

KUBASAKI HIGH SCHOOL

“HOME OF THE DRAGONS”



PARENT-STUDENT HANDBOOK

2011 - 2012

Kubasaki High School

Mission Statement

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



Ringling in the School Year at Kubasaki

Dear Students and Parents,

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

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

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

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

Kubasaki High School Faculty, Staff, and Administration



KUBASAKI HIGH SCHOOL HISTORY

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



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SCHOOL MOTTO

Crede quod habes et habes

“Believe that you have and you have.”

SCHOOL COLORS

Green and White

SCHOOL MASCOT

The Dragon

SCHOOL CREST



The **SUN** at the top of the shield represents the enlightenment that comes from learning; the rays signify the main avenues of learning open to all.

The **TORII** in the upper left corner represents Japan, the location of our school.

The **TORCH** in the lower left corner represents the light of learning and understanding.

The **ATOMIC SYMBOL** in the upper right corner represents the sciences.

The **WINGED FOOT** in the lower right corner represents the field of physical development and sports.

The **LAUREL BRANCHES** extending on either side of the crest represent success and victory.

ACCREDITATION

Since 1948, Kubasaki has been a charter member of, and accredited by, the North Central Association of Colleges and Secondary Schools (NCA). This is an accreditation program that provides an on-site team visitation every five years. Kubasaki was last visited during the spring of 2009, receiving accredited status as well as several commendations. DoDDS schools are also evaluated by using Department of Defense Educational Activity (DoDEA) Standards Reviews, site visits by the Advisory Council on Dependent Education, and, internally, through the School Improvement Process (SIP).



DEPARTMENT OF DEFENSE DEPENDENT SCHOOLS

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



DoDEA COMMUNITY STRATEGIC PLAN (CSP)

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

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

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

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

Guiding Principles:

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



CONTINUOUS SCHOOL IMPROVEMENT PLAN (CSI)

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

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

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

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



A PERSON OF CHARACTER LIVES BY THE SIX PILLARS OF CHARACTER

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

Character Counts Coalition 2004



**KUBASAKI HIGH SCHOOL
DRAGON CHARACTERISTICS**

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

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

Welcome to Kubasaki – Home of the Dragons!



CONTACTING THE SCHOOL

Administrative Office

Principal	Dr. Walter Coulter	645-3728
Asst Principal	Ms. Connie Turner	645-3728
SMSS	Mr. Kenneth Orange	645-3728
Secretary	Mrs. Marcia Hashman	645-3728
Registrar	Ms. Angelica Straub	645-6888
Data and Attendance Clerk	Mr. Kendall Baker	645-3728
Office Automation Clerk	Shalisha Wright	645-3728

Counseling Office

Ninth Grade	Dr. Getz	A-F
	Ms. Ruffin	G-O
	Mr. Young	P-Z
Tenth Grade	Mrs. Sandra Ruffin	645-6888
Eleventh Grade	Dr. Harvey Getz	645-6888
Twelfth Grade	Mr. David Young	645-6888
Counselor	Ms. JaNae Burger	645-3728
Counseling Office Automation Clerk	Ms. Pamela Holden	645-6888
ASACS	Ms. Lisa Levin	645-3153
ASACS	TBD	645-3153

Information Center

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

Supply	Mr. Brian Ellis	645-3929
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FAX NUMBERS	DSN	645-0184
	Commercial	892-7769

Mailing Address

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

EMAIL

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

Every attempt will be made to answer Email and telephone message within 24 hours.

DoDDS PACIFIC
2011 – 2012 SCHOOL YEAR CALENDAR

Wednesday, August 23

Reporting date for Faculty

First Semester ♦ (91/92* Instructional Days)

Friday, August 26	Schedule Pick Up (1230)
Friday, August 26	New Student Orientation, (1300)
Monday, August 29	Begin First Quarter and First Semester
Thursday, September 1	Japanese Briefing (12:35-13:40)
Wednesday, September 7	Open House (1645-1900)
Monday, September 5	Labor Day Federal Holiday
Saturday, September 17	Manga Contest 0900-1700
Sat.-Sun., September 24-25	Photo Contest
Mon.-Tues., September 26-27	School Photos, 9-11
Thurs.-Fri. October 1-31	Drug Awareness Month
Sun.-Fri., October 4-9	Senior Photos
Monday, October 10	Columbus Day - Federal Holiday
Mon.-Sat., October 17-22	Homecoming Week
Thursday, October 27	Fall Choir Concert
Thursday, November 3	End of First Quarter (47 days of classroom instruction)
Thursday, November 3	Okinawa District College Fair (1730-1930)
Friday, November 4	No school for students - teacher work day
Monday November 7	Begin second quarter
Thurs.-Sat., November 10-12	Drama Dept- Coffee House Productions
Friday, November 11	Veterans Day - Federal Holiday
Thursday, November 24	Thanksgiving - Federal Holiday
Friday, November 25	Friday - Recess Day
Saturday, December 3	Marine Corps Ball (1800)
Fri., Sat., December 9-10	Madrigal Dinner (1800)
Thursday, December 15	Winter Band Concert (1900)
Monday, December 19**	Begin Winter Recess
Monday, December 26	Christmas - Federal Holiday
2012	
Monday, January 2	New Year's Day - Federal Holiday
Tuesday, January 3	Instruction Resumes
Monday, January 16	Martin Luther King, Jr. Day - Federal Holiday
Thursday, January 26	End of Second Quarter and First Semester

Friday, January 27	No school for students - teacher work day (44 days of classroom instruction)
Friday, January 27	Winter Ball (1900-2300)
Second Semester - (91/92* Instructional Days)	
Monday, January 30	Begin Third Quarter and Second Semester
Friday, February 10	Sweethearts' Concert (1800)
Monday, February 20	Presidents' Day - Federal Holiday
Sat.-Tues., March 3-6	National JROTC Drill Competition
Mon. – Friday, March 26-30	Focus on the Future
Thursday, April 5	End of Third Quarter (48 days of classroom instruction)
Friday, April 6	No school for students - teacher work day
Monday, April 9	Begin Spring Recess
Monday, April 16	Instruction Resumes - Begin Fourth Quarter
Thursday, May 10	Spring Band Concert (1900)
Friday, May 18	Spring Choir Concert
Monday, May 28	Memorial Day - Federal Holiday
Thursday, June 14	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 15	No school for students - teacher work day Last day for non-administrative educator personnel

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



MARK YOUR CALENDARS FOR:

Friday, August 26, 2011.....	New Student Orientation
Monday, August 29, 2011.....	Students Return (Welcome Back!)
Thursday, September 7, 2011.....	Open House – 1700-1900
Friday, September 23, 2011.....	1/2 Day Early Release – ALL Schools
Monday, Tuesday September 26-27, 2011.....	School Photos –Grades 9-11
Thursday, November 3, 2011.....	Combined College Night – Kubasaki HS
Thursday, November 10, 2011.....	Parent/Teacher Conference
Friday, June 1, 2011.....	Awards Assemblies
Saturday, June 9, 2011.....	Graduation, 1400, School Auditorium

Sign-up to take the SAT by visiting the following website: [SAT](#)



Important Information About International Registration

- International deadlines apply to anyone testing outside of the United States, U.S. territories, and U.S. commonwealths.
- Completed international registration materials **must be received** by the international deadlines.
- There is no late registration for international testing. Online and telephone registrations must be completed by the international deadline dates listed above.
- Students registering through International Representatives must submit their paper registration with full payment by the early registration deadline.
- On March 13, the SAT is not offered outside of the United States, U.S. territories, and U.S. commonwealths.
- SAT test dates for SY 2011-2012: October 1, November 5 and December 3, 2011; January 28, May 5, and June 2, 2012.

TESTING DATES: Tentative

Scholastic Reading Inventory (SRI) Pretest, Grade 9, No Later than October 3, 2011

PSAT, Grades 10 & 11, October 15, 2011

TerraNova, Grades 9 through 11, March 14-25, 2012

Foreign Language Proficiency Tests, April 20-May 8, 2012-

Scholastic Reading Inventory (SRI) Posttest, Grade 9, April 27-June 5, 2012

Advance Placement Exams May 02-11, 2012

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

KUBASAKI HIGH SCHOOL DAILY SCHEDULE SY 11-12

	A DAY			B DAY	
Block 1 (5 min passing)	0720 - 0844			0720 - 0844	
Block 2 (5min passing)	0849 - 1013			0849 - 1013	
Block 3/Lunch (5min passing)	A Lunch 1018 - 1053 <small>All other Buildings (100, 300, 400, 500, 600, 700)</small>	Block 3 1018 - 1142		(Class-Building 200) A Lunch 1018 – 1053 <small>All other Buildings (100, 300, 400, 500, 600, 700)</small>	Block 3 1018 - 1142
	Passing 1053 – 1058	Passing 1142 - 1147		Passing 1053 – 1058	Passing 1142 - 1147
	Block 3 1053 - 1217	B Lunch 1147 – 1217 (Building 200)		Block 3 1053 - 1217	B Lunch 1147 – 1217 (Building 200)
Block 4/Seminar	Announcements 1222 - 1226			Announcements and 1222 – 1230 Passing 1230-1235	
	Block 4 1226 - 1350			Seminar Session #1 1235 – 1310 (35) (5 min passing)	
				Seminar Session #2 1315 – 1350 (35) Students are dismissed from school at the end of Session 2	

FOUR BLOCK
HALF-DAY SCHEDULE
0720 -- 1020

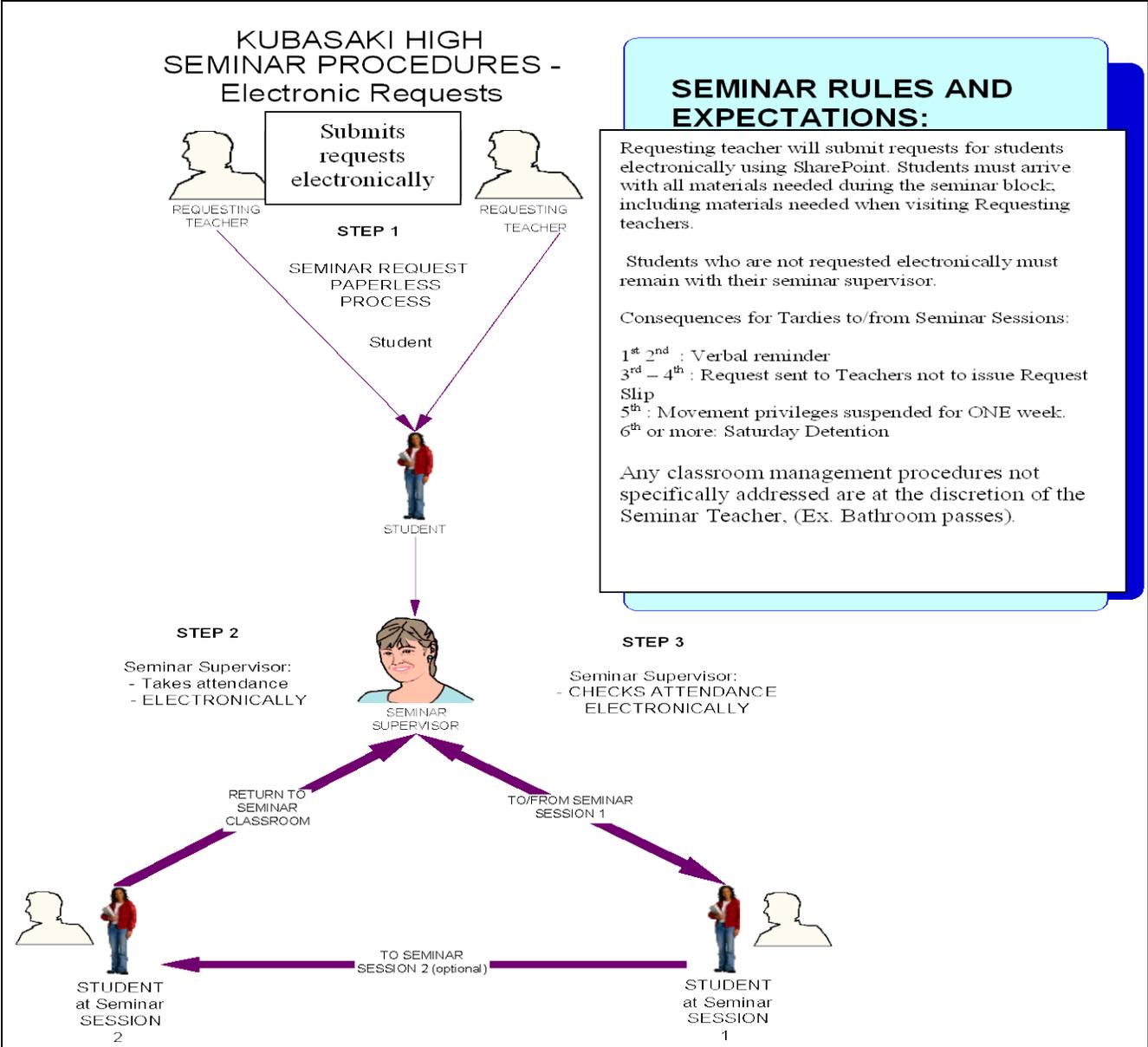
	A DAY (41 Minute Classes)
Block 1 (5 min passing)	0720 - 0802
Block 2 (5 min passing)	0807 - 0848
Block 3 (5 min passing)	0853 - 0934
Block 4	0939 - 1020

THREE BLOCK
HALF-DAY SCHEDULE

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

SEMINAR BLOCK B4

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





SECTION I – ACADEMIC POLICIES & PROCEDURES

AWARDS

Academic Awards (Letter)

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

Presentation of the Award

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

President’s Award for Educational Excellence

The purpose of this award is to recognize students for their academic excellence. To be eligible for the this award, the student must be a senior and must have an overall high school GPA of 3.5 on a 4.0 scale and score in at least the 85th percentile (as measured by a Standardized Test) in math or reading. The candidate must also demonstrate high motivation, initiative, integrity, intellectual depth, leadership qualities, and/or exceptional judgment.

President’s Award for Educational Improvement

The purpose of this award is to recognize students who show outstanding educational improvement, commitment, or intellectual development in their academic subjects. It is meant to encourage and reward students who work hard and give their best effort in school.

Principal’s Award

Each year, Principal’s Awards are given to deserving juniors and seniors, who, by their actions, have made Kubasaki High School a better experience for all students and staff members.

Athletic Letter Varsity Awards

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

COMPUTER-USE POLICIES

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

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

services are not authorized at Kubasaki High School.

Students may be authorized to use KBHS school computers to access other resources that are outside KBHS. Prior to using KBHS computers, and as a condition for such access, all students will sign a consent form acknowledging that KBHS retains the right to monitor any student communications or information exchanges made with school computers to any other computer. Transmitting or receiving unauthorized or "illegal to possess" information will warrant disciplinary action.

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

CONFERENCES (PARENT- TEACHER)

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

CONTROVERSIAL MATERIALS/ ISSUES

Instruction

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

Student Publications, Flyers, Brochures

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

COURSE DESCRIPTION GUIDE

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

DROPPING AND ADDING COURSES

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

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

EARLY GRADUATION

The administration may grant permission for early graduation for students with unusual academic circumstances. Please be aware that early graduation is a serious matter and will be approved only when students and parents can demonstrate a compelling need to do so. The desire to start college early, to join the workforce, or PCS moves are not considered unusual academic circumstances. Early graduation must be requested in writing at least one year prior to the proposed graduation date. Parents must meet with the counselor and complete an early graduation request form.

ENROLLMENT ELIGIBILITY FOR DoDDS

Tuition Free: Natural, stepchildren, or adopted school-age children of Air Force, Army, Navy, Marine, Military, or Civilian personnel are admitted free.

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

Family Education Rights and Privacy Act

School records are available for parental inspection. The following items of information are maintained on each student at Kubasaki High School:

1. Registration card (DS Form 600)
2. Permanent Records Folder (DSP Form 400, DS200)
3. Pupil Personnel Service Test Information Referral Form
4. Health Record (DSP Form 122).
5. Test Information

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

FIELD TRIPS

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

GRADE CLASSIFICATION

Grade 9	Student satisfactorily completes 8th grade or has been enrolled in 9th grade in a previous school
Grade 10	Student must have successfully completed at least 6 units of credit
Grade 11	Student must have earned a minimum of 12 units of credit and be able to meet all graduation requirements with normal scheduling for his/her junior and senior years.
Grade 12	Students must have satisfactorily completed at least 19 units of credit prior to the start of the new school year which might be their senior year of school. When appropriate, the CSC committee may recommend exceptions.

GRADES (CLASS RANKING)

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

GRADE POINT AVERAGE

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

GRADES (INCOMPLETE)

Only under exceptional conditions will incomplete grades be given at the end of a quarter or the first semester. Incomplete grades cannot be given at the end of the second semester which is the end of the academic school year. Barring emergency or other unusual situations, such grades must be made up within ten (10) instructional days following the end of the marking period. It is the student's responsibility to initiate action to complete the course requirements within this specified time frame. If the work is not completed by the student, an incomplete grade will be automatically changed to an "F" grade.

GRADES (WEIGHTED)

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

The Department of Defense Education Activity (DoDEA) will assume responsibility for the costs to take the Advanced Placement Examination for all students enrolled in Advanced Placement courses. Any student taking an Advanced Placement course in a DoDEA high school will be required to take the requisite Advanced Placement Examination in order to receive a weighted grade for a course.

GRADUATION REQUIREMENTS (GRADUATES OF 2008)

DoDDS schools require 26 units of credit to graduate:

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

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

GRADUATION WITH HONORS

Honors Diplomas will be awarded to students who meet the following criteria: completion of all

graduation requirements, earn a passing course grade and take the requisite examinations in a minimum of four Advanced Placement courses, and earn a Grade Point average of 3.80 or higher based on grades received through the end of the second semester of the graduating year.

HONOR ROLL

Quarters one and three Honor Roll selection will be based upon quarter grades. Quarters two and four Honor Roll selection will be based upon semester average grades. Students must have at least five grades that earn quality points (“A,” “B,” or “C”). **Students with a grade of “I,” “D,” “P,” or “F,” will not be eligible for consideration.** If a student satisfies the course requirements for the grading period, and the “I” (incomplete) is removed, printed honor roll indicators will NOT be readdressed. Grades must be complete and in place when honor roll lists are developed.

Kubasaki recognizes scholastic achievement as:

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

HOMEWORK

The degree, type, and amount of homework assigned will vary from teacher to teacher and will be dependent upon the individual needs of the student. Parents should encourage students to bring completed assignments home to ascertain the quality of work being completed. If you have doubts about whether your child is completing assignments, please call the Counseling Center at 645-6888/6883 to set up an appointment with the teacher and the student’s counselor.

If your child is absent for three (3) or more days, you may request homework assignments from his/her teachers. To do so, contact the Counseling Center. Allow one full day after the school has been contacted for assignments to be collected. The assignments may then be picked-up in the Counseling Center.

HOMEWORK (MAKE-UP POLICY)

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

INFORMATION CENTER (IC)

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

- The IC will be open from 0700 until 1530 each day that school is in session, unless otherwise noted. After school, students are expected to be actively engaged in legitimate study activities.
- Computers are to be used exclusively to gather information relevant to the school curriculum. Students may not visit sites designated as inappropriate by authorized school personnel. Use of email, web page forums, chat rooms, games, on-line shopping and entertainment sites are strictly prohibited. Video and audio streaming are not allowed in the IC because it takes up too much bandwidth.
- All students must present a valid pass signed by a staff member to visit the IC. This policy is in

effect at all times during the school day. Exceptions to this policy are (1) before school (2) after school and (3) during lunch.

- Students and parents are strongly encouraged to use the DoDEA online databases: GALE, NEWSBANK, and PROQUEST. All DoDDS students have access to these safe databases both at school and remotely at home.

LOST OR DAMAGED BOOKS/EQUIPMENT

In the event that a student owes for books or other items, payment should be made at the Disbursing Office of Accounting & Finance (Bldg. 721, Kadena AB) for lost or damaged books/equipment. The form may be obtained at the Counseling Center, and the student or parent will make payment at the Disbursing Office. These debts must be cleared at the school before clearances can be affected.

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

LEAVE AND/OR FAMILY VACATIONS

Students who leave school prior to the last day of school to accompany family members who are on leave or to take family vacations, are subject to “grades-to-date,” or they will receive no credit for the given grading period. These grades remain on the student’s transcript, without credit, until the remainder of the course work and/or exams are completed. Accelerating course assignments and/or taking semester/final exams are not options. Students may only take grades-to-date and then make up the work at a later point in time in order to receive credit for the semester.

PCS/ACCELERATED WITHDRAWAL

Earliest Departure Date for Credit:

Each school year, the **Department of Defense Education Activity (DoDEA)** establishes an acceleration period which is “the earliest departure date for credit.” The date coincides with 20 school days prior to the end of the first semester and the end of the second semester. This date is non-negotiable. School personnel and administrators do not have the authority to waive this date. The acceleration date for credit does not apply to students who leave on family vacations prior to the last day of school. The expectation for all students is that they attend school up to the last day. The acceleration date is established in order to justify the granting of credit to students who PCS or withdraw on or after this date.

PCS/Withdrawal on or after the Early Departure Date

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

1. Students must apply to the registrar for permission to accelerate their courses and receive full credit for the semester’s work prior to departure. This is accomplished by completing a “Request for Early Departure.” A parent or guardian must sign the request form. (Available at the Counseling Center). Students will then make an appointment with their respective counselor to discuss grades and status toward earning all appropriate credits.
2. Sponsors must present orders, or similar documentation, that validates the early departure of dependents.
3. Students must follow the procedures as outlined on the “Student Clearance Form.” All work and/or final tests must be completed prior to departure.
4. Teachers have wide discretionary authority to determine a student’s readiness to receive credit. Teachers may accelerate course assignments, administer a semester or final exam, or grant “grades to date.”

PCS/LAST DAY OF ATTENDANCE

Students must follow the procedure as outlined on the "Student Clearance Forms." Students must attend all classes for the entire period on the final clearance day. Students should return the "Student Clearance Form" to the Counseling Center. A copy of this form and a copy of the student's transcript will be given to the parents of the student following final clearance. Official transcripts will be mailed to the gaining school upon written request from that school. The original transcript will remain the property of Kubasaki High School.

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

PCS/WITHDRAWAL PRIOR TO EARLY DEPARTURE DATE

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

PROGRESS REPORTS/REPORT CARDS

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

Report cards are issued quarterly. Report cards will be regularly distributed the week following the end of the marking period. Please refer to the school calendar at the beginning of this handbook for qualifying dates. If you do not receive a report card in the time frame outlined above, contact the Counseling Center (645-6883/6888) for a copy.

REVIEWING SCHOOL RECORDS

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

STANDARDIZED TESTING

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

TRANSCRIPTS

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

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

Kubasaki High School
Attn.: Registrar
Unit 35008
FPO AP 96373-5008

In the event Kubasaki High School closes (or after four years after graduation), please send requests to:

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

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

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

SECTION II – ATTENDANCE



ATTENDANCE POLICIES

Students are expected to attend all classes, and attendance records are kept for each student. Parents are encouraged to contact the school if there is a concern about attendance. Absent, or late, students will remain unexcused until parents contact the attendance clerk. Attendance is taken each class period. Students that arrive at school 10 minutes after the tardy bell sounds must sign in at the Counseling Center, obtain a pass to class, and then immediately proceed to class.

If you are driving your student to school, please get him or her to school on time. All students need to be at school and ready to go to their classes by 0715; the last bell rings at 0720. On a day that a student misses school, parents are requested to either:

1. Call the school between 0720 and 0830 to inform the Attendance Clerk of the absence (645-6883)
2. Notify the Attendance Clerk by Email when your child is going to be absent
3. Or send a written note to school upon your child's return. The student will drop the note in the designated box in the Counseling Center and go immediately to class.

Parents must come to the Counseling Center to sign students out when the student has to leave school. As an option, students leaving the school grounds while school is in session must have a valid note from a sponsor, which must be confirmed by the Main Office. Students must sign in/out or be signed in/out at the Counseling Center. Students leaving school grounds without such permission will be considered truant.

Kubasaki High School will have a "closed campus" for ALL students during the first three weeks of the 2011-2012 school year. This is a change from previous school years. Seniors must earn the privilege to leave campus by not having D's or F's in any class during the course of each grading period. This means that only eligible 12th grade students may leave campus for lunch only. The campus is "closed" for the 9th, 10th, AND 11th grades. Students leaving campus without permission or failing to return after lunch will be considered truant. Seniors who are not eligible to leave campus due to D's and or F's will be treated as truant as well.

ABSENCE POLICY (EXCUSED/UNEXCUSED)

Excused Absences allow a student to make up any class work that was missed. It is the student's responsibility, however, to obtain missed assignments. Students missing one day of school must meet with teachers at the next scheduled class meeting to determine what assignments and/or tests they may

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

Excused Absences include, but are not limited to:

- Illness of student
- Family emergency
- Religious holiday
- Medical, dental, or legal appointment (Efforts should be made to schedule these appointments before school, after school, or during Seminar)
- School-sponsored or school-approved events
- Family trips that are pre-arranged with administration
- Special opportunities at community leadership conferences
- Promotion and change-of-command ceremonies for a member of the immediate family
- Suspension

Unexcused Absences include, but are not limited to:

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

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

ABSENCES (PRE-EXCUSED)

Students who know in advance that they are going to be absent for an extended period of time should bring in a note from the sponsor, and obtain a Pre-Excused Absence Form from the Guidance Office. This form should be filled out by the student, his/her teachers, and then signed by the sponsor, the counselor, and an administrator.

Travel

Parents/Sponsors are encouraged to travel with their families for no more than ten (10) school days. Family trips will be authorized up to the third week of May. This cut-off date coincides with the earliest day a student may be withdrawn from school and receive credit for second semester. Parents are encouraged to plan family trips to coincide with school vacations.

Medical

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

ABSENCES (PHYSICAL EDUCATION POLICIES)

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

activities will be at the discretion of the PE teacher.

LEAVING CAMPUS

Kubasaki High School has an open campus for eligible 12th grade students (no D's or F's in any class) for lunch only. During the first three weeks of school, the campus will be closed for all students. Once grades have been established, only seniors with no D's or F's in any class will be allowed to leave campus for lunch. Students are not permitted to leave the campus for reasons other than lunch unless they are 18 years of age and have permission to leave school (by using the proper school permission forms or by confirmation from the parent). Students who leave school during the school day must sign out in the Counseling Center logbook and sign back in upon return that day. Students will not be allowed to sign out and leave campus without: a note signed by their parent and verified by the Attendance Clerk; an appointment slip which indicates an appointment date and time (and verified by the Attendance Clerk); or a telephone call from the parent. This procedure applies to all students regardless of their legal age. If students do not sign out of school, they are considered truant and appropriate disciplinary measures will be taken. When a student returns to school, he/she must sign the logbook and will then be given a pass back to class.

TARDY POLICY

A tardy occurs when a student is not in their assigned classroom when the tardy bell sounds. Tardiness caused by oversleeping, missing the bus, or car trouble are unexcused. The school reserves the right to determine the excused or unexcused status of each tardy. Abusing "personal" reasons for excusing a student's lateness, by parents or sponsors, will be reported to the Base Inspector's Office for follow-up.

Tardiness is cumulative throughout the quarter, and every class-tardy is included in the quarterly count. **It is the responsibility of the tardy student to check with the classroom teacher at the end of the class to verify that a tardy was indicated on the daily attendance record.** (Students arriving on a late bus will be given an excused tardy and immediately admitted to class).

Teachers will follow individual discipline plans for students that are tardy four times within their classrooms. On a school-wide concern, when a student receives a third cumulative tardy, the Attendance Clerk will notify the parent or sponsor via general e-mail. Please contact the school at 645-6888 upon receipt of the e-mail for a telephone conference. After school trash detail will be assigned at the fourth tardy. When tardy a fifth time, the student will have to serve a Saturday Detention (failure to do so will result in out-of-school suspension). When tardy a sixth time, in-school suspension will be assign. Each subsequent tardy will also result in out-of-suspension.

All suspension letters will go to the Base Inspector's Office, Sponsor's Company Commander, and the Okinawa District Superintendent's Office. All disciplinary actions become a part of the students' behavioral profile.

TRUANCY

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

SECTION III – DISCIPLINE POLICIES & PROCEDURES

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

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

E3.1.1. While on school property.

E3. I .2. While en route between school and home or any school activity.

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

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

E3.I.5. During or while going to or from all school-sponsored or school-supervised Events and/or activities that affect the missions or operations of the school or district including field-trips, sporting events, stadium assemblies, and evening school-related activities.

E3. I .6. When the good order, safety, or welfare of the school, students, or staff is affected as a result of out-of-school actions. For out-of-school actions that involve First Amendment rights, there must be substantial disruption to the school.



FORMAL DISCIPLINE HEARINGS

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

MAJOR OFFENSES

All violators of major offenses will be subject to school disciplinary action as well as being reported to the Base Inspector’s Office, Military Police (when warranted), and sponsors’ commanders. Major offenses include but are not limited to the following:

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

MINOR OFFENSES

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

CONSEQUENCES FOR BEHAVIOR INFRACTIONS

Infraction:	Consequences:		
	1 st Offense	2 nd Offense	3 rd Offense
Alcohol Possession/Use	5 Day Suspension and Counseling Referral	10 Day Suspension and Expulsion Hearing	
Assault of a Staff Member	10 Day Suspension and Expulsion Hearing		
Cell Phone Use During Instructional Time (0720-1350) *Cell phone use between classes is not allowed.	Phone Confiscated by teacher and turned into the Main Office; phone returned at the end of school; parents notified; Referral written for tracking purposes;	Phone Confiscated by teacher and turned into the Main Office; phone returned at the end of school; parents notified; Referral written for tracking purposes; end of school service assigned	Phone Confiscated by teacher and turned into the Main Office; parents notified; phone returned to parent; Referral written for tracking; Saturday school assigned
Cell Phone Use During Tests (considered as cheating)	Referral written; parents notified; in-school suspension assigned	Referral written; parents notified; in-school suspension assigned	Referral written; parents notified; out-of-suspension assigned
Computer Abuse or Crime	Restricted Use/Possible Forfeiture of Use		
Disruptive Behavior	Parent Conference and Saturday Detention	1 Day Suspension	2 Day Suspension
Dress Code Violations (Details on page 31)	Parent Notification, Correction of Dress and Trash detail	Correction of Dress Saturday Detention	1 Day Suspension
Drug Possession/Sale/Use	10 Day Suspension	10 Day Suspension, Mandatory Disciplinary Hearing and Military Police Notification	
False Fire Alarm	5 Day Suspension and PMO Referral	10 Day Suspension, Expulsion Hearing PMO Referral	
Illegal Parking/Reckless Driving at/near Campus	Parent Notification and Loss of Parking Privileges for Five Days	Loss of Parking Privileges for 10 Days, and Military Police Notification	Loss of Parking and Driving Privileges on Campus and Military Police Notification
Fighting, Assault of a student	3 Day Suspension Premeditated – 5 Days	5 Day Suspension	5 Day Suspension and Expulsion Hearing
Contributing to Fights/Spreading Rumors	1 Day Suspension	2 Day Suspension	3 Day Suspension
Forgery	1 Day Suspension	2 Day Suspension	3 Day Suspension
Inherently Dangerous Items (Weapons – knives, guns/replicas)	10 Day Suspension and Expulsion Hearing		
Possession of	1 to 5 Day Suspension	5 to 10 Day	18 Week Expulsion

Dangerous/Potentially Dangerous Items		Suspension	
Prohibited Items: Electronic devices, PSPs, Gameboy DS, I-Pods/MP3 Players/ , laser pointers etc.	Confiscate/Turn in to Office/Parent Retrieval	Detention/Parent Conference Saturday Detention	1 Day Suspension
Insubordination/Disrespect/Di sobedient to a Teacher	1 Day Suspension	2 Day Suspension	3 Day Suspension
Profanity/Vulgarity	Parent Conference and Saturday Detention	1 Day Suspension	2 Day Suspension
Bullying (including cyber bullying), taunting, hazing, verbally abusing any person; including, but not limited to comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; Sexually Offensive Behavior, Sexual Harassment, Harassment of any Kind/Peer Abuse is prohibited; and matters pertaining to sexuality, sexual orientation, or characteristics of another person or associates of another person. DoDEA Reg. E3.5.15:	2 Day Suspension and Counseling Referral. Consultation with School Psychologist to determine need for a Functional Behavior Assessment; development of a Behavior Management Plan if warranted	4 Day Suspension and Counseling Referral; Command Notification; Behavior Management Plan initiated/reviewed and/or modified	7 Day Suspension and Command Notification; Behavior Management Plan initiated/reviewed and/or modified
Public Display of Affection	Parent Notification; Documented Warning	Parent Notification; After School Trash Detail;	Parent Notification; Saturday Detention
Play Fighting	Saturday Detention	1 Day Suspension	2 Day Suspension
Smoking/Possession of Tobacco Products	Suspension and Referral to ASACS 1-day suspension	Suspension and Referral to ASACS 2-day suspension	Suspension and Referral to ASACS 3-day suspension
Theft/Possession of Stolen Items	2 Day Suspension/Restitution/ Counseling/Military Police Notification	3 Day Suspension/Restitution / Counseling/Military Police Notification	5 Day Suspension/Restituti on/ Counseling/Military Police Notification
Threat of Physical Violence to a Student, Bullying and Intimidation	1 Day Suspension	3 Day Suspension	5 Day Suspension
Threat of Physical Violence to a Staff Member	3 Day Suspension and Counseling	5 Day Suspension and Military Police Notification	10 Day Suspension, Military Police Notification, and Expulsion Hearing
Truancy/Failure to Sign-out/Leaving Campus	1 Day Suspension	2 Day Suspension	3 Day Suspension
Vandalism	3 Day Suspension, Restitution, Clean Up and Military Police Notification	5 Day Suspension, Restitution, Clean Up and Military Police Notification	10 Day Suspension, Restitution, Clean Up, Military Police Notification and Expulsion Hearing

This matrix of Consequences for Behavioral Infractions does not supersede *DoDEA Regulation 2051.1*. It is provided to offer general guidelines for imposing disciplinary consequences but in no way restricts the right and responsibility of school Administration to apply appropriate levels of

discipline on a case-by-case basis depending on the circumstances, even if it deviates from the general guidelines of the matrix.

DETENTION (LUNCH/AFTER SCHOOL)

Teacher-Assigned Detention

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

Administrative-Assigned Detention

Lunch detention or after school trash detail: Such detentions will be served during the student's lunchtime in the cafeteria, or the student may be required to perform campus clean-up duty after school.

DETENTION (SATURDAY)

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

Students will not be given Saturday Detention more than two times in a school year for the same offense. After two Saturday Detentions for the same offense, students will be suspended out of school.

PLAGIARIZING/CHEATING

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

PUBLIC DISPLAY OF AFFECTION (PDA)

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

SEXUAL HARASSMENT

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

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

It is the right of all DoDDS students to participate in an educational program comparable to those offered in public schools in the United States in accordance with pertinent directives and regulations governing eligibility for enrollment.

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

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

SUSPENSION

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

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

SUSPENSIONS (DIRECT ESCORT)

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

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

WEAPONS POLICY

Weapons, or items that could be used as weapons, will not be tolerated at Kubasaki High School. Students in possession of such items will be subject to automatic suspension, pending an expulsion hearing. They include, but are not limited to the following:

- Guns (to include B B Guns)
- Look-alike (replica) guns
- Knives, Razors
- Box or carpet cutters
- Slingshots
- Nun chucks
- Any flailing instrument (e.g. a fighting chain; a heavy studded or chain belt)
- Objects designed to project a missile
- Explosives
- Mace
- Pepper spray (or any other similar propellant)
- Any object concealed, displayed, brandished in a manner that reasonably provokes fear

DID YOU KNOW: IN 1946, KBHS OPENED AT CAMP HOWARD, OKINAWA, WITH 25 STUDENTS!

SECTION IV- EXTRA CURRICULAR ACTIVITIES



EXTRA-CURRICULAR ACTIVITIES

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

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

National Honor Society
Newspaper
Science & Humanities Symposium
Yearbook (Printed & DVD)
Drama
Student-2-Student
Fellowship of Christian Athletes- FCA
Future Educators of America - FEA

INTERSCHOLASTIC ATHLETIC ACTIVITIES

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

Boys' Basketball - Varsity and Junior Varsity
Boys' Soccer - Varsity and Junior Varsity
Cheerleading – Varsity and Junior Varsity
Cross Country
Football - Varsity and Junior Varsity
Girls' Basketball - Varsity and Junior Varsity
Girls' Soccer - Varsity and Junior Varsity

Golf
Swimming (offered through MWR)
Tennis
Track and Field
Volleyball - Varsity and Junior Varsity
Wrestling

INTERSCHOLASTIC ATHLETIC PROGRAM CODE OF CONDUCT

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



INTERSCHOLASTIC ACADEMIC ATHLETIC ELIGIBILITY

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

At the beginning of the school year, all students are considered eligible. Ninth graders entering Kubasaki High School are considered eligible and will be re-evaluated at the end of the first grading period. The sponsor of each extra-curricular activity is responsible for informing students in his/her activity of the contents of this policy. Sponsors are also responsible for enforcing this policy when students are identified as ineligible

Students that quit an athletic team after the official league season has started will not be eligible to participate in another school-sponsored athletic program during that same season.

NON-SPONSORED ACTIVITIES

DSM Manual 2000.1, Administrator's Guide, states that the school cannot play a role in providing funding, sponsoring, or providing released time for an overnight class trip. Further, day trips will not be school-sponsored unless they have educational value, which relate especially to DoDDS education objectives. "Overnight" secondary school class and Spring Break trips (or overnight sleep-over activities on campus) are not considered to be a school function. Such an activity is not an approved activity for DoDDS-Pacific schools. Parents or other community groups sponsoring such social trips must accept full responsibility for the event. School or class funds may not be expended for these activities. We hope that parents closely examine social activities to determine who is involved in the planning and participation and who is responsible for the sponsorship needs. Please call the school if you have a question regarding the sponsorship of programs involving our students.

SECTION V– GENERAL INFORMATION



BOOKS AND EQUIPMENT

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

When the student transfers from school or completes a course, all books and equipment must be returned to Kubasaki High School. Students are required to sign for books and must return the same numbered books at the end of the school year or when withdrawing from school.

When textbooks or equipment are lost or damaged, a LOSS OF GOVERNMENT PROPERTY letter will be issued to the sponsor with DD Form 1131, CASH COLLECTION VOUCHER. Payment is due upon receipt of the DD Form 1131. Accounting & Finance will issue a receipt number, and the DD Form 1131 should be returned to the Counseling Center as proof of payment. Charges for damages will be assessed according to the following:

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

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

CELLULAR PHONES/ELECTRONIC DEVICES

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

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

DRESS STANDARDS

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

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

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

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

FOOD & DRINKS

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

LOCKERS

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

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

LUNCH PROGRAM

The military services have requested the Army and Air Force Exchange Service (AAFES) to operate a daily school lunch program for the DoD Dependent Schools in overseas areas. Under this arrangement, AAFES provides the food and the personnel to operate the cafeterias. AAFES operates the school lunch program on a strictly non-profit basis worldwide. Meal prices are established to cover food costs and

operation expenses. Reduced prices and free meals are available to eligible students. For more information, sponsors should call 645-2431/2360.

NEWSLETTER

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

PARKING (STUDENT POLICY)

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

PROTECTION OF PERSONAL PROPERTY

Each student is responsible for safeguarding his or her personal property. The school cannot assume responsibility for lost or stolen items. The following are ways to help safeguard against theft:

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

SCHOOL DANCES

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

TELEPHONES (PUBLIC)

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

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

VISITORS/ ACCOMPANYING STUDENTS

Kubasaki High School is always pleased to have visitors that are interested in its educational and extra-curricular activities. All visitors to the school must first sign in at the Counseling Center, and obtain a

Visitor's Pass. It is recommended that parents first call the school in order to avoid possible class conflicts, such as special programs, testing, and so forth. Students wishing to bring visitors to school are required to present a written request two days prior to the visit. This written request by the sponsor or parent, including the visitor's name, must be approved by the student's teachers before a Visitor's Pass will be given. The request must be signed by each teacher and then presented to the main office for an Administrator's signature at least one day prior to the desired visit date.

SECTION VI – HEALTH & SAFETY



ADOLESCENT SUBSTANCE ABUSE COUNSELING SERVICES (ASACS)

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

ALCOHOL AND OTHER DRUGS

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

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

EMERGENCY PROCEDURES, NATURAL DISASTERS

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

FIRE DRILLS

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

1. Quickly clear the buildings by the prescribed route.
2. As a class, move to the prescribed area.
3. Stay off the asphalt fire lanes, driveways, and parking lots.
4. Stay away from fire hydrants.
5. Be orderly, quiet, and prepared to listen for additional information.
6. Re-enter the buildings when the all-clear signal is given.
7. When fire alarms are activated between classes, students should report to the evacuation area for the last class they attended.

HAZING

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

HEALTH SERVICES

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

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

The nurse will not dispense medication to any student unless the medication is supplied in a labeled container and accompanied by a Hold Harmless Letter on file in the School Nurse's Office. A Hold Harmless Letter can be picked up at the hospital or the School Nurse Office. The prescribing physician must sign all Hold Harmless Letters. The medicine should be in a pharmacy-labeled bottle marked with the student's name, the name of the drug, the amount to be taken, and the time the medication needs to be administered.

The nurse does not excuse a student from a physical education class. If a student is physically unable to participate, parents should provide written medical verification.

POLICE INVESTIGATIONS

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

SMOKE FREE CAMPUS

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

TROPICAL CYCLONE (TYPHOON) GUIDE

Tropical Cyclone Condition	0600-0759	0800-1459	1500-0559
TCCOR One (TC-1)	No school for students, buses return students if in route. Administrators, teachers, and staff work. Normal duty hours for employees.	No school for students; prior to 1200 students will be sent home early, buses will run normal routes. After 1200 school will continue, students will go home at the normal time, buses will run normal routes. Normal duty hours for staff and teachers.	No school for students. Administrators, teachers, and staff work. Normal duty hours for employees.

TCCOR ONE CAUTION (TC-1C)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
TCCOR ONE EMERGENCY (TC-1E)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
TCCOR ONE RECOVERY (TC-1R)	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.	No school for students or employees. Tune to AFN radio or television for current information.
STORM WATCH (TC-SW)	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.	No school for students. Employees report for duty within two hours of the first announcement. Normal duty hours for employees.

DoDDS Tropical Cyclone School Closure Guide, updated 20 April 2004

SECTION VII – PARENT & COMMUNITY SUPPORT



COMMUNICATION – A TWO-WAY STREET

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

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

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

Communication is enhanced by community involvement in our School Advisory Committee (SAC) and our Parent-Teacher-Student Association (PTSA). We encourage community participation in these groups. Contact the Counseling Center for additional information.

PARENT CENTER

The Kubasaki High School Parent Center is a place which is set aside for the purpose of making school accessible to family members and to encourage community involvement in the learning process. It is a place that contains resources and scheduled activities to provide parents with knowledge, skills, and attitudes that enable their children to learn, to complete their education, and to become contributing members of society. Our Parent Center goals are:

- To provide a place where parents can participate in a variety of training programs
- To provide a variety of resources available for use by parents and families
- To foster relationships between families for the purpose of helping each other by sharing successes
- To provide a meeting place for parents and teachers to discuss ways to help students sharpen learning skills

- To provide a tutoring-friendly atmosphere for volunteers to help children learn study techniques and to provide the volunteers and students with meaningful resources

PARENT/TEACHER/STUDENT ASSOCIATION (PTSA)

Kubasaki High School has an active Parent/Teacher/ Student Association that meets on the third Thursday of every month at 5:30 P.M. in the Information Center (IC). All parents, teachers, and students are invited to join or attend. If interested, please contact the Counseling Center.

SCHOOL ADVISORY COMMITTEE (SAC)

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

CONTINUOUS SCHOOL IMPROVEMENT PLAN COMMITTEE (CSI)

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



SECTION VIII – SUPPORT PROGRAMS



AVID

As part of the High School Initiative, the AVID Program is designed to serve those students that have scored in the middle range on standardized tests, and are not achieving to their fullest potential. The mission of AVID is to ensure that all students, especially students “in the middle,” with academic potential will succeed in a rigorous curriculum; enter mainstream activities of the school; enroll in four year colleges; and become educated and responsible participants and leaders in our society.

CASE STUDY COMMITTEE (CSC)

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

CHILD FIND

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

- Blind/vision impairment
- Deaf/blind

- Deaf/hearing impairment
- Health impairments
- Learning impaired
- Speech and language impairments
- Multi-impairments
- Physically challenged
- Preschool challenged
- Serious emotional impairment

GUIDANCE AND COUNSELING SERVICES

The following services are offered through the counseling office:

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

PUPIL PERSONNEL SERVICES

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

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

SPECIAL NEEDS SERVICES

Kubasaki High School offers a wide continuum of services for students with special needs. The resource program exists for students who are declared eligible under IDEA. Students in this program are on an Individualized Educational Program (IEP) in order to provide students with the least restrictive learning environment. KBHS specialists work with classroom teachers to modify the curriculum to ensure student success in regular education classes. The resource program currently offers classes in math, reading, learning strategies, and language arts.

SUPPORT CLASSES

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

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

Contact the Counseling Center for additional information.

SECTION IX – TRANSPORTATION



SCHOOL BUSES

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

AFTER-SCHOOL ACTIVITY BUS

The after school activity buses departing Kubasaki High School for the outlying housing areas are authorized for students participating in the school's extra-curricular activity programs. Students that participate in such activities are authorized to ride the after-school activity bus. The activity sponsor will issue bus passes, which are checked by the extra-curricular sponsors. Times for the activity buses are announced at the beginning of each academic quarter. Students may obtain quarterly schedules from either their guidance counselor, or activity sponsor. Transportation for all other school/student involvement is the responsibility of the student and sponsor. Detention, appointments, student social gatherings, and shopping visits to the Butler area after school are not valid reasons for use of the after school activity bus.

