF COMMAND

For addressing and resolving school-level issues, or if you have questions or concerns about your student at Nile C. Kinnick High School, please contact the local official before proceeding to the higher authorities.



DIRECTION & PURPOSE

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DoDEA)

DoDEA plans, coordinates, and manages the education programs for Department of Defense (DoD) dependents who would otherwise not have access to a high-quality public education. DoDEA consists of the Department of Defense Dependents Schools (DoDDS) located overseas (DoDDS-Europe and DoDDS-Pacific), the Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) located in the United States and its territories, the Non-DoD Schools Program (NDSP) located in 188 countries around the world, and local education agencies (LEA) and public schools that educate military students through the Partnership Branch. The DoDEA Director works with Area Directors, District Superintendents, and school administrators in each of the DoDEA regions to support the social, emotional, and academic well-being of military families by providing a high-quality education.

DoDEA COMMUNITY STRATEGIC PLAN

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

DoDEA MISSION STATEMENT

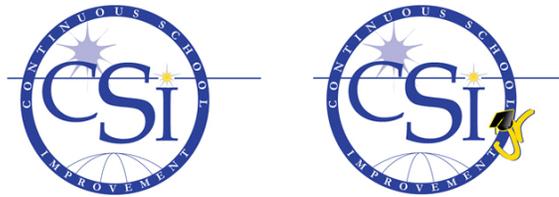
DoDEA's mission is to provide exemplary educational programs, from pre-kindergarten through 12th grade, to eligible DoD military and civilian dependents in military communities worldwide that inspire and prepare all students for success in a dynamic, global environment.

ACCREDITATION

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

CONTINUOUS SCHOOL IMPROVEMENT (CSI)

School improvement is a worldwide DoDEA requirement with the goal to improve both teaching and learning. While general goals are determined by DoDEA, individual schools are responsible for determining the needs of their unique student population. The KHS CSI Leadership Team oversees the implementation of identified strategies and interventions, which have been evaluated and established by the faculty, staff, and community to improve student achievement.



The current CSI goals for Kinnick High School are:

GOAL 1

By June 2016, all students will improve their independent and critical thinking skills, by using general knowledge and applying that knowledge to synthesize and formulate their own opinions on a wide variety of topics, through instructional interventions, implemented in all curricular areas as measured by the TN3 and other system-wide and school-based assessments.

Essence of Goal 1: Students will use higher-level and independent thinking to express their own opinion either orally or in written form, of the following targeted skills: to analyze text, use evidence to draw conclusions, problem solve, and actively engage in their learning process.

GOAL 2

By June 2016, all students will increase performance on targeted critical reading skills using instructional interventions implemented in all curricular areas as measured by the TN3 and other system-wide and school-based assessments.

Essence of Goal 2: The targeted skill is the improvement of critical reading skills across the curriculum by using context clues to dissect and interpret the meaning of vocabulary within the text and the independent analysis and interpretation of the text in a variety of ways.

KHS CSI Critical Thinking Assessment Rubric

<p>An essay in this category demonstrates clear and consistent mastery, although it may have a few minor errors.</p> <ul style="list-style-type: none"> • Effectively and insightfully develops a point of view on the issue and demonstrates outstanding critical thinking, using clearly appropriate examples, reasons and other evidence to support its position • Is well organized and clearly focused, demonstrating clear coherence and smooth progression of ideas 	6
<p>An essay in this category demonstrates reasonably consistent mastery, although it has occasional errors or lapses in quality.</p> <ul style="list-style-type: none"> • Effectively develops a point of view on the issue and demonstrates strong critical thinking, generally using appropriate examples, reasons and other evidence to support its position • Is well organized and focused, demonstrating coherence and progression of ideas 	5
<p>An essay in this category demonstrates adequate mastery, although it has lapses in quality.</p> <ul style="list-style-type: none"> • Develops a point of view on the issue and demonstrates competent critical thinking, using adequate examples, reasons and other evidence to support its position • Is generally organized and focused, demonstrating some coherence and progression of ideas 	4
<p>An essay in this category demonstrates developing mastery, and is marked by ONE OR MORE of the following weaknesses:</p> <ul style="list-style-type: none"> • Develops a point of view on the issue, demonstrating some critical thinking, but may do so inconsistently or use inadequate examples, reasons or other evidence to support its position • Is limited in its organization and focus, or may demonstrate some lapses in coherence or progression of ideas 	3
<p>An essay in this category demonstrates little mastery, and is flawed by ONE OR MORE of the following weaknesses:</p> <ul style="list-style-type: none"> • Develops a point of view on the issue that is vague or seriously limited, and demonstrates weak critical thinking, providing inappropriate or insufficient examples, reasons or other evidence to support its position • Is poorly organized and/or focused, or demonstrates serious problems with coherence or progression of ideas 	2
<p>An essay in this category demonstrates very little or no mastery, and is severely flawed by ONE OR MORE of the following weaknesses:</p> <ul style="list-style-type: none"> • Develops <u>no viable point of view on the issue</u>, or provides <u>little or no evidence to support its position</u> • Is <u>disorganized or unfocussed</u>, resulting in a <u>disjointed or incoherent essay</u> 	1
<p>An essay not written on the essay assignment will receive a score of zero.</p>	0

KINNICK VISION STATEMENT

Kinnick Students DREAM

***D*ecision Makers** – we make quick and good decisions

***R*espect** – we listen to others and respect their opinions

***E*mpathy** – we feel for the world around us and strive to make it better

***A*cademic** – we are diligent in our work and strive to have pride in our achievements

***M*otivation** – we set goals and strive for success outside and inside of Kinnick High School

STUDENTS' RIGHTS & 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 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.

For more information, see the pamphlet entitled *Students' Rights and Responsibilities in the Department of Defense Dependents School System*, available in the Library/Media 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."

Rights

All students, kindergarten through grade 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 the 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.

***** ACADEMIC GUIDANCE *****

CORRESPONDENCE COURSES

Correspondence courses must be taken from a DoDEA-approved and certified institution.

A student may take course(s) by correspondence:

- 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.

DROPPING / ADDING COURSES

Any schedule change request to add or drop a class must be submitted during the **first 10 school days of the semester** and will be considered for these valid and legitimate reasons:

- The student is in a class that he or she did not pick at the time that 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 has been advised by a teacher to be in an alternate class.

Under unique and unusual circumstances, schedule changes **AFTER** the first 10 days of the semester:

- ◆ Change must be administrator, counselor, or teacher initiated.
- ◆ The initials of the dropping/adding teachers are required on the Drop/Add Form.
- ◆ Students will be responsible for content already covered in the added class.

Students with a failing grade will **not** be allowed to drop classes after the official drop/add period ends. Consideration will be given to each student based on availability, class space, and 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.

Note: A signed change request does not guarantee that a change will occur. No schedule change is official until all textbooks are accounted for and your guidance counselor has issued a new printed schedule.

GRADE CLASSIFICATION

Grade 9 – Freshman – Student who has completed grade 8 and has been promoted into grade 9; or has enrolled in grade 9, but has not earned 6 credits.

Grade 10 – Sophomore – Student who has earned at least 6 credits.

Grade 11 – Junior – Student who has earned at least 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.

GRADE POINT AVERAGE (GPA)

According to DoDEA Regulation 2000.1, students will need a minimum cumulative grade point average of 2.0 to graduate from a DoDEA high school. For regular or non-AP courses, grade point average is figured on a 4-point system with an “A” counting as four points, a “B” as three points, a “C” as two points, a “D” as one point, and an “F” as zero points. It is DoDEA policy that pluses or minuses do not affect GPA, (i.e., A- = A). Weighted grades are awarded for AP classes after the student has taken the AP exam.

ADVANCED PLACEMENT: WEIGHTED GRADES

DoDEA has assigned weighted point value to each letter-grade in Advanced Placement (AP) courses for the purpose of computing individual grade point average to determine class rank or for other competitive purposes. AP courses are on a 5-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. Weighted grades are awarded for AP classes after the student has taken the AP exam.

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.

EARLY GRADUATION

Students are expected to complete an 8-semester high school program in preparation for a successful transition from high school to college, or to the workforce. 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. Please see DoDEA Regulation 2000.1, *High School Graduation Requirements*, for more information.

GRADUATION REQUIREMENTS

According to DoDEA Regulation 2000.1, students 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. Any student who is debarred from base or expelled from school **cannot** participate in graduation.

REQUIRED COURSES *(current as of Spring 2012)	CREDITS
English Language Arts 9, 10, 11, 12 Two credits of ESL may be substituted for two credits of English Language Arts	4
Social Studies One credit of U.S. History, One credit of World History, and 0.5 credit of U.S. Government are required	3
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. A chemistry or physics credit is required; Physics Applications and Chemistry Applications meet the credit requirements for graduation.	3
Foreign Language Two credits of the same foreign language are required	2
Career Technical Education 0.5 credit must be in a computer technology	2
Fine Arts Courses used to meet this criteria must relate to visual arts, music, theater, dance, and/or humanities	1
Physical Education Personal fitness, Lifetime Sports, and Physical Activity and Nutrition are required	1.5
Health Education	0.5
Electives	6
Total Credits	26

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 High School 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

PROGRESS REPORTS

Progress Reports are no longer mailed to parents. Parents may directly access student grades and attendance in GradeSpeed or Aspen®.

REPORT CARDS

Report Cards are issued quarterly. In addition to the quarterly grades, report cards include the semester exam scores at the end of the second and fourth quarters, and the overall semester grade. Report cards will be mailed or distributed the week following the end of the marking period. Please refer to the school calendar at the beginning of this handbook for the end-of-quarter dates. If you do not receive a report card in a timely manner, please contact the Guidance Office (243-9056).

TRANSCRIPTS & STUDENT RECORDS

Transcripts are available upon request from the Guidance Office. Transcripts reflect only final semester grades and the amount of course credit received; semester exam grades will not appear on the transcript.

Nile C. Kinnick High School maintains *student records* for four (4) years after a student graduates. The records are then transferred to the Area Superintendent’s Office. Nile C. Kinnick High School does not keep copies of *diplomas*.

TRANSFER / WITHDRAWAL

The memo from our Area Director concerning the Early Withdrawal Policy is available upon request from the KHS Main Office. If a student is withdrawn from school due to PCS orders, they are eligible for the Acceleration of Semester Credit. If a student is withdrawn from Kinnick High School for other reasons, they are eligible for a Transfer of their Grades-to-Date.

ACCELERATION / Final Grades

Per DoDEA Regulation 2095.01, *School Attendance*, the Principal may authorize an accelerated withdrawal of a student due to a permanent change-of-station (PCS) move. To receive full Carnegie credit for the semester, acceleration must take place within the last twenty (20) school days of the semester.

- Acceleration for First Semester: **December 12, 2012 – January 24, 2013**
- Acceleration for Second Semester: **May 15, 2013 – June 13, 2013**

“Accelerating” means that the student will complete ALL semester assignments and exams prior to departure. In order for the student to receive full Carnegie credit for the semester, the sponsor and student must:

1. Inform the school **at least one month prior to the student’s last day** so that teachers have adequate time to prepare accelerated study plans and so that students have adequate time to prepare for mastery of curriculum content.
2. Complete the Withdrawal/Transfer paperwork from the School Registrar.
3. Submit verification to the School Registrar of the date that the student will depart from school (e.g., permanent change-of-station orders).
4. Successfully complete an accelerated study program outlined by each teacher involved.

This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. **This policy is only for PCS moves.**

GRADE-TO-DATE / Withdrawal Grades

If a student is withdrawn AT ANY TIME PRIOR TO THE END OF THE SEMESTER **without orders for PCS**, they will receive their grades as of the time of their departure, or their “grades-to-date.” These withdrawal grades DO NOT include semester credit for their course(s).

Parents are reminded that students who are not PCS’ing will not be allowed to receive semester credit if they leave prior to the end of the semester (e.g., holiday travel, vacations, weddings, birthdays, graduations, etc.), nor are they allowed to make-up or take exams early.

***** ATTENDANCE *****

ATTENDANCE POLICY

COMFLEACT YOKOSUKA INSTRUCTION 1755.8c, *SCHOOL ATTENDANCE POLICY FOR COMMAND SPONSORED SCHOOL-AGE DEPARTMENT OF DEFENSE (DOD) DEPENDENTS*, states, in part, that “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.”



DoDEA REGULATION 2095.01, *School Attendance*, is the first comprehensive DoDEA policy on student attendance. This policy is based upon the foundational principle that regular student attendance promotes higher levels of student achievement, school-connectedness, and readiness for colleges and careers. Our slogan, “Be Here!” emphasizes our core belief that attendance is the gateway to a successful educational experience.

Key Components of the DoDEA School Attendance Policy include procedures for:

- daily record-keeping, review, and analysis of student attendance.
- increased communication with parents concerning student absence.
- referral of students with excessive absences to the Student Support Team or local Command for appropriate intervention and support.

Attendance is taken each class period. Students are expected to attend all classes, and 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 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 sign-in upon their return to campus. (see p. 31 for attendance procedures)

Communication, before excessive absences occur, is the key. Families, school personnel, and community members are encouraged to review the full attendance policy together and discuss any concerns with the school principal.

EXCUSED ABSENCE POLICY

An excused absence is an acceptable absence which is identified as critical to a student’s physical, social, or emotional well-being. An example is a medical appointment. Absences will also be excused if there is **PRIOR APPROVAL** by a parent or an authorized school official (someone who has the authority within the school to determine where the student should be). The Principal has the final authority to identify an absence as excused.

Excused absences are of such 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 Absence Form* from the Attendance Clerk in the Main Office.

Students should also try to get their work in advance to prevent getting too far behind in their classes. They will still be allowed to have one class period per class missed in order to make-up work when they return.

DUE DATE EXAMPLE

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 missed school day is allowed for make-up work.**

A Day	B Day	A Day	B Day	A Day
Monday	Tuesday	Wednesday	Thursday	Friday
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 assignments missed from being absent should be picked up.
B Day	A Day	B Day	A Day	B Day
Monday	Tuesday	Wednesday	Thursday	Friday
	Assignments picked up on Friday are due			

UNEXCUSED ABSENCE POLICY

An unexcused absence is an absence from school without verification by a parent or an authorized school official. All absences are considered unexcused until formal verification by a parent or an authorized school official is provided to the school. The Principal has the final authority to identify an absence as excused.

Examples of unexcused absences:

- Modeling, movie making, or personal money-making ventures
- Baby-sitting
- Missing the bus, having car or transportation problems
- Oversleeping
- Spending time with friends or relatives arriving/departing from PSD
- Non-school sponsored functions; senior skip day
- Missing an assigned class to complete work for another class

TARDY POLICY

Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness. Late arrivals will be considered “tardy unexcused” unless the school receives formal verification from a parent or an authorized school official consistent with the reasons for an excused absence. Students are responsible for making up all missed work when arriving late to class. The tracking of tardies, and subsequent disciplinary actions, will start over each Quarter for all classes.

The passing time between classes is adequate to get from one class to another. Students should plan ahead for the need to go to their lockers during class changes. The classroom teachers will closely monitor tardiness and chronic tardiness will be referred to the administration for appropriate action. Consideration shall be made for a student’s unique circumstances such as illness, medical situations, or family circumstances.

Examples of **unexcused** reasons for tardiness:

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

If students are tardy to any class, they are to report to the front office to sign-in with the Attendance Clerk and get their Planners stamped as “excused” or “unexcused” before proceeding to class. If tardiness is due to illness, students are encouraged to check-in with the School Nurse prior to going to class.

DISCIPLINARY ACTION FOR TARDINESS

Once a student is late three times (3x) to a single class during a Quarter, administrative disciplinary consequences will occur.

- 1) **First tardy** Teacher warns student
- 2) **Second tardy** Teacher notifies parent
- 3) **Third tardy** Student is assigned an After-School Detention
- 4) **Fourth tardy** Student is assigned one Saturday Suspension
- 5) **Fifth tardy** Student is assigned one Out-of-School Suspension

TRUANCY POLICY

Truancy is not being where you are supposed to be, also called skipping, cutting, ditching, etc. Nile C. Kinnick High School works closely with our base CFAY Security Force. If they find a KHS student who is not in school when he/she should be, the student is escorted to school where his/her attendance record is verified. The sponsor is then notified and appropriate disciplinary consequences will be issued.

However unintentional, a student may be declared truant if:

- their absence from school has not been verified by a parent or guardian within two school days of the absence.
- leaving campus without permission or failing to return after lunch.

DISCIPLINARY ACTION FOR TRUANCY

School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents and sponsors whenever possible.

- 1) **First truancy**
 - Two-day Saturday Suspension
 - Notification of Sponsor
- 2) **Second truancy**
 - One-day suspension out-of-school
 - Notification of Sponsor
 - Notification of School Liaison Officer
- 3) **Third truancy**
 - Three-day suspension out-of-school
 - Notification of Sponsor
 - Notification of CFAY Legal
 - Joint Command/Sponsor conference
- 4) **Continued truancy**
 - Suspension, pending the outcome of a Discipline Hearing for possible expulsion

ATTENDANCE PROCEDURES

If a student **must** miss school, **parents or sponsors** should do at least **one** of the following **WITH A VALID REASON**:

- 1) Submit official documentation from a reputable source, such as an appointment slip, that confirms the validity of the absence. In the case of excessive absences, parents may be required to provide medical or other valid documentation supporting the student's absence.
- 2) Submit Email, or written verification, to the Attendance Clerk at Kinnick.attendance@pac.dodea.edu. Parents assume responsibility for the security or privacy of their email correspondence, and parents are strongly encouraged to keep an active email address on file with the Registrar.
- 3) Call the school to inform the Attendance Clerk of the absence. The Main Office phone number is 243-7392 (calling from off-base, 046-816-7392), and is open **0630-1500**.

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 truant and result in disciplinary action.

The parent or sponsor will be notified by the administration, or their designee, when a student is marked as "absent unexcused" from school.

LEAVING CAMPUS

If a student **must** leave school during the school day, they **must** sign-out with the Attendance Clerk or risk the penalty of truancy. Please notify the Main Office so that a *Pupil's Permit to Leave Class* can be sent to the classroom at the appropriate time. Students will not be allowed to sign out and leave campus without at least one of the following (see also list above):

- 1) A valid appointment slip that indicates an appointment date and time (e.g., hospital, dental clinic, PSD, legal office, embassy, etc.).
- 2) Parent permission prior to the student signing out.

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. Nile C. Kinnick High School has an open campus for lunch only. Students leaving campus without permission or failing to return after lunch **without notifying the office will be considered truant.**

RETURNING TO CAMPUS

When a student returns to school, they are to report to the front office to sign-in with the Attendance Clerk and get their Planners stamped as "excused" or "unexcused" before proceeding to class. Failure to do so will cause mass chaos.

EXTENDED ABSENCE

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

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

The following procedures should be followed for extended absences:

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

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.**

DISCIPLINE PROCEDURES

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.

Appropriate school behavior is both a DoDEA and a military responsibility for ensuring proper conduct of dependents in the command. Appropriate behavior enhances learning in the classroom and promotes 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 that such actions contribute adversely to the American reputation overseas.

The complete DoDEA Discipline Regulation 2051.1 may be found online at http://www.dodea.edu/foia/iod/pdf/2051_1a.pdf

DISCIPLINARY ACTIONS LISTED BY INCREASING SEVERITY

I. DETENTION

Teacher-Assigned Detention

Teachers may assign detention to be served with the individual teacher **before school** (for those students who live on base), **during lunch**, or **after school**. 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 24-hour notice for a detention.)

If a student misses a teacher's detention, the teacher will notify the sponsor/parent and a *Student Referral to Administration* will be made resulting in:

- 1) A two-hour administrator-assigned After-School Detention.
- 2) Additional consequences if the situation warrants.

Administrator-Assigned Detention

School administrators assign two-hour after-school detentions. When this occurs, students must bring materials necessary to do homework or other schoolwork. Administrative after-school detentions are held on Tuesday and Thursday afternoons from 2:30 — 4:30 p.m. Students will not be admitted after 2:30 p.m. and must remain until dismissal at 4:30 p.m.

Failure to show for Administrative-Assigned Detentions will result in any the following:

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

II. SATURDAY SUSPENSION (SS)

From time to time students will be assigned Saturday Suspension. The most common reason for being assigned SS is 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 Saturday Suspension regardless of the age of the student.

III. OUT-OF-SCHOOL SUSPENSION (OSS) /EXPULSION

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 (1-10) 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 on file at the Main Office).

FORMAL DISCIPLINE HEARING

DoDEA Regulation 2051.1 defines a formal hearing as the process by which the Formal Disciplinary Committee reviews the evidence and affords both the school and the student accused of misconduct (and his/her sponsor, parent, or guardian) a chance to address the allegations of misconduct and the proposed disciplinary action.

A Formal Discipline Committee shall be established at the beginning of the school year comprised of school officials, teachers, parents, and command representatives, who will meet to consider disciplinary action for which a student has received ten (10) or more total suspensions (Saturday and Out-of-School) or in which an 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 Formal Discipline Committee shall prepare a written report of its findings and its recommendations, and shall forward it to the Principal who shall forward it to the District Superintendent. The District Superintendent, after review and consideration of the recommendation of the disciplinary committee, will promptly prepare and deliver to the student, or the student's representative, the written decision stating the findings of fact and disciplinary action, if any, to be taken against the student.

POLICE INVESTIGATION

The school cooperates very closely with military officials in the investigations of break-ins, theft, vandalism, 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. The school reserves the right to investigate all incidents of misbehavior of a student (or students) while at school or at a school-sponsored event.

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

TABLE OF DISCIPLINE CONSEQUENCES

This table is not all-inclusive. For further details, please refer to the policies in this Handbook and with the Kinnick High School Administration.

Abbreviations: **ASACS** = Adolescent Substance Abuse Counseling Service
ASD = After School Detention
OSS = Out-of-School Suspension
SS = Saturday Suspension

INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol/Illegal Drug Sale	OSS Pending Expulsion Hearing	OSS Pending Expulsion Hearing	—
Alcohol/Illegal Drug Possession or Use	5 days OSS ASACS	OSS Pending Expulsion Hearing	—
Bomb Threat	OSS Pending Expulsion Hearing	—	—
Bullying	ASD and/or SS Counseling	OSS Counseling	OSS Counseling
Cheating/Plagiarism	∅ Grade; No Credit	Further Discipline Depends on Severity of Violation	
Computer Misuse	2 days SS	4 days SS	4-Week Loss of Computer Use
Dress Code	ASD	SS	OSS
Electronic Device	24-hr Confiscation	1-Week Confiscation	1-Week Confiscation & ASD
False Fire Alarm	OSS Pending Expulsion Hearing	—	—
Fighting	3 - 5 day OSS	5+ day OSS Referral to CFAY	OSS Pending Expulsion Hearing
Forgery	SS	2 days SS	Referral to Security Forces
Gambling	SS	2 days SS	OSS
Harassment	ASD and/or SS Counseling	OSS Counseling	OSS Counseling

TABLE OF DISCIPLINE CONSEQUENCES, con'd

INFRACTION	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Instigation of Fighting	2 days OSS Counseling	3 days OSS Counseling	Possible Expulsion
Insubordination	ASD at a minimum. Further Discipline Depends on Severity of Violation		
Planner AWOL	ASD	ASD	ASD
Profanity	ASD	Further Discipline Depends on Severity of Violation	
Public Display of Affection	Warning	Further Discipline Depends on Severity of Violation	
Sexual Misconduct	3 - 5 days OSS and parent meeting	5 - 10 days OSS and Sponsor Command meeting	OSS pending outcome of expulsion hearing
Tardy	Warning	Parent Notification	ASD
Theft	2 days OSS	3 - 5 days OSS	5 days OSS, Restitution, Referral to Security Forces, Expulsion Hearing
Tobacco Possession/Use	OSS ASACS	3 days OSS ASACS Parent Meeting	5 days OSS ASACS Command Meeting
Truancy	2 days SS	OSS	3 days OSS Parent and Command Meeting
Vandalism	Detention Via Work Detail Restitution	Further Discipline Depends on Severity of Violation	
Weapon Possession	OSS Pending Expulsion Hearing	Expulsion	—

MINOR OFFENSES

Teacher Discipline Procedures

For minor offenses, teachers should refer to their classroom management and discipline policies, which may include the following steps before referral to the administration: One-on-one counseling with the student; Parent notification by email or a phone call that a problem exists; Assigning the student to Before-school (if the student lives on base), Lunch, or After-school Detention, with parent notification.

Electronic Devices

Cell phones or any other electronic devices are not permitted for use in the building before, during, or immediately after school, unless at teacher discretion for educational purposes. 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.

Consequences:

1) First Offense

The item will be confiscated and held until the end of the following school day. Students will not be able to pick up the item until after school. Items not claimed by the student, sponsor, or parent will be donated to a charity at the end of the school year.

2) Second Offense

Parents will be contacted. The item will be confiscated and kept for one week or until the parent/sponsor collects it. Items not claimed by the student, parent, or sponsor will be donated to a charity at the end of the school year.

3) Third Offense

Parents will be contacted. The item will be confiscated and kept for one week or until the parent/sponsor collects it, and the student will be referred to administration for a two-hour after-school detention. Items not claimed by the student, parent, or sponsor will be donated to a charity at the end of the school year.

Food and Beverages

Food and beverages may not be open or consumed in the classrooms or in the hallways, with the exception of water, which is at the teacher's discretion. On special occasions, a teacher may request via the administration to have a celebration in a classroom, at which time food and beverages may be consumed, (see also Lunch, p.52).

Consequences:

1) Items will be confiscated.

2) Students will be referred to administration for after-school detention.

Hall Conduct

Students are to conduct themselves in an orderly manner at all times. Students should not loiter in the stairway or hallways, and students are encouraged to use the time between classes to visit their lockers or the restroom facilities. Individual teachers have classroom policies for allowing students to leave their classroom during class time. Should a student be out of class during classtime, not only should they have their Planner as their Hallpass, but they should also be respectful of the classes in-session and should not disrupt other students or classes.

Hallpass

The official hallpass for Nile C. Kinnick High School Students is located in the back of the Student Planner and Handbook. **Students who fail to produce their Planners as their Hallpass should be referred to the Main Office to receive a two-hour after-school detention.** The *After-School Detention Notice* and a temporary hallpass card will serve as the student's hallpass for the remainder of that school day.

Planner and Handbook

The Kinnick Boosters have provided every student with a Student Planner and Handbook. Students are allowed to "personalize" their planners in good taste; defacing the Planner will not be allowed. The intent is for students to have access to the school rules, policies and expectations, and the Planner should be used to help students record important dates and assignments. Although the Planner provides a convenience and has several advantages, every student has been provided a Planner and **every student is expected to have their Planner during the school day**. Replacement planners are available for purchase in the Main Office for a minimal fee.

Consequence: Students without their Planner should be referred to the Main Office to receive a two-hour after-school detention.

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 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.

Consequences of Profanity:

- 1) Administrative after-school detention is an automatic consequence for inappropriate language.
- 2) Depending on the severity of the violation and at the discretion of the administration, offenders may be issued Saturday or Out-of-School Suspension.

Public Display of Affection

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.

Tardy

See pages 29-30 for more details and information concerning tardy violations.

MAJOR OFFENSES

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:

- Cheating or Plagiarism
- Computer Misuse
- Dress Code Violation
- Fighting, Intimidating, or Threatening another person
- Harassment or Bullying, to include cyber-bullying
- Insubordination toward a school official
- Possession, consumption, or selling of alcohol or drugs
- Truancy
- Vandalism
- Weapons

ALCOHOL or ILLEGAL DRUGS

An ILLEGAL DRUG is any drug that is defined as illegal by the Command Naval Forces Japan (CNFJ). Additionally, someone who possesses a drug prescribed for someone else is in possession of an illegal drug. 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 or illegal drugs in the following areas:

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

Offenses and Consequences:

A. Possession and/or use of alcohol and/or illegal drugs; Under the influence of alcohol and/or illegal drugs

1) **First Offense**
***SUSPENSION (5 DAYS)**

The student will be required to attend ASACS counseling sessions.

2) **Second Offense**
IMMEDIATE SUSPENSION pending the outcome of an 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.

B. Distribution/sale of alcohol and/or illegal drugs

1) **First Offense**
IMMEDIATE SUSPENSION pending the outcome of an expulsion hearing

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. Students may not smoke on campus, at school activities, in the immediate vicinity of the school, or be in the presence of smoking. Additionally, chewing tobacco, snuff, or other tobacco products are not allowed. Students who use or have in their possession tobacco products or related items will be subject to the following:

Consequences:

1) **First Offense**
SUSPENSION (1 DAY), ASACS counseling for smoking cessation

2) **Second Offense**
SUSPENSION (3 DAYS), ASACS counseling, and Meeting with parents

3) **Third Offense**
SUSPENSION (5 DAYS), ASACS counseling, and Meeting with parents and sponsor's command

FAMILY ASSISTANCE

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 they 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.

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

- ASACS 243-3515
- Fleet and Family Support 243-7878
- KHS Guidance Counselors 243-3895/8875/9503

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 or 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.

CHEATING / PLAGIARISM

Nile C. Kinnick High School has a no-tolerance policy regarding cheating and/or plagiarism. 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 zero (“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 the act of taking the writings or ideas of another person and passing them off as one’s own. **Plagiarism** is sometimes called “literary theft,” which is presenting as new and original an idea or product derived from an existing source. It is also **plagiarism** to use someone else’s work or production without giving credit to the original source.

COMPUTER-USE AGREEMENT

Upon enrollment at Nile C. Kinnick High School, all students and parents must sign the DoDEA Form 6600.1-F2, the *DoDEA Computer and Internet Access Agreement for Students*, in exchange for login access to DoDEA computer hardware and software.



The computer use agreement includes, but is not limited to, the following policies:

- The student will not take or consume food and drinks into computer areas.
- When using technology, the student will abide by the *DoDEA Computer and Internet Access Agreement for Students* 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, etc.).
- Every time the student logs into a school computer, the student will use his/her own login information, unless otherwise directed by a school official. The student understands that he/she is responsible for what happens in the account and that nobody else should know his/her password.
- The student also understands that he/she must save all information in their student folder/account, unless otherwise directed by a teacher.
- The student will not misuse any computers or software or 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 the teacher's permission before downloading any files.
- The student will not intentionally alter or damage another'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, then the student will lose the privilege of using Gaggle.net.
- The student will not use any school computer for the purposes of social media, to include unauthorized instant messaging or internet chat rooms.
- The student understands that teachers may have additional rules with additional consequences.

Consequences:

- 1) **First Offense---TWO SATURDAY SUSPENSIONS**
- 2) **Second Offense---FOUR SATURDAY SUSPENSIONS**
- 3) **Third Offense---LOSS OF COMPUTER PRIVILEGES for FOUR WEEKS**
- 4) Depending upon the severity and frequency of misuse, violations of the computer usage policy agreement could lead to the loss of privileges for a semester or even the loss of privileges for the remainder of the school year.



DRESS STANDARDS

In addition to the KHS Dress Code, Nile C. Kinnick High School recognizes the **CNFJ Dress Policy 1020.3B**. Students enrolled at Nile C. Kinnick High School are on Yokosuka Base 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.

The KHS Dress Code is in effect at all school functions to include athletic events, dances, and performances. To be fashionably dressed is not necessary, but to be appropriately 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 regardless of the weather:

- ✓ Students will wear neat and clean clothing.
- ✓ Both shoulders and armholes should be covered so as not to expose any undergarments.
- ✓ Pants, shorts, or skirts should fit at the waist so as not to expose any undergarments.
- ✓ The hems of shorts or skirts should extend below the ends of the fingertips when arms are at sides.

Students are **not to wear** the following:

- X Halter tops, midriff tops, or tank tops that expose undergarments.
- X One-shouldered tops or shirts, or those that have an altered neck area that allow for one or both shoulders to be exposed.
- X Arm holes on all tops should not gap, extend, or open so that body parts or undergarments are exposed.
- X Hip-hugger pants exposing the waist or hips, or baggy pants worn excessively below the waist. **Sagging is strictly prohibited.**
- X Skirts or shorts shorter than the end of fingertips with arms at sides. Long skirts with slits above fingertips are also not acceptable
- X Clothing, jewelry, or buttons that contain offensive language (such as profanity, sexual content or racial, ethnic, or religious slurs), or display illegal substances (such as tobacco, alcohol, marijuana, etc.).
- X Articles that can cause injury to other students or property (studded bracelets, studded necklaces, or chains).
- X Dark glasses or sunglasses **inside the building**, unless medically approved.
- X Headgear (males or females) such as hats, bandannas, scarves, doo-rags, stocking caps, sweat bands, etc. **inside any building** (specifically, this means the Kinnick classrooms, Student Forum, KHS gym, Purdy gym, Fleet gym, or the local eateries which effectively serve as our cafeteria), during the school day or during any Kinnick High School events.
- X Shower shoes, or rubber/plastic flip flops with toe-thong.

Consequences for Dress Code Violations:

- 1) **First Offense---AFTER SCHOOL DETENTION**
- 2) **Second Offense---SATURDAY SUSPENSION**
- 3) **Third Offense---SUSPENSION (1 DAY)**
- 4) **Fourth Offense---SUSPENSION (2 DAYS)**

HARASSMENT

BULLYING

BULLYING is causing ridicule, intimidation, or fear in others through verbal, non-verbal, or physical means. This can occur face-to-face or via social channels such as gossip or internet media (called cyber-bullying).

Bullying harassment includes but is not limited to:

VERBAL	PHYSICAL	NON-VERBAL
<ul style="list-style-type: none">• Offensive jokes• Offensive comments• Name calling	<ul style="list-style-type: none">• Pushing/Shoving• Hitting• Kicking	<ul style="list-style-type: none">• Hand gestures• Use of social media• Displacing of one's personal belongings

SEXUAL HARASSMENT

SEXUAL HARASSMENT is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. What may seem like harmless behavior to one person can be totally offensive to another. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. One engaging in deliberate or repeated unwelcome physical contact, verbal comments, or gestures 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.

Sexual harassment includes but is not limited to:

PHYSICAL	VERBAL	NON-VERBAL
<ul style="list-style-type: none">• Touching, patting, pinching, grabbing• Hugging, kissing• Cornering, blocking or restraining, bumping	<ul style="list-style-type: none">• Whistles• Offensive comments• Offensive jokes• Terms of endearment (sweetie, babe, etc.)• Inappropriate language	<ul style="list-style-type: none">• Looking a person up and down• Gestures• Sexually oriented posters, cartoons, or pictures

Consequences for Harassment:

1) First Offense

- i. Notification of Parents for all parties involved
- ii. Students counseled by Administration and Guidance Counselors
- iii. Memo for record
- iv. Dependent upon the severity of the infraction: Detention, Saturday suspension, or Out-of-school suspension

2) Repeated Offense

- i. Referral to Administration
- ii. Meeting set up with Administration, student(s), and parent(s)
- iii. Suspension from school

INSTIGATING

It is a major offense to SPREAD RUMORS, DIRECTLY or INDIRECTLY CONTRIBUTE TO A FIGHT, OR RECORD AN ALTERCATION. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and by taking the time to resolve issues. Rather than spreading information about presumed situations (rumors), students have the responsibility to refer potential problems to the counselors, a staff member, or the administration. If a student contributed to a fight by spreading information (“he said/she said”), the student will be referred to the counselors and parents/sponsors will be notified. Counselors and administration support resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with a problem is politely and privately, and via the Chain of Command (teacher, parent, counselor, and administrator).

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.

FIGHTING

Depending on the circumstances, one or more of the students involved in a fight may be suspended from three to five days. Security Forces will be notified. A fight is defined as throwing punches or kicking with the intent to cause injury to another. **It does not matter who initiated the first blow.** Further violent behavior will result in a longer suspension and will be referred to the base commander.

INSUBORDINATION

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

LITTERING / VANDALISM

We request the cooperation of students in keeping the school campus attractive. Respect must be shown for school property such as desks, tables, lockers, other furniture and equipment, walls or any surface, the exterior of the buildings, outdoor structures, and walkways. Do not litter or deface school property. Depending on the severity of the infraction, the consequence may be suspension and replacement of government property at the sponsor's expense.

TRUANCY

See page 30 for more details and information concerning truancy violations.

WEAPONS

DoDEA has zero tolerance for weapons at school. Any student having knowledge of a weapon or unsafe situation is responsible for immediately reporting it to a teacher or administrator. Failure to report a weapon or unsafe situation may also result in disciplinary action. **Bringing a weapon to school FOR ANY REASON, including self-defense, will automatically result in disciplinary action.** If a student feels he/she needs protection he/she should immediately inform the teacher, counselor, or school administrator.

According to *DoDEA Regulation 2051.1, Disciplinary Rules and Procedures*, weapons are items carried, presented, or used in the presence of other persons with the intent of threatening or harming any individuals, or items that are capable of causing death or serious bodily injury. A weapon may also be any other object or instrument that is made or used in a manner to either inflict, or threaten to inflict, serious bodily injury or to instill fear.

Examples include, but are not limited to:

- ✘ Guns (replica/look-alike), or accessories (Ammunition)
- ✘ Knives (replica/look-alike), Razors (replica/look-alike), or other cutting implements (Box or Carpet Cutters, Swords, etc.)
- ✘ Brass-knuckles (replica/look-alike)
- ✘ Slingshots, Nun Chucks, or Throwing Stars

- × Any flailing instrument (such as a fighting chain, chain belt, or studded bracelet)
- × Explosives (to include smoke bombs/stink bombs)
- × Mace, Pepper Spray, or any other similar propellant
- × Any object made, concealed, displayed, brandished or used in a manner that reasonably provokes fear

Consequences:

STUDENTS IN POSSESSION OF A WEAPON MAY BE SUSPENDED, PENDING THE OUTCOME OF AN EXPULSION HEARING.

*****GENERAL POLICIES & OTHER INFORMATION*****

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.

BOOKS AND EQUIPMENT

The school furnishes textbooks to 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 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 books.

When textbooks are lost, we ask that the replacement book be purchased at an on-line bookstore and returned to the Supply Officer with a receipt.

COMMUNICATION

Nile C. Kinnick High School has many opportunities available to inquire about and acquire information. Both students and parents are encouraged to participate in various forums. The Kinnick High School Intranet, or SharePoint, website contains a wealth of information: the Master Calendar contains important dates, after-school activities, and holidays; Teacher's Sites are used by many teachers to post classroom assignments, deadlines, or additional resources or study material. We encourage both students and parents to explore the SharePoint website and to check its information frequently.

Daily Bulletin

The Daily Bulletin is available on SharePoint and is continually updated with current information about on-going events.

Kinnick Newsletter

A monthly newsletter is emailed to each sponsor at the beginning of each month that contains articles of interest to the community as well as a calendar of school events for that month. Parents may also request a printed copy if they do not have access to email.

Kinnick Mini-Newsletter

The school principal also distributes a mini-newsletter titled the "Kinnick Mini" that gives up-to-date information for the current school week. Every effort will be made to send this out via email on a weekly basis.

HOMEWORK

Nile C. Kinnick High School believes that homework is necessary and 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 classwork 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 student is absent for three (3) or more days, you may request homework assignments from their teachers and/or check the teachers' SharePoint for assignments. (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 Main Office.

MEDIA CENTER

The Media Center will be open from 0710 to 1445 each day that school is in session, unless otherwise noted. The objective of the Media Center is to enhance the educational program of Nile C. Kinnick High School. **The Media Center is not to be used for students' social activities.** Please be considerate and work as quietly as possible. Disruptive behavior of any kind will not be tolerated.

Resources in the Media Center

Books may be checked out for two weeks.

Magazines may be checked out overnight and must be returned before the first period of the following day. Current issues do not circulate.

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

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

Computers are expected to be used for instructional rather than recreational purposes. Students may have access to the internet after they and their parents have signed a *DoDEA Computer and Internet Access Agreement*.

Guidelines for use of the Media Center

- 1) Food, beverages, gum, head coverings, CD players or other electronic devices are **not permitted** in the Media Center at any time. All such items must be left at the entrance or put away so that they may not be easily accessed.
- 2) Computers are to be used exclusively to gather information relevant to the school curriculum. Students may **not** visit websites 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 the Computer Use Policy for further information (p.43-44).
- 3) All students **must have their Planners signed by a classroom teacher** in order to visit the Media Center during the school day with the exception of the lunch period. Upon entering the Media Center, students must clearly print their name and the time they entered. Students must also sign out each time they leave the Media Center.
- 4) Materials checked out from the Media Center should be returned promptly so that other students may use them. Behavior in the Media Center should be respectful of another's' need to study.

Failure to abide by these regulations will result in loss of privileges.

LOCKER RULES AND GUIDELINES

Lockers are available for student use and are assigned by the school. The school provides combinations for all lockers, but students are expected to remember their locker number and combination.

General locker rules and guidelines are as follows:

- 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.
- Pictures may be taped 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.
- Avoid slamming locker doors.
- Keep locker area clean.
- **Students should not share lockers.**
- Vandalism of lockers will result in immediate suspension.

LOST AND FOUND

Books and other school materials, money, or personal effects should be taken to the Main Office where the owner can claim them. The person turning in the item should leave his/her name, a telephone number, and the location that the item was found with the Main Office staff.

LUNCH

OPEN CAMPUS

Students have an open campus for lunch and have a variety of local eateries available to them, as well as the KHS Student Forum where students may enjoy their lunch period. Disorderly behavior will result in restricted access to the local eating establishments. An open campus is a privilege, not an entitlement. It is expected that all students pick up their trash and clean their tables at the local eating establishments and KHS facilities. We expect courteous and polite behavior, representative of the students at Nile C. Kinnick High School.

SCHOOL LUNCH PROGRAM

DoDEA schools onboard CFAY have partnered with The Exchange School Lunch Program to provide wholesome, nutritious meals that have been approved by the U.S. Department of Agriculture (USDA) and that follow USDA nutritional requirements. Free and Reduced-Price meals are available for students who qualify under Federal Guidelines. For more information, please visit the Information Office on the 4th Floor of the Family Readiness Center.

SCHOOL DANCES

- Dances will begin and end at the discretion of the sponsoring organization; however, dances usually occur from 1900 – 2300.
- If the dance is on a school night, there will be activity busses that leave approximately 15 minutes after the dance ends.
- Each dance has specific guidelines about who may attend. These guidelines apply to both Nile C. Kinnick students and any approved visitors. **All guests have to be approved in advance by a school administrator.** Students who are suspended or expelled are not allowed to attend school dances.
- The school must have complete information of guests (complete name, family telephone number, school attended, and grade level) at least 48 hours before the day of the dance. The *Guest Request of Student Activities* forms are located in the Main Office and on SharePoint.
- Each student attending the dance must be ready to produce an ID card if it is requested.
- Parents are responsible for their teen's guest 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.)
- Unless otherwise stated, all Nile C. Kinnick High School dances are semi-formal. This means NO jeans.
- Book bags will be checked at the door and students may retrieve them when they leave the dance for the evening. Students may NOT retrieve the book bags during or throughout the dance.
- Suggestive dances or gestures (as outlined by the principal) are prohibited.
First offense--- Warning
Second offense--- Required to leave the dance
- A student may NOT return once he/she leaves the dance.
- Loitering in the parking lot will NOT be allowed.
- Middle school students are NOT allowed to attend high school dances, to include the Junior/Senior Prom.

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

SCHOOL GROUNDS

Students who are suspended or expelled from school are **not** eligible to be on school grounds or at school-related activities. These activities are intended for students, family, and community members who promote a positive and appropriate environment, (see also, *Expectations...*, p.33). For accountability and safety reasons, all visitors must sign-in at the Main Office before entering classrooms or attending school activities, (see also, *Visitors*, p.54-55).

According to CFAY policy, all Yokosuka schools are OFF LIMITS daily from 2000-0600. With the exception of school-related activities, school grounds must be vacated by 2000 (8:00 p.m.).

SCHOOL TELEPHONE

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

SECURITY

Due to the large number of students using the Nile C. Kinnick High School Facilities, it is strongly suggested 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 damaged items. **Lockers do not guarantee security and are not theft-proof.**

- Each student is assigned his or her own locker. Remember that in sharing lockers with other students, today's friend could be tomorrow's enemy.
- Bring to school only the money you will need for the day.
- Leave valuables at home unless you are wearing them.
- Be responsible and remember to take all your belongings with you when you leave your class and the school grounds.

Should a theft occur, the student may report it to the office soon as possible and ask the sponsor to contact CFAY Security at 243-2300.

VISITORS

Nile C. Kinnick High School is always pleased to have visitors who are interested in its educational and extra-curricular activities. Parents are welcome to visit the school at any time, however, it is recommended that parents first call the school or communicate with the teacher(s) 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.

For accountability and safety reasons, all visitors must sign-in at the Main Office and obtain a Visitor's Pass before entering classrooms or attending school activities.

*****HEALTH AND SAFETY*****

CHILD ABUSE/NEGLECT

DoDEA Regulation 2050.9, *Family Advocacy Program (FAP) Process and Procedures for Reporting Suspected Child Abuse or Neglect*, states, in part, that, with discretion and confidentiality "it is the professional responsibility of all DoDEA personnel to identify suspected and alleged cases of child abuse and neglect, and to refer children who may be abused or neglected to the local FAP officer for appropriate intervention and treatment promptly and immediately."

HEALTH GUIDANCE

The following guidelines are strongly recommended in deciding whether or not your teen should attend school:

- Fever: Please keep your son or daughter home if he/she has a temperature of/above 100 degrees Fahrenheit, and/or doesn't feel well. Students should return to school after 24 hours of being fever-free (below 100 degrees Fahrenheit) without taking any medicine to control the fever.
- Diarrhea or Vomiting: Students should have no signs for 24 hours.
- Pink eye: Students should obtain 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.

Following the procedures below will help to prevent medical problems:

- Wash hands frequently. One of the most effective ways to prevent infection is to rub hands vigorously with soap for at least 15 seconds before rinsing.
- Get plenty of rest.
- Exercise and eat a well-balanced diet.
- Drink plenty of fluids.
- Dress appropriately for the weather.

HEALTH SERVICE PROGRAM

A school nurse is on duty to assess any student who becomes ill or injured during the school day. However, the school health services program is not meant to take the place of health care provided by the family or other officials.

If a student becomes ill at school, he/she should request their teacher's permission to visit the school nurse's office. The nurse will provide first aid if necessary, and evaluate the situation. If necessary for the student to be dismissed from the school day, the nurse will consult the parent or sponsor and after obtaining parental permission, the nurse may sign-out the ill student to go home. If the nurse is not available, students are to report to the Main Office for evaluation and care.

MEDICATION AT SCHOOL

DoDEA Manual 2942.0, *School Health Services Guide*, states, in part, that parents are encouraged to administer necessary medications at home if possible. "When medications must be administered during the school day, the medication must be delivered to the school nurse in the original container, properly labeled by the pharmacy or physician, stating the name of the student, the name of the medication, the dosage, and the current date. **Prior to administering the medication**, the physician and parent must complete and sign the permissions for student use of medication during the school day. This form, with signatures of both the physician and the parent, must also be on file before administering routine over-the-counter medications to students."

The appropriate and relevant forms are available from your Health Care Provider or the School Nurse.

MEDICATION ON FIELD/STUDY TRIPS

Teachers, Coaches, or authorized Chaperones will require the appropriate and necessary documentation, with signatures of both the physician and the parent, **before** administering medications to students while on a field/study trip. During overnight trips, parents are responsible for preparing and making arrangements with the teachers or coaches for their child's medication.

The appropriate and relevant forms are available from your Health Care Provider or the School Nurse.

ADDITIONAL HEALTH SERVICES

The Main Office (DSN 243-7392) may be contacted for more information regarding these services.

Adolescent Substance Abuse Counseling Service (ASACS)

The ASACS Counselor facilitates prevention and education services which 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

Military Family Life Consultant (MFLC)

The MFLC program provides support to students, faculty, and family members for a range of issues including relationships, crisis intervention, stress management, grief, occupational issues, and other individual and family issues. Psycho-educational presentations on reunion/reintegration, stress/coping, grief/loss and deployment are provided to commands, Family Readiness Groups, Soldier Readiness Processing and other requested locations. Please contact the Main Office for more information.

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.

EMERGENCY PROCEDURES

At times a natural disaster such as an earthquake, typhoon, or some other emergency may occur. It is good practice to frequently review disaster preparedness and emergency procedures so that this information is familiar in the event of an emergency.

The closing of school can occur only by direction of the Base Commander. Parents should listen to EAGLE 810 (AM radio station) and await instructions. EAGLE 810 will be notified immediately if the decision to close school has been reached.

IN ALL CASES OF **EMERGENCIES**, parents are encouraged to call the School Emergency Hotline at 243-3226. To dial from off-base, this number is 046-816-3226. Phone lines at the Kinnick Main Office will be needed to coordinate instructions and communicate needs with base authorities, so please refer to the **School Emergency Hotline** to obtain information. Information can also be obtained from AFN radio (**EAGLE 810**) and TV channels (**Base Commander Channel 15**), CFAY **Twitter**, and CFAY **Facebook**.

GENERAL PROCEDURE DURING 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 the students 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.

Accident Procedure

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 Procedure

If we have a bomb threat, please note the points listed below:

- Students should be in possession of their ID, cell phone, keys, and jacket.
- 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!
- Once the building has been checked by base security, classes will resume.

Earthquake Procedure

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



- Do not run outside under any circumstances! Because of the danger of falling debris, you are safer inside a building.

- Take cover under desks, heavy tables, or stand in the doorway located in an inner wall of the building.
- Avoid such objects as falling plaster, ornaments, and light fixtures.
- 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.

IN CASE OF A TSUNAMI WARNING, DO THE FOLLOWING:

- Classrooms on the Lower Floors of the Main Building should proceed to their corresponding classroom on the THIRD FLOOR of the Main Building.
- All classrooms in the C-Building should proceed to their corresponding classroom on the THIRD FLOOR of the Main Building.

Fire Drill Procedure

Routine fire drills 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 a case of fire. Anyone tampering with or ringing the fire bell is subject to expulsion and may face federal 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.



Inclement Weather Procedure

In the event that inclement weather should occur, 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. Also check the AFN Base Commander Channel 15, CFAY Twitter, CFAY Facebook, and the Emergency Hotline (243-3226, if off-base, call 046-816-3226).



Tropical Cyclone Procedure

If Tropical Cyclone Condition One is announced during the school day, the school busses will be called. When the busses 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 busses immediately.

Tropical Cyclone Conditions of Readiness (TCCOR)	
TCCOR Level	WIND SPEED
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

Typhoon Procedure



In the event of a typhoon, the Commander Fleet Activities Yokosuka and the School Liaison Officer will coordinate with the principal and the Public Works Department (PWD) Transportation Officer to decide if and when school will be closed. The COMFLEACT Commanding Duty Officer (CDO) will coordinate announcing school closure with the 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.

*****TRANSPORTATION*****

All students, faculty, and staff at Nile C. Kinnick High School are required to participate in annual bus safety training. Although Kinnick High School provides

all possible assistance with bus safety and conduct, the Transportation Office oversees school busses. If there are concerns with student discipline, bus monitoring, bus passes, bus routes, safety concerns, or bus operations, please call the Transportation Office at 243-9566.

Expected behavior guidelines are outlined in DoDEA Regulation 2051.1, Enclosure 8 *Student School Bus Behavior Management Policy*. Sponsors and students are encouraged to review this supplement carefully to be familiar with their responsibilities while riding the bus.

BUS CONDUCT

School bus misconduct complaints should be reported to the Bus Transportation Office at 243-9566.

DoDEA Behavior Standards for School Bus Students

On or Around School Busses, Students **WILL**:

- ✓ Board and exit the bus in an orderly, safe manner
- ✓ Present bus pass when boarding the bus and upon demand
- ✓ Remain seated while on the bus
- ✓ Talk with other passengers at a normal voice level
- ✓ Keep all parts of the body inside the bus windows
- ✓ Keep aisles, steps, and empty seats free from obstruction
- ✓ Remain fully and properly clothed
- ✓ Treat the driver and fellow students with respect
- ✓ Promptly comply with the bus driver's or monitor's instructions
- ✓ Treat the bus and other private property with care

On or Around School Busses, Students **WILL NOT**:

- ✗ Use or Possess Unacceptable Items
- ✗ Ride unauthorized bus or give bus pass to another person
- ✗ Fight, push, shove, or trip other passengers
- ✗ Make excessive noise, or play electronic equipment without earplugs
- ✗ Engage in or encourage horseplay
- ✗ Obstruct aisles, steps, or seats
- ✗ Engage in public displays of affection
- ✗ Eat, drink, or litter on the bus
- ✗ Use profane or abusive language or make obscene gestures
- ✗ Spit or bite
- ✗ Harass, bully, or interfere with other students

- × Disrespect, distract, or interfere with the bus driver
- × Damage private property
- × Sit in the bus driver's seat or touch bus operating equipment
- × Open or try to open the bus door
- × Throw or shoot objects inside the bus
- × Tamper with bus controls or emergency equipment
- × Violate any other school rule, law, or military installation regulation

ACTIVITY BUS

Whether for the Regular Activity Bus or the Late-Activity Bus, students will need to sign up on SharePoint under the "Activity Bus Sign-Up" Survey **before noon** on the day that transportation is needed. The student who completes the survey must be the one who will be riding the bus; students cannot sign up a friend to also ride the bus. Students who do not honestly and accurately complete the survey request may be denied transportation.

The Late-Activity Bus is available only after games or performances AND after a Kinnick employee is retained as a chaperone. The busses will be ordered only after the chaperone has been secured.

SCHOOL BUS

Students should keep in mind that school bus service is a privilege, not an entitlement. If the privilege is abused, it will be denied to those abusing it. Absences from school or tardiness to classes will be counted as unexcused due to the loss of school bus privileges. For further information or for additional bus rules, please contact the Transportation Office (243-9566).

PERSONAL TRANSPORTATION

BICYCLES

The base requires that all bicycles are registered at the Vehicle Registration Office (VRO) and that riders wear helmets. All bicycles should be locked in one of the bicycle racks near the Student Forum. **Bicycles are not to be ridden on school grounds.**

SKATEBOARDS/ROLLER BLADES/SCOOTERS/etc.

If skateboards, roller blades, scooters, or other wheeled objects are brought to school, they must be kept in student lockers; **the Main Office is not an acceptable storage location for these items during the school day.** If the

skateboard or other personal transportation object does not fit in the student's school-assigned locker, it should not be brought to school.

These items are not to be used on school grounds. Violations of this policy will result in confiscation of the item, parent notification, and further disciplinary action if necessary.

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 practices will be reported to the proper authority.

*****ACTIVITIES & AWARDS*****

BOOSTERS ASSOCIATION

The Nile C. Kinnick High School Boosters are a parent-run organization which financially supports Kinnick High School through donations and loans to cover a portion of the costs for scholarships, school planners/handbooks, Kinnick Café, Fine Arts, Culinary Arts, NJROTC, Yo-Hi Day, Journalism and Yearbook, Career Day and College Night, entry fees for all Far East, KPASSP, and Japan League events, and end-of-season awards. The Boosters' main source of funding is the annual winter Bazaar located at Kinnick High School.

The Boosters meet on the first Monday of every month at 1600 in the Media Center. All parents, school personnel, and community members are invited.

MUSIC BOOSTERS ASSOCIATION

The Yokosuka Music Booster Association supports the music programs at the high school level while aiding the middle school music ensembles. The Music Boosters are always looking for volunteers to help with various projects and performances. If you are interested or would like more information, please contact Mr. Jonathan T. Parker, KHS Music Teacher, at 243-4644. Remember that you don't have to have a child currently enrolled in high school to participate in this association. Anyone with an interest in supporting the Fine Arts is welcome to participate.

The general membership meets twice a semester while the executive board meets every second Tuesday of the month from 1700-1755 in the instrumental music room at Kinnick High School.

KPASSP

The purpose of the Kanto Plains Association of Secondary School Principals (KPASSP) is to establish standard procedures for interscholastic activities and to provide a forum for effective communication throughout the Kanto Plains.

KPASSP consists of:

American School in Japan (ASIJ)
Christian Academy in Japan (CAJ)
International School of Sacred Heart (ISSH)
Nile C. Kinnick High School
St. Mary's International School
St. Maur International School
Seisen International School
Yokohama International School (YIS)
Yokota High School
Zama High School

SCHOOL ADVISORY COMMITTEE (SAC)

The SAC is comprised of an equal number of locally elected parents and full-time professional school employees and may include a senior high school student enrolled in the school. The SAC advises its school principal on all local school-related matters, including educational programs, resources, services, and policies. Issues unresolved at the school level may be elevated to the Japan District Advisory Council (JDAC) or the Installation Advisory Committee (IAC).

EXTRACURRICULAR ACTIVITIES

Each participant in extracurricular activities must be in regular attendance in all classes the day of the activity and declared eligible by his/her teachers. Athletes must abide by the KPASSP Constitution and DoDEA Regulation 2740.1, *Interscholastic Athletic Program*. Fine Arts participants must abide by the rules established by the KPASSP Constitution and the Fine Arts Department.

Year-Round Clubs & Organizations

Band Ensembles	Debate Club	International Thespian
Brain Bowl	Diversity Club	Society
Class Advisors	Drama Club	Japanese Club
CSI jr.	Earth Club	Model United Nations
Culinary Arts	Film Club	National Honor Society

NJROTC Color Guard	Robotics Club	Student Council
NJROTC Drill Team	School Newspaper	Yokosuka Red Cross
NJROTC Rifle Team	School Yearbook	Spanish Club
Peer Tutoring	Show Choir	Sociedad Honoraria
Photography Club	Songwriters Club	Hispánica

Fall Sports & Events

Cheerleading	Far East Jazz Festival
Cross Country	Far East Journalism
Football	KPASSP Band Festival
Marching Band	KPASSP Brain Bowl
Swimming	KPASSP Drama Festival
Tennis	KPASSP Speech Contest
Volleyball	KPASSP Vocal Solo & Ensemble
Homecoming	

Winter Sports & Events

Basketball	Far East English & Dramatic Arts Festival
Cheerleading	Far East Science and Research Academy
Swimming	KPASSP Artscape
Wrestling	KPASSP Debate Tournament
Far East Creative Expressions	KPASSP Instrumental Solo & Ensemble
Far East JROTC- Marksmanship	KPASSP Jazz Festival
Far East Harvard Model Congress	

Spring Sports & Events

Baseball	Junior/Senior Prom
Soccer	Yo-Hi Day
Softball	Graduation
Track and Field	
Far East Film & Entertainment Arts Festival	KPASSP Band Festival
Far East Honors Music Festival	KPASSP Film Festival
Far East JROTC Drill	KPASSP Math Field Day
Far East LinguaFest	KPASSP Honor Band
Far East MathematicaFest	KPASSP Honor Choir
Far East Model United Nations	KPASSP Honor Orchestra
Junior Science & Humanities Symposium (JSHS)	

NON-SPONSORED ACTIVITIES

“Overnight” class trips or overnight sleep-overs on campus are not considered to be a school function. Such activities are not approved activities for DoDEA-Pacific schools. Parents or other community groups sponsoring such social trips must accept full responsibility for the event. School or class funds may not be expended for the activity, and therefore, such social activities as senior trips, “skip” days, and trips to the beach are NOT school-sponsored. Please call the school anytime you have a question regarding the sponsorship of programs involving our teenagers.

AWARDS

Students are eligible to receive awards within their curriculum (Departmental Awards), at curriculum-related festivals, and at Far East, KPASSP, and JROTC competitions.

Activity or Athletic Letter

Students who participate in interscholastic activities or athletics should receive recognition for their participation and performance, and the successful completion of a season. Varsity and junior varsity letters may be awarded to students who meet all lettering criteria. It is the responsibility of the Sponsor or Coach, Activities Coordinator, and the School Principal to review lettering criteria, and for ensuring that students and parents are aware of the criteria at the start of the season.

Academic Letter

- Students in grades 9 — 12 are eligible to earn an Academic Letter.
- A student must be enrolled in at least four classes each quarter during the year being considered for the award.
- The award is based on the average of the **first three quarters** during the school year.
- The average GPA of the three quarters must be no less than 3.75.
- The GPA for any one of the quarters cannot be less than 3.5.

SENIOR AWARDS

President's Award for Educational Excellence

This award recognizes academic success and excellence in the classroom. To be eligible for this award, **seniors** must meet **all** of the following criteria:

- a) Have an overall grade point average of 3.5
- b) Score 85% or higher in math or reading on the standardized achievement test
- c) Demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment

President's Award for Educational Achievement

This award encourages and rewards students who work hard and give their best effort in school. This award recognizes **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.

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 may not necessarily be leaders, popular, contest winners, outstanding athletes, etc., but frequently, Principal's Award winners are students who have contributed to the betterment of the overall school climate. They have usually devoted many hours in this pursuit and work to make Nile C. Kinnick High School a better school.

SPECIAL SENIOR AWARDS

It is a long-standing tradition at Kinnick High School to recognize Seniors for their outstanding achievements and the contributions they have made during their years at Kinnick High School. The Student Recognition Committee (consisting of faculty, staff, and administrators) facilitates the process of verifying eligibility for the nominees, including a review of discipline records, prior to the confirmation of any student for these 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 and 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 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 meets **all** of the following criteria:

- a) has been involved in **at least two different performing arts**, in which letters would have been earned or juried awards were received
- b) 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 meets **all** of the following criteria:

- a) **Letters in at least two different sports**
- b) 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:

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