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PRINCIPAL'S MESSAGE

Dear Parents and Students:

Welcome to Edgren High School and Misawa Air Base. Misawa is a beautiful city surrounded by the great outdoors which offers a wealth of activities. Edgren High School also provides a wide variety of activities that are both academic and athletic in nature. We are committed as a school to provide an educational experience that would surpass that of any stateside location. Our commitment to student excellence and success are directly reflected in the individual philosophies and procedures of each member of our faculty and staff. At Edgren High School you will find trained teachers within their disciplines, seasoned in delivering a diversified mode of instructional strategies and interventions to support and encourage the success of all students.

We are a standards-driven school with programs and courses providing the knowledge and rigor for students to branch off into any number of post secondary avenues. As part of our certification, we have actively worked to improve the problem-solving skills of all of our students as well as to improve individual reading abilities. At Edgren High School we believe the two most critical components of a successful education are reading and problem solving. By increasing these capabilities, the success and enjoyment of our students' educational endeavors is also increased. We desire for our students to be lifelong learners regardless of the direction they choose after graduation on their path to success.

I encourage you to become involved in the curricular and extra-curricular activities at Edgren High School. You will find that by becoming involved in our school, you will take more ownership of your own academic endeavors and allow yourself to reflect the pride we have in our school.

Edgren High School's mission statement clearly shows that students come first. In all of our planning, projects, curricular enhancements, and much more, we strive to improve the education we can offer and provide to our students. We are a student-centered school and parents are our allies as we seek to prepare our students for happy and productive lives.

I look forward to working with each one of you and hope for a great and enjoyable year.

Go EAGLES!

Jeff Arrington
Principal



Edgren High School Class Schedules

A/B BLOCK

Entrance	8:03
First Bell	8:05
A1/B1	8:10 - 9:35 (85)
A2/B2	9:40-11:05 (85)
A3/B3 H.S.	11:10-12:35 (85)
Lunch M.S.	11:05-11:45 (40)
A3/B3 M.S.	11:50-13:15 (85)
Lunch H.S.	12:35-13:15 (40)
A4/B4	13:20-14:45 (85)

2-HOUR DELAY – A/B BLOCK

First Bell	10:05
A1/B1	10:10-11:05 (55)
A2/B2	11:10-12:05 (55)
Lunch M.S.	11:05-11:45 (40)
A2/B2 M.S.	11:50-12:45 (55)
Lunch H.S.	12:05-12:45 (40)
A3/B3	12:50-13:45 (55)
A4/B4	13:50- 1445 (55)

7 PERIOD SCHEDULE

First Bell	8:05
A1	8:10- 8:57
A2	9:02- 9:49
A3	9:54 -10:41
A4	10:46-11:33
Lunch M.S.	11:33-12:09
B1 H.S.	11:38-12:25
B1 M.S.	12:14 -13:01
Lunch H.S.	12:25 -13:01
B3	13:06 -13:53
B4	13:58 -14:45

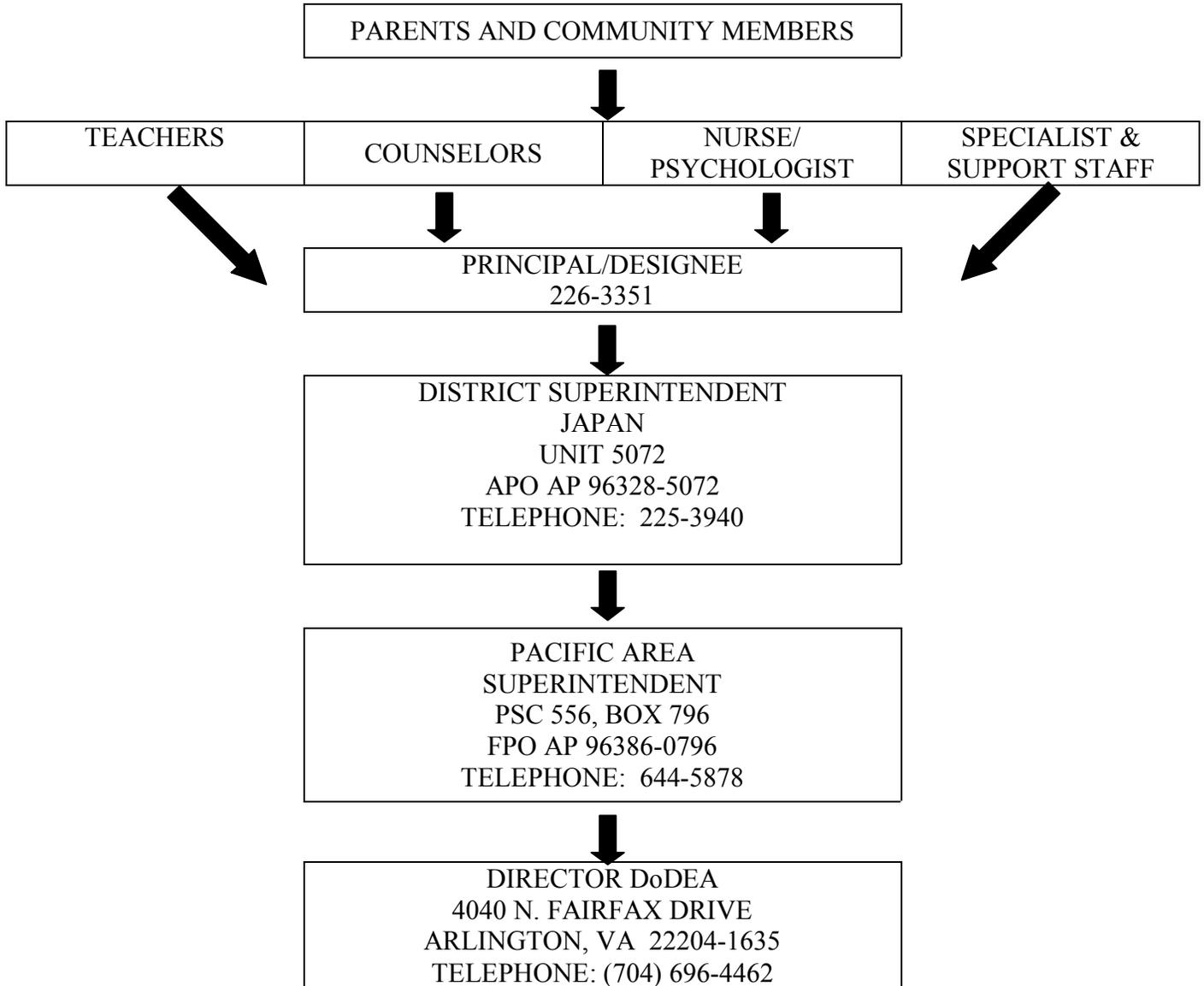
SEMINAR RELEASE

Seminar is held during the B2 block. For early release days, B2 will be eliminated from the day and students will be released after B3. No lunch will be provided on seminar release days.

Zero Bell	7:20-8:05
First Bell	8:05
B1	8:10 - 9:35 (80)
B4	9:40-11:05 (80)
B3	11:10-12:35 (80)
Buses depart at	12:45

Special schedules will be designed and publicized as necessary.

Communications Chain of Command for Addressing and Resolving School Level Issues



From time to time, parents and other community members may have questions or concerns about our educational programs and services. So that we can respond to these issues in a timely manner, this communications chain of command is provided for your use. You may, of course, contact a school administrator directly to secure information or to resolve a concern. You may also contact the Japan Districts Edu-line at DSN 225-8836.

CHAIN OF COMMAND/ Mailing Addresses

Robert D. Edgren High School is a part of the Department of Defense Dependents Schools, Pacific Region (DoDDS-P).

Ms. Georgia Watters
Assistant Principal, Robert D. Edgren High School
Unit 5040
APO AP 96319-5040

Mr. Jeff Arrington
Principal, Robert D. Edgren High School
Unit 5040
APO AP 96319-5040

Mr. Bruce Derr, District Superintendent
District Superintendent Office, Japan
DoD Dependent Schools, Pacific
Unit 5072
APO AP 96328-5072

Dr. Nancy Bresell, Pacific Area Director
DoDDS Pacific Area Superintendent Office
PSC 556, Box 796
FPO AP 96386-0796

Director - Dr. Joseph Tafoya
DODEA
4040 North Fairfax Drive
Arlington, VA 22204-1634



SCHOOL MOTTO "Quest for Excellence"

SCHOOL COLORS Green and Gold

SCHOOL MASCOT The Eagle

CALENDAR FOR SCHOOL YEAR 2008 / 2009

FIRST SEMESTER

25 Aug 08 (Mon) Begin First Quarter and First Semester

01 Sep 08 (Mon) HOLIDAY, Labor Day

13 Oct 08 (Mon) HOLIDAY, Columbus Day

30 Oct 07 (Thu) End of 1st Quarter (47 Days of Classroom Instruction)

31 Oct 08 (Fri) NO SCHOOL – Teacher Workday

03 Nov 08 (Mon) 2nd Quarter Begins

11 Nov 08 (Tues) HOLIDAY, Veterans’ Day

27 Nov 08 (Thu) HOLIDAY, Thanksgiving Day

28 Nov 08 (Fri) NO SCHOOL FOR STUDENTS

10 Dec 08 (Wed) Accelerated Withdrawal Date (Fall semester)

22 Dec 08 (Mon) Begin Winter Recess

25 Dec 08 (Thu) Holiday (Christmas)

01 Jan 09 (Thu) Holiday (New Year’s Day)

05 Jan 09 (Mon) Instruction Resumes

19 Jan 09 (Mon.) Martin Luther King, Jr. Day (Federal Holiday)

22 Jan 09 (Thu) End of Second Quarter and First Semester (45 Days of Classroom Instructions)

23 Jan 09 (Fri) No School for students- Teacher Workday

SECOND SEMESTER

26 Jan 09 (Mon) Begin Second Semester/ Third Qtr

16 Feb 09 (Mon) HOLIDAY, Presidents’ Day

02 Apr 09 (Thu) End of Third Quarter (48 Days of Classroom Instruction)

03 Apr 09 (Fri) No school for students – Teacher Workday

06 Apr 09 (Mon) Begin Spring Recess

13 Apr 09 (Mon) Instruction Resumes- Begin 4th Quarter

13 May 09 (Wed) Accelerated Withdrawal Date (Spring semester)

25 May 09 (Mon) HOLIDAY, Memorial Day

11 Jun 09 (Thu) End of 4th Quarter/2nd Semester (45 days of classroom instruction)

12 Jun 09 (Fri) NO SCHOOL FOR STUDENTS Teacher workday
Last day for non-administrative educator personnel

School Year 2008-2009 Instructional Days- 183
Work Days- 190



Department of Defense Education Activity

Community Strategic Plan

GOAL 1: Highest Student Achievement

Outcome A: Student Performance and Assessment

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

Outcome B: Opportunities to Learn and Citizenship

All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to ensure continuous learning and productive citizenship.

GOAL 2: Performance-Driven, Efficient Management Systems

Outcome A: Resource Allocation/Academic and Student Support Services

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

Outcome B: Facilities and Equipment

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

Outcome C: Safe Environment

All schools will have safe, well-managed, and disciplined environments conducive to learning.

GOAL 3: Motivated, High Performing, Diverse Workforce

Outcome A: Personnel Management Practices

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

Outcome B: Continuous Professional Development and Training

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

GOAL 4: Network of Partnerships Promoting Achievement

Outcome A: Partnerships

All levels of the organization will develop, promote, and maintain a network of meaningful partnerships and alliances to enhance social, emotional, and academic growth, and to maximize resources.

Outcome B: Communication System

All levels of the organization will develop and implement a multimedia communication plan to enhance dialogue and promote trust among staff, parents, students, and the community.



Robert D. Edgren High School

MISSION STATEMENT

We are committed to helping students develop academically, socially, physically and emotionally in a global community.

Essence of Mission Statement

Intrinsic to our mission is the need to:

- Promote a positive environment
- Affirm diversity and celebrate cultural differences
- Develop well-rounded, responsible citizens
- Foster students' vision to adapt and succeed in a changing world

ACCREDITATION

The North Central Association of Colleges and Schools (NCA) accredit all DoDDS schools. Our teachers are fully certified.

School Improvement Process. The School Improvement Process is an on-going system to improve targeted goals established by DoDEA and by the faculty. Regional guidance is given, and in-service is provided as needed. The annual review, which is stated in student-outcome goals, is forwarded to the DoDDS Regional Office. School improvement is a component of the school's North Central Accreditation process.

EDUCATIONAL PROGRAMS

Our programs focus on a wide variety of educational experiences geared to the early adolescent's transitional nature. These experiences include academic work, participation in activities, observation, and directed skill training. The student must play an active role in organizing, interpreting, and coding information.

Goals:

1. To help students develop skills which enable them to collect and critically evaluate information with emphasis on how to learn.
2. To build positive self-concepts.
3. To provide for general education, including opportunities for the development of a sense of inquiry, curiosity, and commitment to learning.
4. To help students learn respect for others and themselves through working together.
5. To provide opportunities for exploration.

GRADUATION REQUIREMENTS FOR THE CLASS OF 2008 AND ON

The following graduation requirements have been established for all Department of Defense Dependents Schools (DoDDS Reg. 2010.1). The current minimum requirements for DoDDS are 26 credits for graduation. Edgren High School strongly recommends that students take additional credits to permit easy transfer and adjustment to stateside school schedules and requirements. Listed below are the required subject areas for graduation plus suggested guidelines:

Starting with the class of 2007, in order to receive a graduation diploma, students must have cumulative 2.0 GPA at the end of the senior year.

Area	Credits Needed
Language Arts (e.g. English)	-- 4 Credits
Social Studies	-- 3 Credits
Mathematics	-- 3 Credits
Science	-- 3 Credits
Health Education	-- .5 Credits
Physical Education	-- 1.5 Credits
Fine Arts	-- 1 Credit
Foreign Language (same language)	-- 2 Credits
Professional Technical Studies (1/2 credit must be in a computer course.)	-- 2 Credits
Subtotal for Required Courses:	20 Credits
Subtotal for Elective Courses:	6 Credits
TOTAL CREDITS	26 Credits

Grade Level Requirements:

- Freshmen: 8th grade completion
- Sophomore: Successful completion of at least 6 units of credit.
- Junior: Successful completion of at least 12 units of credit satisfies the general requirements for graduation in 2 years.
- Senior: Successful completion of at least 17 units of credit satisfies the general requirements for graduation by June of the senior year.

Dropping a Class. Classes may be dropped within the first two weeks of each semester. Students must report to the counselor for a "Drop/Add" form. The teacher, the counselor, and the parent/guardian must approve any changes. With advice from the guidance counselor and the teacher of the course, the principal will determine exceptions.

Grades: In DoDDS schools the numerical equivalency of letter grades are:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59-0

Point equivalencies for letter grades are used to compute the individual Grade Point Average (GPA). They are as follows:

A = 4 B = 3 C = 2 D = 1 F = 0

Weighted Grades. Only Advanced Placement courses will receive weight point values and only if the AP test is taken. Honors classes will not receive weighted grades. The weighted point values are as follows:

A = 5 B = 4 C = 3 D = 2

The weighted point value is used to determine class rank and for other competitive purposes, such as honor roll. Transfer grades will receive their equivalent letter grade placement. **Transfer grades that have been weighted at a previous school will not be weighted, with the exception of AP courses.** All transfer letter grades will receive their equivalent letter grade mark on a 4.0 scale.

Homework. Homework is assigned regularly. It reinforces and extends classroom instruction, lays the foundation for the next lesson, and provides opportunities for creative development. Careful completion of homework assignments promotes student achievement and academic success.

Progress Reports & Report Cards. Progress reports will be mailed to the sponsor each mid-quarter. Report cards will be mailed to the sponsor and a copy given to each student at the end of each quarter.

Incomplete Grades. An “I” (incomplete grade) means that all course requirements are not completed. Students must initiate action with the teacher to remove the incomplete. The teacher will establish the deadline for completion of work, however, after two weeks, the “I” becomes the earned letter grade at the quarter’s end. No incomplete grades will be awarded at the end of the 4th quarter.

Graduation with Honors SY 2008-2009

Department of Defense Education Activity Honors Diploma

It is the policy of the Department of Defense Education Activity (DoDEA) that an honors diploma will be in effect beginning with School Year 2007-2008. The DoDEA will award an Honors Diploma to students achieving the high school graduation requirements with honors.

Effective School Year 2007-2008, students graduating from DoDEA schools will earn an Honors Diploma by meeting the following criteria: (1) completion of all graduation requirements; (2) earn a passing course grade and take the requisite examinations in a minimum of four Advanced Placement courses; and (3) earn a Grade Point Average of 3.8, or higher, based on grades received through the end of the second semester of the graduating year.

This policy will be included in the reissuance of DoDEA Regulation 2000.1, “High School Graduation Requirements.”

Early Graduation. Students may graduate early if regular graduation requirements have been met. Other criteria such as financial need and health are given consideration.

Any academically qualified student who wishes to graduate before the end of the senior year must have completed the following additional requirements prior to the end of his or her final semester:

- a. Notify the counselor of early graduation intentions and have credits checked at the beginning of the final semester
- b. Submit to the principal a letter stating the reason(s) early graduation is requested. Submit to the principal a letter from the parents of the student making the request, stating permission for the dependent to graduate early. (Such letters must be submitted prior to the first semester course selection for twelfth grade.)
- c. The procedure for this process originates with your written request to the high school counselor.

EARLY DEPARTURE

Grades and Early Departure. When students PCS from Misawa before the end of the school year, two types of grades may be given depending upon the time frame and the intentions of the student. A student who leaves before the early departure date established by DoDEA (20 days before the end of each semester) will only receive a “grade-to-date.” A student who leaves after the early departure date may receive quarter and semester grades if accelerated work is completed or a “grade-to-date” if a student chooses not to accelerate. To receive a full semester grade, a student must accelerate by completing all course material that would be missed and:

1. Have PSC orders.
2. Inform the teacher and school sufficiently in advance of leaving.
3. Obtain Edgren High School Acceleration Packet from the Registrar’s office and complete all steps outlined in the directions.

A student who does not accomplish all the work normally required for a semester will receive a “grade-to-date.”

Withdrawal from School/Early Departure. Students who need to withdraw from school before the end of the semester should pick up a “Withdrawal Form” or a “Request to Accelerate Form” in the Registrar’s Office as soon as learning of the departure. All teachers, a parent or guardian, and a school administrator must sign the form. In order for all necessary records to be completed, students are requested to present to the Registrar a copy of PCS orders as early as possible, but at least two weeks before the student expects to be withdrawn. Students will follow their regular schedule on the day of clearance and complete individual class withdrawal procedures during the class period. Final clearance must be made with the Registrar’s Office during the last class period. **Early departure credit will not be given to students who are going on vacation.**

Acceleration to receive semester credit applies ONLY for high school credit. 7th & 8th grade students will not be required to accelerate for the purpose of receiving semester credit unless he/she is enrolled in a high school course, chooses to accelerate and departs within the twenty day period.

For accelerating students to receive full credit for the semester, they must stay in school until the date determined by DoDDS as being the date for early departure with full credit.

SPECIAL PROGRAMS

English as a Second Language (ESL). The ESL program aids students with limited English proficiency. The goal of this program is to help students acquire oral, reading, and writing skills needed for effective communication and participation in mainstream classroom activities.

Special Education. In compliance with Public Law 94-142, the Education of Handicapped Students Law, Edgren High School serves the needs of students who have special educational needs. Resource teachers and specialists in reading, speech, and vocational education provide these services. Individualized Education Programs (IEP) are developed and followed for all students in Special Education.

The Student Success Team (SST): is a problem solving and coordinating approach that assists students, families, and teachers to seek positive solutions for maximizing student potential. It provides an opportunity for school staff, parents, community members, as well as additional agencies to address concerns about a specific student and develop a positive course of action, assign responsibilities, and monitor results. At EHS, the SST members include the school

counselors, administrators, nurse, psychologist, special education teachers, as well as regular classroom teachers. A counselor, teacher, or parent may refer a student, who is unsuccessful at school for any reason, to the SST. To make a referral to the SST, simply contact any faculty member.

The Case Study Committee (CSC) works closely with parents and regular classroom teachers in the overall implementation of the special education program.

AVID. This program prepares students who are not working to potential for four-year college eligibility. The AVID elective classes are offered in grades 8 through 12. Admittance into the class is determined by evaluation of the following criteria:

- strong student academic commitment
- grade point average of 2.0 - 2.9
- CTBS national stanine scores of 5 to 7 in math computation and in total language
- teacher, parent, friend, sibling, and/or self nomination
- good discipline and attendance records
- completion of the interview process.

Independent Study. This program gives students the opportunity to complete a prescribed course without attending class for a specified amount of time during the semester. Credit will be granted for satisfactory performance on examinations or for successful completion of prescribed curricular units. The principal must approve independent study programs. A teacher oversees each independent study course.

Career Practicum (CP). This program gives students an opportunity to work and to acquire skills training through on-the-job experience. CP also provides opportunities for students to research different careers, learn about the job application process, and write resumes, job descriptions, and cover letters.

In addition to practical work experience, the CP program offers aptitude testing, career counseling, work exploration, computerized career information searches, interest inventories, and career decision-making processes.

STUDENT RECOGNITION

National Honor Society/National Junior Honor Society. The junior and senior high school National Honor Societies are composed of students who demonstrate outstanding leadership, scholarship, service, and character. Using procedures established by the National Honor Society, a Faculty Council appointed by the Principal makes selections. Students must have a 3.3 GPA to be eligible for selection.

Honor Roll. The following grade standards are established, based on quarterly grades, to determine placement on the Honor, High Honor, or Principal's List of the Honor Roll: In addition to the GPA a student can not have any failing grade at the end of the recognition period.

An average of:

3.0 to 3.49	Honor
3.5 to 3.99	High Honor
4.0+	Principal's List

Awards. Honor Roll awards are presented at the end of each quarter. An awards assembly will be held at the end of the school year to present Academic awards, Presidential Fitness, scholarships from local organizations, and individual performance awards for the year. Parents and community are invited.

PUPIL PERSONAL SERVICES

Counselors. School counselors assist students with educational, career, and personal concerns. They provide new students with an orientation to the school and its programs.

Individual students, small groups or entire classes meet with the counselors to make course selections, develop educational plans, participate in career awareness sessions, or select post high school training. Student-initiated appointments give each individual the opportunity to discuss educational or personal concerns with the counselors.

Nurse. A full-time nurse is available to provide emergency first aid for students, to administer prescribed and approved medications, to help answer health-related questions, and to provide health assessments. A school-wide Health Fair is conducted in September when students are screened for vision, hearing, blood pressure, and scoliosis.

MEDICATIONS. Students are *never* allowed to carry prescription or non-prescription drugs in their possession (and serious disciplinary consequences can occur for students found in violation of this mandate). The school nurse is not permitted to diagnose illnesses, nor is s/he authorized to administer any form of medication without proper authorization. If there is a medical need for prescription or non-prescription medication to be administered while at school, including over-the-counter medications, parents must deliver medications to the school nurse in (a) its original container, (b) accompanied by a Hold Harmless letter (HHL) signed by both the parent and the prescribing physician. This rule also applies for students away on field trips or intramural sports.

IMMUNIZATIONS. Immunization Requirements must be met before a student is allowed to enroll and as needed during attendance at Edgren. Please call the school nurse if you have any questions: 226-3136.

High School Activities

Students in grades 9 – 12 can participate in the following activities. All conditions of eligibility must be followed.

Drama	Ski Club
Golf (Intramural)	Chess Club
Model United Nations	Spanish Club
National Junior Honor Society (9)	Baseball
Paintball Club	Cross Country
Tennis Team	Wrestling
Junior Science and Humanities Symposium	Student Government
Chorus and Band	Football
Volleyball	Basketball
Cheerleading	Soccer
Softball	AVID
National Honor Society (10-12)	Journalism/Yearbook

Middle School Activities

The seventh and eighth grade students who participate in the following activities may practice with the team, and only play exhibition matches at home.

School Plays	Ski Club
Golf Intramural	Chess Club
Intramurals	Spanish Club
National Junior Honor Society	Baseball
Step Team	Cross Country
Tennis Team	Wrestling
Junior Science and Humanities Symposium	Student Government
Paintball Club	

CO-CURRICULAR ACTIVITIES

Robert D. Edgren High School provides a wide variety of co-curricular activities, which include sports, and scholastic activities. Middle school students may participate in intramurals, middle school and high school co-curricular activities, as well as some high school sports. High school sports designated for middle school participation are limited to exhibition matches and practices only. Middle school students must abide by DoDDS' age appropriate travel restrictions.

Goals

- Keep students involved in positive activities
- Keep students in school
- Help students who are failing
- Provide all DoDDS students with the same eligibility guidelines.

Scholastic Eligibility and Monitoring

- Students who receive more than one failing grade and/or less than a 2.0 GPA in the classes which they are enrolled, are ineligible for competition and practice.
- All student participants will be monitored on a weekly basis throughout the season. Grades during the quarter of monitoring will be cumulative to date for that quarter.
- The week of eligibility runs from Wednesday morning to Wednesday morning the following week. Ineligible students will be identified no later than Tuesday after school.
- A student declared ineligible is not authorized to participate (including being in school uniform and travel) at any home or away event until regaining eligibility.
- Intervention support services will be provided to students who have been identified as having academic difficulty. Examples of support services include, but are not limited to, monitoring sessions, tutoring, and before and after school study halls.
- A student participant who has been identified as being ineligible for three consecutive weeks following receipt of intervention assistance will be dropped from the team.
- The CSC may waive scholastic eligibility for students identified as "special needs."

Additional Criteria

Sports Physical – Students may not participate in any sport tryout, practice or event without a valid sports physical. The sports physical is kept on file with the school nurse for one calendar year. Parents may call the hospital's central appointment desk (226-6111) to make an appointment for this exam. The hospital suggests having this exam done annually during the child's birth month. Do not wait until the activity has started, because your child will not be eligible for tryouts. Sports physicals are to be taken to the school nurse who will keep them on file.

Grade Checks

- Grade checks are completed by Tuesday of each week.
- A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8:00 am through the following Wednesday 8:00 am.

Code of Conduct - All student athletes are required to sign a co-curricular code of conduct. This code outlines academic requirements and behavioral expectations.

Activities Code of Conduct

Requirements for participation in co-curricular activities:

1. Scholastic: DoDEA policy states that students must maintain a 2.0 GPA and have no more than one failing grade in order to participate in practice or competition. Students who are ineligible for three weeks during the season will be removed from the team.
2. A physical examination must be on file at Edgren High School prior to participating in any athletic activity, including practice.
3. All students participating in EHS activities must be listed as full-time students. Full time student status is defined as taking at least four (4) high school courses for credit. These courses can consist of any combination from DoDDS, home-school, distance learning, or other on-line high school credit courses.

The behavior of all participants during the co-curricular season will be maintained at the highest level. The expectations of the Activities Code of Conduct run throughout the season both in and out of school.

The following behaviors are unacceptable:

1. The possession or use of drugs, alcohol or tobacco products
2. Theft or vandalism
3. Sexual misconduct
4. Abusive or vulgar language
5. Unauthorized absence from designated billeting, activity and/or travel
6. Travel in non-approved vehicles
7. Violation of base regulations resulting in a misconduct review

Participants who fail to uphold the required academic standards and/or who violate the standards of conduct can be removed from the activity for the remainder of the season. Violations of the first three behaviors above will warrant immediate removal from the team and place that student in a one year review status. A second offense during the one year review period will eliminate the offending student

for one year from co-curricular participation. This consequence will follow a student into the next school year to complete the one year removal.

NOTE: Violations of the Activities Code of Conduct while on school grounds or school sponsored trips will also result in school level consequences to include suspension.

All consequences and appeals will be reviewed by an Activities Council composed of teachers, coaches, and sponsors. This council will make recommendations to the principal.

Student Council. The student body elects officers. Representatives who make up the council are elected from each grade level.

Class Officers. Each class elects officers in the fall. A teacher who serves as class sponsor supervises the class meetings and activities that include fund-raising, dances, community service projects, and other class-related functions.

School Dances. A club or organization must submit an activity request to the student council for approval by the principal before the dance is authorized. A minimum of five (5) chaperones are required and all dances will conclude NLT 10:00 PM. Exceptions are the Homecoming Dance and the Junior-Senior Prom. These two dances may conclude NLT 11:00 PM. Students may bring guests to dances, but must obtain prior approval by an administrator before bringing any guest who is not enrolled in the school. A Guest Form can be picked up in the SAO. All dance locations must be appropriately illuminated to promote safety and a positive interaction experience for all participants. The sponsoring organization is responsible for clean up of the facility, to include the surrounding campus. Removal of advertisements and decorations and replacement of equipment and furniture displaced for the dance.

Dance Rules. Each student is expected to follow these procedures when attending a school dance:

1. Sign in when you enter.
2. Sign out and indicate what time you leave.
3. Once you leave the dance, you may not return.
4. No lewd, provocative, or other dancing deemed inappropriate will be allowed.
5. No smoking is allowed at the school dance.
6. No drinking is allowed. Anyone found under the influence of drugs or alcohol will be removed.
7. Respectful to dance chaperones and your fellow students.

Students violating these rules will be asked to leave the dance immediately and may face school level consequences. Disciplinary action will take place on the first day of school after the dance.

Dance Attire. The school dress code is relaxed for the two formal dances (Homecoming and Prom) to allow for strapless and open back evening gowns. Bare midriffs and plunging necklines below the bust line are inappropriate for all school dances. Sagging pants and torn clothing are also inappropriate. Except for Prom, Homecoming and any other designated formal or semi-formal dance, The EHS dress code will be followed. A basic guideline for dance attire follows:

- Formal – suits, shirts and ties, tuxedos, formal evening wear and gowns.
- Semi-Formal – shirts and ties, dresses or pant suits.
- Casual – School attire (no torn clothing)

STUDENTS RIGHTS AND RESPONSIBILITIES

Student involvement in the educational process is a basic right. 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 document is the concept of mutual respect between faculty and students. School staff, parents, students, and community commanders have the responsibility for working together so that all students have the opportunity to develop to their full potential under a democratic system.

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

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

Rights: All students in kindergarten (K) 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 attempt to complete the courses of study necessary for programs they have agreed to pursue. Students and parents must be responsible for class attendance, in accordance with local school policy; for maintaining properly the textbooks and other equipment issued by the school; for obeying school rules; and for accepting just and appropriate consequences if responsibilities are not fulfilled.

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

Lockers: Students in grades 7-11 will be assigned lockers by their Seminar teacher. Seniors will be assigned lockers in the hallway between classrooms 1 and 6. Students will not share lockers with others. Students must have a lock on their locker at all times or the locker privilege will be lost. Locks will be used on issued lockers only.

Neatness and cleanliness of the lockers is the students' responsibility. No writing, stickers, or inappropriate materials will be displayed inside or outside of lockers. Only approved decorations or authorized notices (hung by tape) are allowed. For security purposes, valuables should never be stored in lockers. Students will be responsible to clean their lockers inside and out when they check out of school.

ABSENCES

Students must:

1. Be in attendance every period unless specifically excused or accounted for according to school policy.
2. Report to Student Affairs with a parent or note to sign out of school for a scheduled appointment or absence and to sign in upon return.

Parents must do one of the following:

1. Call the school (226-3909) on the day the student will be absent, when the absence is due to illness, appointment, or for other short-term reasons
2. Provide a written and signed request for the student to leave school for a scheduled appointment, or other required absence
3. Come into the student affairs office to sign the student out. Students may **not** check themselves into or out of school.

Travel/Extended leave: Parents are encouraged to plan family trips to coincide with school vacations. If extenuating circumstances cause parents to remove a student from school for more than 3 school days, they should initiate the following procedure at least one week in advance:

1. The student should pick up a “Request for Excused Absence” form in the office and take it to each teacher. During non-instructional time, teachers will either sign the form and note assignments on the back or explain why the absence will adversely affect a student’s progress. Students are expected to make up missed work.
2. Parents should sign the form and submit it to an administrator for their approval and signature.

NOTE: Failure to pick up a “Request for Excused Absence” form may result in a “0” for the work missed.

POWER OF ATTORNEY: If you depart Misawa and leave a power-of-attorney for your child, we ask you to share the information with us. When parents leave the country and fail to notify us, we are unable to provide medical or other emergency support. Please notify the school nurse whenever this happens.

A. EXCUSED ABSENCES: Students who have excused absences will receive their assignments and receive teacher help if needed to complete them. Excused absences are those which are the result of written consent of the physician/parent/ guardian for:

1. Illness. (After more than 3 days a note is required from the hospital when requested.)
2. Medical or dental appointments which cannot be scheduled outside of school hours.
3. Diseases which require quarantine.
4. Death in the immediate family.
5. Emergency leave taken by the family.
6. Absences considered to be in the best educational interest of the student, approved by the principal.
7. Recognized religious holidays.
8. Passport/Visa requirements.
9. Family Practice/Pediatrics appointments.
10. Training from base agencies.

Make-up Work: A student with an excused absence will be permitted one-class day to make-up assignments for each class day absent, although assignments can be completed in less time. It is the responsibility of the student to get the assignments from the teacher upon returning to school.

B. UNEXCUSED ABSENCES: Unexcused absences are those which occur without written consent of the parents/guardians or with written consent for reasons other than stated above. Continued unexcused absences may result in suspension. Unexcused absences may result in an F or a “0” for the day in each class missed.

C. ADMINISTRATIVE ABSENCES: This type of absence is the result of administrative action, i.e., suspension or exclusion from class. Students will be allowed to make up assignments within the time limit set by the teacher.

D. TARDIES: Students who are tardy to class will report to the Student Affairs Office to sign in. Students should then quickly report to class entering in a manner that causes no disruption to the lesson or activity in progress. Excessive tardiness will result in disciplinary action. Unexcused tardies may result in an F or a “0” for the work missed.

Tardy Policy and Procedures

If a student reports to class without an excuse written by the Student Affairs Office, an administrator, or a teacher, then the late entry into class will be recorded as a TARDY. Tardiness to class is unacceptable because it interrupts and is disruptive to the education process. If a student’s tardiness exceeds 10 minutes, it will be reported as an UNEXCUSED ABSENCE for that class period. If more than 10 minutes late, the student must sign in at the Student Affairs Office, whether excused or unexcused.

Cumulative for the Quarter:

- **1st TARDY**= student warning
- **2nd TARDY**= parent notification (Student Affairs Office)
- **3rd TARDY**=1 hour detention
- **4th TARDY**= 2 hour detention
- **5th TARDY**= 1 hour work detail
- **6th TARDY** = 2 hour work detail
- **7th TARDY**= Saturday work detail
- **8th TARDY**= EXCESSIVE TARDIES- Suspension

E. TRUANCY: Truancy is the failure to attend a scheduled class or classes without proper notification from parents or guardians and is in violation of DoDDS attendance policy. Truancies are unexcused absences and will result in a “0” for all work missed, or due, during the truancy period. Students who do not report to class (unexcused) within the first 10 minutes of class will be considered truant. The EHS truant policy is:

Truancy #1- Parent contact and school work detail equal to the amount of time truant.

Truancy #2- Parent contact, schoolwork detail, parent-student-administrator conference.

Truancy #3 or more – Suspension (progressive), referred to counseling, and command notification.

BEHAVIORAL EXPECTATIONS

Behavior During Assemblies and School Events: High Standards of student conduct are expected at all school assemblies and events. There are two different types of assemblies held at EHS: 1) Pep Rallies – where students sit according to grade level, and 2) Formal Assemblies (such as Award Ceremonies and Public Information Assemblies)- where students will sit with their seminar class. Each assembly requires a different type of respect and interaction. Pep Rallies are intended to generate school spirit and an increase of student/class interaction. Formal Assemblies require a greater level of attention and a less boisterous atmosphere. In all cases, respect for the event and the presenters is always appropriate. Student conduct is an important factor in establishing and maintaining the reputation of the school.

Behavior in Common Areas: The expectations for appropriate behavior in common areas of the school are the same as those in classrooms. All staff and faculty members have the right and responsibility to enforce the school's rules. Failure to correct inappropriate behavior, showing disrespect, or harassing staff members will result in a referral to the administration for disciplinary action.

Cheating and Plagiarizing. Cheating and plagiarizing are not acceptable. Cheating and plagiarizing include:

- Copying and pasting information from a book, magazine, encyclopedia CD-ROM, or the Internet without giving credit to the resource.
- Sharing information or answers for a quiz or test with other students who will take the assessment at a later time of date.
- Copying another person's homework, notebook or assignment.
- Providing homework, notebooks, or assignments to others who hand in such work as their own.
- Copying another person's homework, notebook, or assignment that has been graded and returned, and then using such as one's own work.
- Creating or using any unauthorized materials during any type of assessment.

Students who cheat or plagiarize will not receive credit on that examination, project, or homework assignment and parents will be notified by the teacher. Future infractions can result in a suspension.

Classroom Behavior. Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Students will be given a copy of this plan during the first week of classes. When preventive measures and parental involvement have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate action. Serious misconduct in the classroom may result in immediate referral to the administration.

Visitors in the Classroom: Students are not to have visitors during school hours without prior approval from an administrator. Security regulations require all visitors to sign in and display a school visitor badge before visiting any area of the school. The host student must pick up a permission form from the Student Affairs Office. The form must be signed by the student host's parents, the teachers to be visited and then by an administrator. This permission form must be completely filled out and returned to the Student Affairs Office prior to the visit.

No student visitation will be permitted the first and last week of the school year, during examinations, or the days prior to winter or spring recesses.

Discipline. Students are expected to maintain acceptable standards of behavior. Classroom teachers establish fair and reasonable classroom rules and consequences. Problems are usually managed by the teacher in concert with the student and parents. Parents are encouraged to make contact with the teacher when problems arise and to arrange conferences with the teacher or counselor. The following progressive disciplinary methods are used:

Detention and Parent-Student-Teacher Conferences. These are used for minor misbehavior problems and classroom disruptions.

Detention. Detention may be assigned for any minor infraction or unacceptable student behavior. Students should fully understand that any staff member in the building has the authority to correct behavior at any time. Therefore, it is understandable that an individual might assign detention to a student who is not enrolled in any of his/her classes. Teachers may assign detention in their classrooms either after school or for the lunch period. Administrative detention is usually held on two afternoons during the week. Teachers and administrators must give students 24 hours notice whenever they assign a detention and students will be told the duration of the detention period. If a student misses detention, the detention will be doubled. Students who consistently miss detention will be referred to the assistant principal for appropriate disciplinary action including suspension.

Suspension. In accordance with DoDEA Regulation 2051.1, a student may be suspended or expelled from school if the principal or, in the case of suspension over 10 days or expulsion, the disciplinary committee, determines that the student has:

1. Caused, attempted to cause, or threatened to cause physical injury to another person, or has threatened to use or has used physical force against any person.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object.
3. Possessed, used, offered or arranged to sell, sold, or otherwise furnished, or been under the influence of, any mind altering substance. A mandatory expulsion recommendation is required for a second offense. Expulsion remains an option for a first offense, if the principal so recommends and the disciplinary committee concludes such measures are necessary.
4. Committed or attempted to commit robbery or extortion.
5. Caused or attempted to cause damage to school, government, vendor, or private property.
6. Stolen or attempted to steal and/or knowingly received stolen school, government, vendor, or private property.
7. Possessed or used tobacco, or any product containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove, smokeless tobacco, including snuff, chew packets, and betel.
8. Committed any lewd, indecent, or obscene act, or engaged in habitual profanity or vulgarity.
9. Had unlawful possession of, or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
10. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
11. Gambled in any form.
12. Engaged in conduct, including fighting, that endangered the well being of others.
13. Unauthorized presence in the school, on the school grounds, or on school buses or failure to leave promptly after being told to do so by the principal or staff member in charge.
14. Possessed or controlled a beeper or similar portable communications device without authorization by the principal. Beeipers or similar communications devices are subject to confiscation by school authorities.
15. Cursed, gestured, or verbally abused any person, including but not limited to abuse or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, or intellectual ability, and matters pertaining to sexuality.

16. Committed vandalism, arson, or any threat to bomb, burn, or destroy in any manner a school building or school property.
17. Forged, cheated, or plagiarized.
18. Used or possessed fireworks.
19. Violated attendance regulations.
20. Used illegally or without authorization computers, software telecommunications, and related technologies; participated in any act that caused physical or financial damage, or otherwise disrupted information technology; used a computer to communicate threatening, harassing, or indecent messages; or downloaded obscene material.
21. Violated any law, regulation of the military installation or school, or policy of the DoDDS system.
22. Had complicity in the violation of any rule described above.

Copies of suspension letters and other documents are furnished to the appropriate levels of command.

OTHER MISCONDUCT CONSTITUTING GROUNDS FOR DISCIPLINE INCLUDING SUSPENSION OR EXPULSION.

In addition to the specific grounds for imposing discipline that are described above, students who have knowledge of or who participate in, the misconduct of others may also be disciplined as deemed appropriate. Students must promptly report to their teacher or principal knowledge of offenses that violate law or regulation, or that threaten the safety or personal security of any student or other person on school grounds or engaged in school activities. Failure to do so will be grounds for discipline.

The suspension procedure ensures a student's due process rights are protected. It will include parent notification of misconduct, designated period of suspension, teacher-counselor notification, and exclusion from all school activities until the re-admission conference with the student, parent, and administrator.

At the discretion of the school administration, students may be assigned to either "Home" or "In-School" suspension. During in-school suspension, students are separated from the student body for the entire day in a solitary room under the supervision of school staff. Students are expected to accomplish school work during the period of suspension.

At the request of the Wing Commander, a suspension letter will be prepared and forwarded to the Sponsor's Command and to the 35th Support Group Commander. If you have questions about this policy, please contact the School Liaison Officer or the Support Group Commander.

Dress code. Proper attire is expected and unacceptable appearance will result in administrative consequences. Some examples of unacceptable attire include, but are not limited to, hats, headgear, bare feet, bare midriffs, tight, revealing, see-through or sheer clothing, short shorts, low-cut apparel, halters, tank tops, sagging pants, and gym shorts or spaghetti straps. Clothing that promotes violence, pornography, drugs, alcohol, or any illegal act, or that which promotes fear in a school setting will not be allowed. For safety concerns, students may be asked to remove excessively long chains or other clothing attire that is possibly hazardous to themselves or others around them.

Fighting. Fighting will not be tolerated at Edgren High School. Fighting will result in a minimum three-day suspension for all parties involved.

Foods and Beverages. Eating and drinking in the hallways is prohibited. Food being transported in the hallways must be in closed containers. Food and drink are permitted in classrooms under the direction of the teacher. Each classroom is different and each teacher may impose specific criteria (if any) for allowing or not allowing food and drink in their rooms. Safety, health, and equipment protection must all

be considered when food and drink are present. Students violating the school and classroom food and drink rules will be asked to discard items and ensure that no residue remains.

Hall Passes. Students are required to obtain and carry a valid pass while in the hallways during class time.

Hats/Headgear. No students, male or female, are allowed to wear hats or headgear inside the school. This includes bandanas of any color. Students violating this rule will be asked to remove their hats or headgear; the items may be confiscated. Subsequent violations will result in disciplinary action.

Horseplay. No “horseplay” will be tolerated.

Lunchtime. Students in grades 8-12 may leave the campus for lunch, unless otherwise restricted. Each individual is expected to behave in a responsible manner at all times. Inappropriate behavior or failure to return to school on time will result in a loss of this open-campus privilege. Failure to follow directions from lunchroom monitors will result in disciplinary action.

Nuisance Items. Possession of items which are disruptive to the school environment are not permitted at school. These nuisance items include, but are not limited to, skateboards, scooters, beepers, water guns, and toys. These items will be confiscated and taken to the school office. A student’s sponsor may be required to reclaim the confiscated item.

Cell Phones and Music Devices. Edgren High School is a “No Cell Phone Zone”. Students are not allowed to use cell phones or music devices during the school day. Students should not have cell phones or music devices powered on or in their possession during the school day. Cell phones and music devices should be powered off and secured in lockers immediately upon entering the school. Cell phones should not be used by students inside Edgren High School buildings at anytime, day or night. Adults are asked to take and make cell phone calls outside the building. Any emergency situations should be handled through the front office and not through student cell phone use. These devices must be secured in transport to and from authorized locations.

Other Prohibited Items. There are many items that have no place in school and should not be in the possession of students. Other than those already mentioned, matches, lighters, BB or pellet guns, as well as any look-alike weapon are strictly prohibited and will result in an immediate suspension of 3-5 days.

Possession of Firearms or Other Dangerous Weapons. There is ZERO tolerance for weapons of any kind on school grounds or at any school-approved activity on or off school property. This applies to all students regardless of age. If students are found with a weapon, they will be subject to school disciplinary measures ranging from suspension to expulsion. A weapon is defined as a club, chain, knife, gun, or ANY object that may be used to cause injury to or is perceived to instill fear in another person. Possession of a firearm will result in a one-year expulsion. Offenders will be immediately referred to a school administrator for disciplinary action. Law enforcement officials will also be contacted to take whatever action they deem necessary.

Public Display of Affection. Inappropriate public displays of affection are not permitted in the hallways, classrooms, or on the school campus. Students may hold hands.

Seminar. Seminar is a time for academics, school meetings and assemblies. All students are to report for attendance and will not be able to travel until the conclusion of the Sustained Silent Reading (SSR) time—the first 20 minutes of seminar.

Prior to initiating any travel, all students must have a “Request to Attend” pass from the meeting sponsor or classroom teacher. A “Blue Seminar Card” must then be properly filled out to pass from one class to

another. **Students are to report to Seminar on time and be prepared to work.** When traveling, students are to utilize their time in a responsible and productive manner. Any student observed abusing their Seminar travel privilege will forfeit that privilege to travel. Their blue card will be revoked and the student grounded in their home seminar for a specified period of time.

All students must return to Seminar between class visits. Students have a maximum of four minutes passing time between class visits, which makes stopping at lockers very difficult. Thus students need to plan ahead and be prepared with the necessary materials proper to reporting to Seminar. Additional revisions to Seminar are under advisement and will be published at a later date.

Theft. If a theft occurs, report it to the main office. Parents may also want to file an official report with the Security Police.

Substance Abuse. The use, possession, sale, or purchase of marijuana, alcohol, or any substance defined by law as a drug, unless specifically prescribed by a doctor for personal use, is prohibited. Students violating this policy will have their parents notified and will be suspended.

Smoking and Use of Tobacco. Students possessing or using tobacco products within the campus grounds will be suspended.

Snowballs. Snowballs, iceballs, playing with icicles or similar objects is not allowed anywhere on campus. Actions meant in fun can result in serious injuries. This behavior is disruptive and inappropriate. Students violating this policy will be suspended.

PARENT-SCHOOL COOPERATION

Booster Club. This club functions to provide funds and other support to supplement the school's co-curricular activities, academic programs, and scholarships. Parents are encouraged to join this organization. The Booster Club sponsors several outstanding community activities such as an Art Auction and an Antique Auction,.

Parent Volunteer Program. Parents are encouraged to participate in all aspects of the school program. Volunteers make a significant contribution to the school each year. By volunteering, parents can make our school more successful by being classroom aides, office assistants, attendance clerks, computer operators, typists, and lunchroom supervisors. We appreciate your help.

School Advisory Committee (SAC). The Edgren High School Advisory Committee meets monthly in the Conference room 7. SAC advises the principal on all matters affecting the operation of the school. Committee concerns include school policy, instructional programs, staffing problems, budget, facilities, maintenance, administration procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, and other educationally related items. This committee is an advisory group. The principal retains the right of making all final decisions on school policy. Parents and faculty are eligible candidates for SAC and may vote in the SAC election. The SAC may also have a student representative elected by the student body. For further information, please contact the school office.

PARENT VISITS

Parents are welcome and encouraged to visit classes. This is an opportunity for you to observe our instructional programs in operation. Since regular instructional programs take place throughout the day, there won't be time to talk with teachers when drop in visits are made. To ensure that you have the

appropriate time with a teacher, please schedule an appointment through the front office and the most convenient time will be arranged.

For the safety and security of all our students, we ask all visitors to sign in at the front office and wear a visitor badge before stopping off to visit a teacher or classroom.

TRANSPORTATION

Automobiles. Driving to school is a privilege. Students are expected to drive carefully. Students who are careless or reckless may lose the right to drive to school and the Security Police will be notified.

Student Parking. Students are allowed to park in the school's front parking lot only. All students must have a pass affixed to their car window. Passes can be obtained in the SAO. If students park in any other area, they will be asked to move their vehicles immediately and could receive a parking ticket. Further infractions of student parking will result in the elimination of driving privileges at school. A 10 Km/h speed limit is imposed for Edgren High School parking lots. Do not pass school buses, squeal tires, play loud music, or horseplay around vehicles. Violators are subject to revocation of their driving privileges and may face base consequences.

Bicycles. Bicycles should be marked so that they can be easily identified. Racks are provided for bicycle parking. Students must have a lock in order to secure their bicycle.

Bus Transportation and Passes. The 35th Transportation Squadron in accordance with DoD regulation provides school bus transportation.

The Misawa Student Transportation Office (STO) is located in Building 514, next to the Tax Office and the Area Defense Council. We can be reached at 226-9119 and are usually open from 0730-1600 year-round. During vacation periods please call for an appointment.

Bus Passes:

Any student riding the bus must have a current school year bus pass in their possession.

New Students: Bus passes can generally be processed in about 10 minutes. Please obtain a "DODEA School Bus Registration" form from the Registrar and complete it before coming to the STO. Bring the student for a photo.

Returning Students: A current-year bus pass will be mailed in August, assuming that the STO has a recent student photo on file. No passes will be mailed if the photo is older than May of the previous school year. STO staff will arrange to photograph students at the school during the Spring. In other cases, parents will be required to bring the student to the STO for a photograph before a new bus pas will be issued.

Changes: In most cases parents may update important information telephonically by calling the STO at 226-9119. Parents may also email the STO at "Misawa-STO@pac.dodea.edu".

Lost Passes: If Parents cannot locate their child's bus pass after a reasonable search, the parent may call the STO at 226-9119 and request a clearly-marked duplicate pass. In most cases; we will then send the pass out with the bus. We do not issue a duplicate pass without speaking to the parents first. Students who habitually lose their bus pass may face suspension from the bus or other disciplinary action from the school.

Temporary Passes: Students may not ride a different bus than their assigned bus. Daily changes are not authorized. However; parents may contact the STO to arrange for temporary bus passes in certain situations. If your child will be staying with another family, please provide the STO (as well as the School) with a copy of your Power-of-Attorney.

Please turn-in bus passes no longer needed.

Eligibility:

Eligibility is based on the location of a student's home. Bus stops are centrally located and a student may be expected to walk up to one mile to a bus stop. All housing on Main Base is within the Walking Zone of Edgren High School. The bus Commuting Area for Edgren is the North Area and Off-Base as described below:

1. School bus transportation is provided within a limited area in close proximity to Misawa Air Base. IF YOU SELECT HOUSING OUTSIDE OF THIS COMMUTING AREA THEN YOU ARE RESPONSIBLE TO TRANSPORT YOUR STUDENT TO THE NEAREST ***EXISTING*** BUS STOP.
2. School bus routes will not be altered to accommodate sponsors moving outside of the commuting area, or outside the walking distance of an existing bus stop. You are urged to verify the proximity of an existing school bus stop BEFORE entering into any lease.
3. The commuting area is illustrated on the map below. It is that area which is:
 - a. South of the base.
 - b. East of the railroad tracks
 - c. West of the "Tobu Kamikita Koiki Nodo" road.
 - d. North of the hwy 10 and toll road interchange and Kibi Shrine.
 - e. WITHIN ONE MILE WALKING DISTANCE OF AN EXISTING BUS STOP.

Map is on page 30.

A large scale map of the off-base bus Commuting Area is on display in the Housing Referral Office as well as in the STO.

Safety & Behavior Standards for School Bus Riders:

ON AND AROUND SCHOOL BUSES STUDENTS WILL:

- *Promptly comply with the bus driver's or monitor's instructions.*
- Arrive at your bus stop at least five minutes before the departure time printed on your bus pass.
- Wait for the bus well back from the curb; do not approach the bus until it is stopped and the door is opened.
- Never, Ever, go or reach under the bus for any reason. Tell the driver if you drop something. If the bus is already moving; stay back and let it run over your dropped item.
- Board and exit the bus in an orderly, safe manner.
- Present bus pass when boarding the bus and upon demand.
- Remain seated while on the bus.
- Talk with other passengers in a normal voice.
- 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, monitor, and fellow students with respect.
- Treat the bus and other private property with care.
- Comply with the Behavior Standards for School Bus Students.
- Use headphones when listening to radios, walkmans, etc
- Use cell phones only in a manner which does not disturb other bus occupants. E-mail or C-mail is preferred.
- Contain large items such as musical instruments, skateboards, etc in a protective case or bag.
- After exiting the bus; move away and do not talk to friends through the windows, run after or chase the bus.
- Tell the Driver or Monitor if you are afraid to get off the bus for any reason. Any student of any age may stay on the bus and be returned safely to school with no repercussions.

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ON OR AROUND SCHOOL BUSES STUDENTS WILL NOT:

- Fight, push, shove, or trip other passengers.
- Stand or move while the bus is in motion.

- Open windows or extend any item or part of the body from the bus.
- Participate in/or encourage horseplay.
- Use any spray such as, hair spray, perfume or deodorant.
- Run, jump, and swing on ceiling or seat rails.
- Throw or shoot objects in any way.
- Ride unauthorized bus; loan bus pass to another person.
- Litter in or outside of the bus.
- Consume food or drink to include gum and candy.
- Spit or use saliva in any manner.
- Use profanity, make derogatory racial, ethnic, sexual remarks, or use obscene gestures or speech.
- Harass or create an intimidating environment.
- Burn material including cigarettes or pipes.
- Possess or use knives or guns.
- Possess pornographic material or gamble.
- Vandalize the school bus.
- Possess illegal drugs or alcohol.
- Assault other individuals
- Use or possess unacceptable items identified in the school Code of Conduct

School bus transportation is a privilege for your family member(s) and may be suspended or revoked. Disciplinary measures are carried out in co-ordination with the Administration of Edgren High School.

Pedestrian Safety

Sidewalks and roadways are icy and snowpacked during the winter. Children playing on snow piled next to roadways are in danger of slipping into the roadway. On or off base:

- Cross the street ONLY at crosswalks (Parents, too, please).
- Look both ways before entering the crosswalk and raise your arm to request drivers to stop.
- Wait for oncoming vehicles to stop before crossing.
- Walk on sidewalks - stay off of the roads.
- Parents must know and comply with Misawa AB Community Standards regarding children outside.
- Wear and outfit your children with reflective gear.
- Do not talk or get into cars with strangers.

Bicycle & Skateboard Safety

- The helmet does no good if it is not buckled.
- The ground is harder than your head.
- Use bike lights and reflective gear. Not so you can see; but so that drivers can see YOU.

Authority

The Misawa Student Transportation Office is a component of the DoDDS Pacific-DDESS Guam; Japan District Student Transportation Office headquartered at Yokota AFB. Our operations are conducted IAW DoD Regulation 4500.36-R Chapter 6 Section 3.

EHS COMPUTER USE POLICIES FOR STUDENTS

I am aware that what I do on a school computer can be traced. I understand that if I misuse my privileges, I will lose them. I pledge to abide by the rules of this contract. In doing so, I agree NOT TO PARTICIPATE in any of the following activities:

1. Access any "**non-authorized**" areas such as program, bat, setup, system and password files.
2. Access or change any files or setting(s) through the control panel without the **supervising** teacher's **express** permission.
3. Write on, remove parts from or in any other way vandalize a computer or computer equipment/supplies including, but not limited to disks, mouse pads and mice.
4. Access unauthorized networks or computer files.
5. Reveal my password to someone other than a teacher or staff member.
6. Allow someone else to use the computer while I am logged in; or log in using someone else's account.
7. Add, delete or modify the desktop, shortcuts, icons, screen saver, background, font, program settings or any other settings or files **which do not belong to me** or which I have **NOT** been given **express permission** to access.
8. Play any game; print game cheat sheets/information, access or print non-educational or personal documents/information unless authorized by the **supervising** staff member for that **specific** computer at that **specific** location.
9. Go to Internet sites, web sites or files with obscene or profane pictures, words, songs, lyrics, poems, etc.
10. Access a chat room, e-mail program, music site, radio station, instant messenger program, streaming video, etc. unless given **explicit permission** from the **supervising** staff member for that **specific** computer at that **specific** location.
11. Be in any computer lab **without permission** and **adult supervision**.

I accept the following consequences if I participate in any of the above activities:

1st violation: up to 9 weeks suspension of Internet and/or computer usage privileges

2nd violation: up to 18 weeks suspension of Internet and/or computer usage privileges

3rd violation: up to 1-year suspension of Internet and/or computer usage privileges

Each situation may be evaluated on a case-by-case basis. Some violations may be immediately elevated to the maximum consequence.

VIDEO POLICY

All videos shown in class will be related directly to the curriculum and previewed by the teacher.

- Only videos with a “G” rating can be shown without obtaining written parental permission prior to showing it to students in class.
- Videos with a “PG” or “PG-13” rating will not be shown in class without parent notification. A negative response notice is required.
- No videos with an “R “ rating will be shown
- Non-rated or classic videos may be shown, but written notification must be given if the material could be considered controversial or offensive to others.
- School administrators are notified of all copyrighted videos shown in classes.

An alternative activity for credit must be provided for students who received a negative response to viewing the video. This is, of course, only if viewing the video in some way affects student grades. If there is no graded activity in conjunction with the video, there is no need for a teacher to provide an activity (in lieu of the viewing), which would yield the student a grade.

MEMORANDUM FOR Parents, Students, and Employees of DoDDS Pacific Schools

SUBJECT: Weapons Incidents

Incidents involving weapons in schools in the United States have recently received widespread publicity. To aid in preventing similar incidents in DoDDS Pacific schools, please note the following information.

Government regulations are very specific concerning the identification, control, and disposition of weapons or objects defined as prohibited items. Unauthorized possession of weapons or prohibited items is classified as serious misconduct.

To ensure the safety of DoDDS Pacific students and staff, any incident that occurs in this DoDDS Pacific School, on school grounds, or during a DoDDS-sponsored activity that involves a weapon or prohibited item will be immediately reported to the local military law enforcement authorities.

Military law enforcement procedures at a minimum will result in:

- a. Confiscation of the item.
- b. An investigation of the incident to include interviews with all involved individuals.
- c. A review of the case for intent. If it is determined that the intent of the incident is unlawful, the item will be held by authorities for appropriate disposition. Disposition may include the destruction of the item.

Host U.S. military authorities generally have jurisdiction over U.S. civilian misconduct of this nature. Administrative actions which may be taken by the authorities range from counseling to the suspension of base privileges to removal from the host country, depending on the gravity of the misconduct. Civilian employees and their family members as well as military family members are subject to these actions. For incidents involving DoDDS students and occurring on school grounds during the school day or while participating in DoDDS-sponsored activities, appropriate student disciplinary action will be taken, which may result in expulsion from school.

DoDDS Pacific students and staff have a fundamental right to a safe working and learning environment. Your attention in this matter is appreciated. If you have additional concerns, please contact your school principal or base military law enforcement officials.