



***STUDENT-PARENT
HANDBOOK
SCHOOL YEAR 2008-2009***



***Ernest J. King High School
Sasebo, Japan***

Ernest J. King High School

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The DoDEA Vision

*Communities Investing in Success for ALL
Students!*

DoDEA Mission Statement

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

E.J. King High School Mission Statement

**Inspire all students
To think, learn, achieve, and care
This is our mission.**

We, who support the mission of Ernest J. King High School, believe students, parents, teachers, administrators, and members of the community work together to create a child centered environment that encourages motivation, respect of self and others, and responsible civic behavior. The school and community will provide opportunities for students to improve self-esteem develop life skills and attain educational excellence. Our school also has the responsibility to instill in students an awareness of global citizenship and an appreciation and understanding of the diverse nature of our student body.

We believe our curriculum enhances academic and social growth in a positive setting. Our educational goal is to provide an atmosphere that promotes learning as a lifelong process.

OBJECTIVES OF OUR SCHOOL

Our staff and members of the community support the following expectations of our educational program. The students will:

- clearly express ideas in oral and written language.
- read for information, research, critical analysis and independent activities.
- demonstrate mathematical and scientific concepts through calculations and use of analytical skills.
- demonstrate responsibility for self, a positive self-concept and independent thinking skills.
- demonstrate character qualities and social courtesies that show respect for people and the world around them.
- be afforded opportunities for self-expression in the fine arts.

In order to help the students attain these objectives, faculty, staff, parents, and the community at large will:

- provide a positive and appropriate learning environment.
- give encouragement and encourage responsibility.
- maintain high expectations to develop each student's potential.
- provide a program of counseling and support in conjunction with other support systems.
- provide opportunities to develop thinking skills and process information utilizing methods according to individual students' learning styles.
- model skills that are expected of our students.
- present information that will encourage excitement and curiosity about learning.
- provide extra curricular activities that nurture self-confidence, promote positive communication between students, faculty, staff, parents, and community members.
- foster professional development to maintain continuing education.

A Brief History of Sasebo Schools

A brand new, one-story wooden structure housing six classrooms, one auditorium, an office, a girl's and boy's restroom was located in the center of the still devastated Sasebo City. It was October 1948, and the building was officially named Sasebo (American) Dependents School, APO 27. At the time, the U.S. Army ran most American schools in Japan and even Sasebo, with its naval base facilities, was no exception. Behind the main building was a Quonset Hut accommodating the seventh and eighth grades in the first half of the building and ninth through twelfth in the second half. The total enrollment for grades one through twelve started out with forty-eight students. Most were Army children.

In September 1945, the U.S. Marines landed on Sasebo and laid the foundation for the present U.S. Fleet Activities, Sasebo. The U.S. Army came and slowly the base and the

American community were established in the heart of Sasebo City. The residential areas were named Dragon Gulch, Dragon Vale, and Dragon Heights. The school was named "Dragon School." A sign with the picture of the Dragon and the name "Dragon School" was built by the Army Engineer Corps and placed on the front of the building. Out of over forty such schools in Japan, Kyushu alone had dependent's schools in Kumamoto, Beppu, Ashiya, Kokura, Hakata, and Itazuke.

As the years went by, the enrollment increased. School Year 1953-1954 opened with an enrollment of 150 students, grades 1-12. The Dragon School's enrollment kept growing and approximately fifty students in grades 7-12 moved to the third floor of the Command Post Building (now the location of Sogo Hospital). The U.S. Army left, and the Navy took control of most of the facilities. School administration came under the Chief of Naval Personnel in October 1955.

In 1956, schools located on the U.S. Naval Bases and Air Stations were given names of U.S. heroes of the past. The Sasebo Dependents School was named after the famed World War II Hero, Fleet Admiral Ernest J. King. Thus, the official name of Ernest J. King School, Navy 3912, FPO San Francisco, California became effective School Year 1956/57.

In February 1958, the entire elementary grades 1-6 abandoned the ten-year-old "Dragon School" and moved into the second floor of the "Command Post Building" (The children called it "Children's Prison instead of Command Post). Later, the building was renamed "Community Building," which was more appropriate since the tenants included Bank of America, The Base Library, Shore Patrol, Stars and Stripes Office, Civilian Personnel, a Beauty Shop, Pass Office, and the Telephone Exchange. The Sasebo District Court and the Prosecutor's Office now stand at the Old Dragon School Site.

In 1966, the Department of Defense took over the dependent schools worldwide, and the Headquarters was located at Yokota Air Base. The Vietnam War increased the home ported ships for Sasebo. The population of the American Community was at its peak. There were over 870 students, kindergarten through twelfth grade in the "Community Building" with over forty-five classrooms and a faculty of over fifty, comprising the entire three story building. After the Vietnam War was over, the school population dropped considerably.

In February 1979, the entire population of sixty-five students (K - 12) walked to the present site. Hario Housing Complex was completed in 1988. A school having kindergarten through sixth grade was named after Rear Admiral Jack N. Darby. The Darby School was inaugurated on 14 October 1988.

October 1998 marked the 50th Anniversary of E.J. King School and the 10th Anniversary of J.N. Darby School.

(As reported by Mr. Adolph Portaria, former teacher at Jack N. Darby School August, 1998)

Note: Two schools were created in May 2003 by splitting the former E.J. King Unit School into Sasebo Elementary School (K-6) and EJ King High School (7-12).

SCHOOL MASCOT	SCHOOL COLORS
King Cobra	Red and Black

PTO/BOOSTER CLUB

The purpose of the Parent-Teacher Organization (PTO)/Booster Club is to promote friendly relations and mutual understanding between parents and teachers; to cooperate with school authorities in order to advance educational, artistic and athletic interests, social development and well-being of the students; to act as a forum for parents' views and attitudes toward topics of mutual interest to parents and the school; and to provide reciprocal opportunities for school administration to disseminate information to the parents regarding school policies and curriculum.

Membership in the PTO/Booster Club is open to parents, faculty, staff and interested community members. The PTO/Booster Club has monthly meetings and a number of other social and educational programs throughout the year.

SCHOOL ADVISORY COMMITTEE

The School Advisory Committee (SAC) is comprised of parent, teacher, student and community representatives. The purpose of the committee is to advise the principal on pertinent matters for improvement of the school. Local responsibilities include advising the principal on all matters affecting the operation of the school, such as school policies, instructional programs, staffing as it relates to the instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, school meal programs and other educationally related matters. This committee is advisory in nature and not a policy making board. Elections are conducted in the spring of each school year. The SAC is made up of an equal number of parents and faculty members. Meetings are usually held after school on the second Tuesday of each month in the Information Center. The agenda for each meeting and exact times and dates of the meetings will be publicized via the *Sasebo Soundings - Online*, AFN and the Parent/Community Newsletter. Parents are encouraged to attend SAC meetings and to submit items for discussion. Parents who cannot attend but wish to submit an item for consideration may contact any SAC committee member.

ACCIDENTS/ILLNESS

If an accident or illness occurs at school, the teacher will notify the school nurse. If it is necessary for the student to go home or to be referred to a medical facility, the nurse will contact the parent/sponsor, or the person listed as the emergency contact. In the event of serious illness or injury requiring immediate medical attention, the parent/sponsor will be notified and an ambulance will be called. ***Accurate home and duty telephone numbers of parent/sponsor and emergency contact person is mandatory for the safety of your student!***

For students on prescribed medication, the nurse will administer and keep medication so long as a Hold-Harmless Letter, signed by the physician, is on file. Students may not medicate themselves at school.

DODDS CALENDAR FOR 2007-2008 SCHOOL YEAR

FIRST SEMESTER – (90 INSTRUCTIONAL DAYS)

2007

Monday, August 27	Begin First Quarter & First Semester
Monday, September 3	Federal Holiday - Labor Day
Monday, October 8	Federal Holiday - Columbus Day
Thursday, November 1	End of First Quarter (46 days of classroom instruction)
Friday, November 2	No school for students – Teacher work day
Monday, November 5	Begin Second Quarter
Monday, November 12	Federal Holiday – Veterans’ Day (Veterans’ Day – November 11)
Thursday, November 22	Federal Holiday -Thanksgiving
Friday, November 23	Recess Day
Wednesday, December 12	Accelerated Withdrawal Date (Fall Semester)
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Federal Holiday - Christmas

2007

Tuesday, January 1	Federal Holiday - New Year’s Day
Monday, January 7	Instruction Resumes
Monday, January 21	Federal Holiday - Martin Luther King, Jr. Day
Thursday, January 24	End of Second Quarter & First Semester (44 days of classroom instruction)
Friday, January 25	No school for students – Teacher work day

SECOND SEMESTER – (91 INSTRUCTIONAL DAYS)

Monday, January 28	Begin Third Quarter & Second Semester
Monday, February 18	Federal Holiday - Presidents’ Day
Thursday, April 3	End of Third Quarter (48 days of classroom instruction)
Friday, April 4	No school for students – Teacher work day
Monday, April 7	Begin Spring Recess
Monday, April 14	Instruction Resumes – Begin Fourth Quarter
Wednesday, May 14	Accelerated Withdrawal Date (Spring Semester)
Monday, May 26	Federal Holiday - Memorial Day
Thursday, June 12	End of Fourth Quarter & Second Semester (Student Last Day) (43 days of classroom instruction)
Friday, June 13	Last day for non-administrative educator personnel

To access the EJ King HS Calendar of Events on-line from Share Point, go to <http://extrahet.ejkinghs.pac.dodea.edu/default.aspx>. Log on using your student’s first.last name and the last four digits of his/her social security number. The school calendar will appear on the Home Page. Click on an event in the calendar for additional details regarding time/place

E. J. KING SCHOOL SUPPLY LIST

7H - 8TH GRADE

Blue, red and black ink ball-point pens
A set of colored pencils
A zippered pouch containing glue stick, a pair of small scissors, & 6-inch ruler
2 combination locks (Preferable) (Practice combination before school starts. If you have a key lock, keep the key with you at all times.)
Plastic erasers
No. 2 pencils
A set of dividers
A separate pair of sneakers for gym use only
Pair of black, red, gray or white shorts, T-shirts and sweat pants for P.E. classes
Apron or coverall for art class
Small stapler
Paperback dictionary and/or Thesaurus (optional)

9TH-12TH GRADE

Large (2.5-3 inch) 3-ring binder
Spiral notebook
Dividers
¼ inch graph paper (algebra I and II)
No.2 pencils (no mechanical pencils)
Erasers
Black/Blue ink, ball-point pen
Red ink, ball-point pen (for corrections only)
“12-inch” ruler with metric units
Set of colored pencils
Protractor
Compass
Scientific or graphing calculator (for certain classes)
Standard size poster boards
Double-pocket file folder or Loose-leaf folder
Loose-leaf papers
Small daily assignment notebook
2 combination locks (for book and gym lockers)
A separate pair of sneakers for gym use only

ACCREDITATION

E.J. King School is fully accredited by the North Central Association of Colleges and Schools (NCA). Annual reports are submitted by the school to NCA and an “on-site” inspection by an NCA team is conducted every five years. All teachers are fully accredited for the grades and subjects they teach.

ARRIVAL/DISMISSAL TIMES

For grades 7-12, the first bell rings at 0745 and class begins promptly at 0755. Students should not arrive at school before 0745 because supervision is not available until that time.

ATTENDANCE

Regular attendance is necessary for students to benefit from the educational process. All students enrolled in DoDDS schools must attend classes regularly and punctually in order to remain enrolled. DoD 1342.6-M-1 requires the installation commander to encourage all educable, eligible dependents who have not completed high school to attend either DoD dependents schools, a regular program of formal instruction in the local school system, to enroll in a tuition school, or to enroll in an independent study program by correspondence.

The Commander, Fleet Activities Sasebo, Japan has established a base regulation on attendance ([CFASINST 1755.1A](#)), applicable to all SOFA status personnel in the Sasebo area. It has specific guidelines and requirements about enrollment in school and regular attendance at school.

The DoDDS educational program assumes that all students will attend school and classes regularly and punctually. Adherence to the school attendance policy is the responsibility of parents and students. Parents will be consistently and periodically informed of student absences. Regular attendance is a necessary component of success in any educational program.

ATTENDANCE PROCEDURES AND POLICIES

1. Excused absences must be documented in writing by parents. Phone calls must be followed with a written note explaining the absence. When a student has been absent from school for one or more periods, a note from the parent/sponsor is required. The note must fully explain the absence. The office will issue the student a RE-ADMIT SLIP, excused or unexcused, depending on the reason for the absence. The school will determine if an absence is excused or unexcused. The student must bring the RE-ADMIT SLIP to each teacher whose class has been missed. The teacher will note the absence as either **excused** or **unexcused**.

2. Even if a student does not have an absence note from the parents, a RE-ADMIT SLIP from the office is mandatory. The RE-ADMIT SLIP will be marked **absence unexcused**. A student will be given three (3) days, following return from absence, to bring an absence note. If the student has not brought in an absence note within three days, the absences automatically become **unexcused**. Students with unexcused

absences are responsible for work missed during the absence, although credit may be denied. The grade for each day or portion of the day which was unexcused will be an **“F.”**

3. Students who do **not** attend school for a **full day** will not be allowed to participate or attend any school-sponsored event scheduled on that same day. This includes extra-curricular sports practices and activities. **The principal must approve exceptions.**

4. **Permission for Extended Excused Absences:** Advanced permission may be granted for absences due to family trips or emergency leave by completing the “Request for Extended Excused Absence” form. If it is known the student will be absent for more than one day, the form is to be completed and signed by the sponsor. It is then signed by the students’ teachers and submitted to administration. After reviewing the teachers’ recommendations regarding the planned absences, final approval/disapproval is made by administration.

It should be noted that *students would be excused to travel with their families on family trips for a maximum of 10 school days (total) anytime during the year from the start of school until 15 May.* Absences of more than 10 days total for family trips require special approval from the principal. Year-end activities, final tests, teacher recommendations, and skills evaluations made after 17 May are very important; therefore, family trips will not be approved as excused after **15 May.**

The **completed** “Request for Extended Excused Absence” form must be submitted to an administrator **at least three school days in advance of the absence.**

It is the responsibility of the student to make up all class assignments, homework, quizzes, tests, and other work due in a timely manner or within the limit of one make-up day per day of the **excused** absence.

If a parent plans to withdraw a student for a one-day family trip, or other purpose, the request must be submitted to the school office for approval at least one day in advance of the absence.

EXCUSED ABSENCES

1. It is recognized that an absence from school is necessary under certain conditions; however, every effort must be made to keep absences and tardiness to a minimum. Excused absences are granted to those students participating in school-sponsored activities including athletics, tournaments, and other interscholastic events occurring away from the home school. In this case, students are expected to obtain advance assignments from teachers and complete them while they are away from school. Students are to return prepared for classes. The principal has the authority to make the decision with regard to non-school sponsored activities that can clearly be determined to be of benefit to the students and of no detriment to the school program. These excused absences may be granted for illness, family emergencies, death in the family or local hardship situations, religious observances, family trips (**up to 10 days per school year**), and medical appointments that cannot be arranged during non-school time.

2. A student who has been absent from school is required, upon return to school, to present a signed note from a sponsor/parent/legal guardian stating the reason for the absence. Absences will be excused only for those reasons stated in paragraph 1. There will be no academic penalty for excused absences. Students are to stay current with assigned class work and are responsible for the work missed during their absence

from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence. When students are sent home because of illness, they are to be accompanied by their sponsor/parent/legal guardian or an individual designated and authorized by their sponsor/parent/ legal guardian.

UNEXCUSED ABSENCES

Unexcused absences do not allow for make-up privileges and credit; however, the student is responsible for learning objectives/standards that were taught during the unexcused absences. Examples of unexcused absences include, but are not limited to, truancy, oversleeping, missing the bus, modeling jobs, jobs at Huis Ten Bosch or any money-making activity, having car trouble, baby-sitting, seeing a friend off at the airport or unsanctioned "senior skip day." A note saying "**PERSONAL**" without an explanation will be considered unexcused. It is suggested that parents call the office prior to the absence, if possible, or prior to the student's return and explain the situation to help determine if the absence can be excused.

Meeting Returning Ships: Homeported ships at Sasebo come and go several times during the year. Meeting the ship will normally be considered an unexcused absence. If the ship is gone for an extended period (**2-3 months**), meeting the ship may be considered an excused absence if approved **in advance** by school administration. Please check in advance.

1. **Truancy** - A student who skips or leaves a class without permission is truant. Any student who is absent from school without the knowledge and permission of his/her sponsor/parent/legal guardian or school authorities is truant and is subject to suspension from school or assigned to Saturday School to make up the skipped day(s).

2. **Administrative Actions** - Parents/sponsors/legal guardians shall be contacted about each truancy and reminded of the DODDS mandatory attendance policy and their personal responsibility to ensure the pupil's regular and punctual attendance. School personnel shall take appropriate administrative action with respect to excessive or unexcused absences or instances of tardiness. A concerted effort will be made to prevent and remedy truancy in the early stages. **Students who are truant from any class or classes may be suspended from school or assigned to Saturday School. Chronic truancy and/or unexcused absences will be reported in accordance with COMFLEACTINST 1755.1A.**

3. **Tardiness** - When a student is **more than 15 minutes** late for school, he/she must sign in at the office with a note from parents stating the reason for the tardiness. If there is no note, the student will receive a **RE-ADMIT SLIP** marked "unexcused" until a note is presented. A "three day time limit" will apply. If a student is more than 45-minutes late for class, it is an absence requiring a note. Students who are tardy for class more than three times may be reported to administration for disciplinary action. Tardiness disrupts class and cannot be tolerated.

Students arriving on a late school bus will be immediately admitted to class as excused.

BEHAVIOR ON SCHOOL GROUNDS

Courtesy and good manners, as well as common sense, should dictate student behavior on school grounds. The following rules must be observed:

- Grade 7 and 8 students must stay on school grounds during the school day.
- Grade 7 and 8 students are to stay in the vicinity of the cafeteria/playground during the lunch period.
- Throwing rocks, sticks, sand, etc. is prohibited.
- Contact sports or games such as football and soccer are not permitted for safety reasons.
- Playground equipment is designed to be used by elementary students only.
- Personal playground equipment such as bats, balls, gloves, are brought to school **only** when authorized by a supervising teacher.
- Personal toys, trading cards, etc are brought to school **only** when authorized by a sponsor of a specific event.

BICYCLES/SKATEBOARDS/SCOOTERS/ROLLER SKATES/ROLLER BLADES

Bicycles, skateboards, scooters, roller skates, or roller blades are a safety hazard for our small, congested campus. These items are **not** to be ridden at school during the school day. They are never allowed on any of the school's playgrounds. If skateboards are brought to school they need to be stored in student lockers.

TEXT BOOKS, LIBRARY BOOKS, AND SCHOOL-ISSUED EQUIPMENT

Textbooks adopted by DoDDS are ordered from the same book companies that are used by many schools in the United States. The books are issued to students free of charge, but the sponsor is held financially responsible for the cost of lost or damaged textbooks and library books. Textbooks are now in the \$40 to \$60 range. Calculators issued to high school students cost up to \$200.00.

Students transferring during the school year must turn in their books and workbooks to their teachers. All books and equipment will be accounted for and turned in at the end of the school year. Fines will be collected for lost and damaged books, calculators, musical instruments or other property issued to students.

Parents should note that willful misuse, damage or destruction of any school property is unacceptable. Students, as well as sponsors, will be held responsible for repair, replacement, payment, or another form of approved corrective action regarding lost or damaged school property. Intentional destruction of government property will involve the security police.

SCHOOL BUS/TRANSPORTATION



Bus passes are issued and managed by the DoDDS Student Transportation Office (STO), 252-3078. Bus passes are required to board the school buses and should be carried by students at all times. Buses are available to temporary quarters residents: Darby ES by PACMO; King via the base shuttle bus. Before moving into a cho, please consult STO for the nearest bus stop locations.

Friends of students living off-base cannot ride the school buses without approval from the DoDDS STO.

Bus routes are established based upon general housing patterns. Bus stops are designated to provide convenient locations for the majority of the students in a given geographical area. It is the responsibility of the sponsor to have students at the bus stop at the scheduled time. Drivers are not authorized to wait at the bus stop for children arriving late. There are adult bus attendants on the buses for safety and security reasons.

When selecting off-base quarters, parents should be aware of bus routes so a house can be selected near the bus route. **BUS ROUTES CANNOT BE EXTENDED OR MODIFIED.**

PARENTS ARE RESPONSIBLE FOR THE CONDUCT OF THEIR STUDENTS ON BUSES AND AT BUS STOPS. For additional guidance regarding school bus ridership, refer to [CFASINST 1755.2E](#).

The following bus rules must be observed:

- When entering the bus, riders should fill the seats from the rear forward.
- Windows shall remain closed unless the driver gives permission to open them.
- Noise should be kept to a minimum so the driver can concentrate on traffic conditions.
- All passengers shall be seated while the bus is in motion.
- Passengers shall remain seated until the bus stops at the appropriate bus stop or destination.
- At no time will passengers extend any object or any part of their body from a bus window.
- Passengers will not use foul language, throw trash or paper from bus windows, or leave trash or paper when vacating.
- Vandalism will not be tolerated. Preserve the bus interior.
- The bus driver is in charge of the bus and all passengers onboard. Students must cooperate with the driver and follow his instructions for the safety of everyone riding the bus.

BUS TRANSPORTATION IS A PRIVILEGE NOT A RIGHT! CONSEQUENTLY, MISBEHAVIOR MAY RESULT IN SUSPENSION OF BUS TRANSPORTATION PRIVILEGES AND SUSPENSION FROM SCHOOL. Parents may be assessed for any damages to the school bus caused by their student.

**CHAIN OF COMMAND FOR DEPARTMENT OF DEFENSE
DEPENDENTS' SCHOOLS (DoDDS)**

E.J. King School is part of the Department of Defense Dependents' Schools, Pacific Region (DoDDS-P).

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CHANGING OF CLASSES

Requests to change classes after the second week of the semester will **only** be granted under very unique and extraordinary circumstances.

CHILD FIND

DoDD Schools must identify and provide services to any students in the community, aged 3-21, who may require educational or other (physical, intellectual, or emotional) intervention. E. J. King School has a program to screen students for vision, hearing, language, speech or other special needs. For more information, please call 252-3072.

CLASSROOM VISITATION

Parents are welcome to visit student classes with prior arrangements. Parents wishing to visit a class should call the teacher or send a note stating the date and time they wish to visit. Upon arrival at school, parents must sign the school office log and receive a badge identifying them as an authorized school visitor. This procedure must be strictly observed for the safety of students.

Parents are encouraged to observe classes. However, teachers will not be able to stop teaching to have an unscheduled conference with the parent about specific questions or concerns during this time. **Conferences must be scheduled in advance.**

CLOSING OF SCHOOL IN EMERGENCIES

On some occasions, it is necessary to close or cancel school. The following procedures will be observed whenever it is necessary to cancel or close school due to inclement weather or other emergencies.

For information you can call the Command Information Line at 252-3034.

Prior to the opening of school

- The principal will coordinate with COMFLEACT, Sasebo Base Commander to cancel school for students.
- Announcements will be made on AFN. Parents should listen to AFN, or call the base CDO at 252-3311, before calling the school office.
- School may be cancelled or have a 2 or 3-hour delayed opening if weather conditions permit. AFN will always have the latest information. Any decision will apply to all students, whether living on or off-base.

While school is in session

- The principal will coordinate the closing of school with the COMFLEACT, Sasebo Base Commander.
- The COMFLEACT, Sasebo Base Commander will coordinate announcing school closure time with AFN and will inform local commands. Working parents will be notified, through the local commands, of school closure so they may return home to receive students.

PROCEDURES FOR CLOSING SCHOOL WHILE IN SESSION

A. Procedures for Bus Riders

- The principal will call the Transportation Office and request buses. Bus students will be sent home. Bus departure time will be announced on AFN.
- Students will be released at their bus stop.
- The school bus will not make a second trip. If a student must be returned to school, the parents will be required to pick the student up at school as soon as possible. When all school personnel

are dismissed to return to their homes, the students remaining at school will be taken to COMFLEACT Security Police, where their parents can pick them up.

B. Procedures for Walkers

- Students who walk to school will be dismissed within 30 minutes of the time that school closure is announced. The principal will inform teachers when students may be released.
- Students will be released automatically at the dismissal time.
- When all school personnel are dismissed to return to their homes, the students remaining at school will be taken to COMFLEACT Security Police, where their parents can pick them up.

C. Delayed Closing of School

- If conditions exist that make it unsafe for students to travel home by bus or on foot (severe weather, civil disturbances, etc.) students will be kept at school under faculty supervision.
- Parents should listen to AFN before calling the school office.
- When travel by bus and on foot has been deemed safe, the school will be closed and students sent home following the procedures listed above.

CO-CURRICULAR CODE OF CONDUCT/ELIGIBILITY AND POLICIES: HIGH SCHOOL

Presently, a student must be in grades 9-12 to participate in any high school extracurricular activity.

For athletic participation, a student must pass a pre-sports physical exam. Arrangements may be made by the school nurse for end of school year physicals to be administered to all prospective fall athletes. Students, who do not take advantage of the end of school year physical, will be responsible for securing their own physical during the summer or early during the fall semester. A physical examination form signed by a physician and a parental release must be on file at the office **BEFORE** tryouts, practice, or competition.

The following policy regarding academic performance applies to all extra-curricular activities, including M.U.N, Music, Drama, etc.

- Students must maintain a minimum of 2.0 grade point average (GPA) to be and remain eligible for competition with no more than one “F”.
- All student grades are monitored on a weekly basis throughout the season.
- Students who have been identified as having academic difficulty will be provided academic support services.
- Grade checks are completed by **1600 hours every Tuesday the previous week that interscholastic programs are being held.**
- Students are ineligible from **0800 Wednesday through the following Wednesday at 0800 the week of the interscholastic program is being held.**

Before becoming a participant in any extracurricular activity, a copy of the [Extra Curricular Code](#) shall be reviewed and signed by parents/guardians and students acknowledging they understand and agree with these policies. This shall be placed on file for future reference.

Total abstention from alcohol, tobacco, and illegal drug use will be strictly enforced. Participants found to be using any of these substances will be excluded from extra-curricular activities for the remainder of that sports/activity season. Additional disciplinary consequences may also apply if the use occurred during a school-sanctioned event. If the infraction occurs during the last two weeks of a sports/activity season, the student is also ineligible for the following sports/activity season. Offenders will forfeit the right to letter, if applicable, in that activity.

The following policies will govern absenteeism:

- A student must have attended a full day of school on the day of/or the day before the practice, event or competition. **Participants must return to school and may not be absent immediately after the day of an event or competition.** Administration may waive this rule for a medical/dental appointment, driver's test, etc. Students who are absent due to illness the day prior to a holiday or weekend event may participate only with administrative approval.
- If in school, the student is expected to attend any practice, rehearsal, and/or work sessions unless they personally have previously informed the coach/sponsor that they may be absent.
- Unexcused absence may result in non-participation for the competition or event immediately following the absence. Repeated unexcused absence(s) may result in dismissal from the extracurricular activity for the remainder of the year.
- Students who are suspended from school may not participate in any extracurricular event until the suspension ends.

All injuries, whether major or minor, will be reported immediately to a faculty sponsor. If any injury requires medical attention, a release form signed by a physician may be required before participation resumes.

If school uniforms and/or equipment are issued, they are to be returned in the same condition of issuance (normal wear and tear are expected). Replacement costs will be assessed for damaged or lost items. No exchange of uniforms/equipment is permitted without sponsor approval. Uniforms are to be worn only for competition, unless otherwise approved by the faculty sponsor.

The following policies will govern travel:

- Only grades 9-12 are allowed to travel to athletic events and most other extra curricular activities. Travel will be governed by all DoDDS rules and regulations.
- Sponsors shall send general information to all parents at least one week in advance of a trip.
- If home stays are necessary, students are expected to be courteous, respectful and obey the host family.
- Vandalism and/or criminal activity will not be tolerated and will result in school and base security disciplinary action.
- Curfews will be in effect. Generally, that means 10:00 P.M. with lights out by 10:30 P.M.
- Students will be respectful to, and cooperative with, all teachers, staff members, coaches, sponsors, chaperons and tournament officials.
- Chaperons will have full authority to enforce rules, curfews, restrictions, etc., as they feel necessary to control and manage their supervisory responsibilities.

- Violations of any stated rule while on trips will result not only in team/group disciplinary measures (including an early return to Sasebo), but they may also result in school discipline upon return, up to and including suspension from school or ineligibility from any travel opportunities the remainder of the year.
- Travel squad size will be determined by administration based upon DoDDS practices and local fiscal considerations.

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

A student may appeal any decision affecting participation in an extracurricular activity to the Extracurricular Eligibility Committee. The Committee will make a recommendation, based on its findings, to the principal for final authority on the matter. The Committee shall be composed of the assistant principal, two faculty advisors, two parents and a student.

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

Parents are expected to support and help enforce these rules and standards. Questions concerning these policies should be discussed, in an appropriate conference situation, with the Extracurricular Eligibility Committee.

Students are responsible for obtaining assignments for the time they miss school and complete them while away. Tests should be made-up promptly. Please make arrangements with your teachers.

COMPLAINTS OR PROBLEMS

Parents who have a question, a complaint, or a concern should attempt to resolve it at the most appropriate and immediate level. For typical classroom matters, the following procedures apply, in order, as needed.

1. The parent discusses the matter with the teacher concerned.
2. The parent and teacher meet with the principal or assistant principal.
3. Matters requiring additional mediation above school level are referred to the District Superintendent of Schools, Japan. (See Chain of Command)

These procedures follow the line of authority from teacher to district superintendent and focus on resolution at the most immediate level. Parents are encouraged to seek immediate resolution of problems. Prompt action frequently prevents complications and more serious problems later on.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences are scheduled for all parents at the end of the first quarter grading period. Report cards are mailed to the sponsor, but for the first quarter may be picked up in the office. At third quarter, only those parents and teachers who have concerns about students will meet.

Other conferences, as needed, may be initiated by either the parent or the teacher. Conferences are valuable opportunities for parents and teachers to plan cooperative strategies to help students.

Teachers are available for after-school conferences by appointment. Parents desiring a conference should send a note to the student's teacher or leave a message for the teacher to return their call. The teacher will either return the call or send a note home and schedule the conference.

Parents who are unable to attend a scheduled conference should notify the teacher, in advance, by note or telephone message so that the conference can be promptly rescheduled.

It is important that both the teacher and the parent work closely together in an effort to help the student. Therefore, frequent parent/teacher conferences or other communications are encouraged.

PARENT-ADMINISTRATOR CONFERENCES

Parents who desire a conference with the principal or the assistant principal should call the school for an appointment to avoid having to wait due to other previously scheduled commitments.

If the subject of the conference concerns policies or practices of an individual teacher, a conference should first be held with the teacher involved. Problems that cannot be resolved at the most immediate level should then be brought to the attention of the school administration.

DISCIPLINE

Good discipline in an effective school optimizes order and student safety. It is marked by self-control and an understanding of appropriate standards of conduct. As children mature, they become increasingly capable of judging appropriate conduct accurately. Learning time is highly valued at E.J. King, therefore, so is order.

Discipline will be maintained at an appropriate level, which will result in:

- growth in student, self-control and problem-solving
- high regard for students and staff

- pride in the school and community

We expect all students of E.J. King School to abide by the rules and regulations as established by DoDEA, administration, faculty and student government. School rules apply at all school functions after normal school hours or at other locations.

DISCIPLINARY ACTIONS

As per DoDEA Regulation 2051.1 Enclosure 2-A, DoDEA Disciplinary Rules and Procedures, “student conduct expectations apply to student conduct that is related to school activity:

- While on school property,
- While en route between school and home, to include school buses,
- During the lunch period whether on or off campus,
- During or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and evening school-related activities.”

1. **Insubordination, Cheating and Plagiarism**

Displaying an insubordinate or flagrantly disrespectful attitude or gesture toward any member of the faculty, staff or administration will result in immediate suspension from school. Students caught cheating or plagiarizing will be sent to administration. Cheating and plagiarism are not tolerated at E.J. King.

2. **Fighting at School**

Fighting is not allowed at school, **ever**. It is rare that a fight is started by one student alone. As a result, when a fight occurs, all students engaged in physical contact will be suspended from school for the first offense. Repeat occurrences will usually result in suspension for periods of longer duration.

Sometimes students tell us, *"My parents told me if someone calls me a name (hits me first, etc.) it is okay to fight."* This is not appropriate at school. If a student feels threatened to the point of needing to defend him/herself, the first action should be to report it to a teacher. Otherwise, the student takes the risk of being suspended from school.

3. **Possession of Dangerous Items**

Possession of dangerous items such as guns, pellet guns, toy guns or replicas of guns, knives, razors, laser pens, box or carpet cutters, slingshots, numchucks, rocks, any flailing instrument such as a fighting chain or heavy studded or chain belt, objects designed to project a missile, explosives, mace, pepper spray, or any other similar propellant, or an object concealed, displayed, brandished in a manner that reasonably provokes fear is prohibited. Any items confiscated will be delivered to security. Violators will be immediately suspended and required to attend a disciplinary board hearing that will consider expulsion from school. DoDDS has a **“Zero Tolerance for Weapons”** policy.

4. **Drugs, Alcohol and Tobacco**

Students found to be in possession of or under the influence of drugs or alcohol will be suspended from school. This includes smoking in buildings or on school grounds. Students may also be referred for examination at the Branch Clinic. Parents/guardians will be called to accompany the student to the Branch Clinic for examination.

5. **Tuancy**

Students who are truant are subject to suspension from school.

6. **Leaving Campus without Permission**

Students who leave the school campus without permission will be suspended from school. Students in grades 9-12 are authorized to leave campus during lunch. This privilege will be revoked if they cannot return to class on time following lunch. All other students must remain either in the lunchroom or on the playground.

7. **Forgery or Impersonation**

Students who forge a parent or school personnel signature for absence notes and/or other documents will be suspended from school. In addition, students who impersonate a parent on the phone or otherwise are subject to suspension.

8. **Defacing or Destroying School Property and/or Student Work**

This is an offense that will result in referral to Security Police, payment of damages incurred, and suspension from school. Teachers and students must be able to feel displayed student work is protected and will not be damaged. Theft of any school property or any part of displayed student work will result in suspension and possibly other consequences.

9. **Obscene Acts, Harassment and Bullying**

Committing any lewd, indecent or obscene act or engaging in profanity or vulgarity may lead to suspension. Harassment of any kind is not tolerated at E.J. King, nor is bullying. Either may lead to suspension from school.

OTHER ACTIONS WHICH MAY REQUIRE DISCIPLINE

1. **Disruptive Behavior**

Students who repeatedly disrupt the learning environment in a classroom lose their right to remain in the class. The faculty has been instructed to refer disruptive students to the office. Students who display disruptive behavior in a classroom are subject to detention or suspension, depending upon the nature and severity of the disruption. Students are expected to obey reasonable requests.

2. **Excessive Tardiness**

Students are expected to arrive at school in a timely manner. Lateness is unacceptable. Students who are consistently late to class will be subject to detentions and ultimately suspension. Parents will be kept informed so that they can assist in correcting the problem.

3. **Public Displays of Affection (PDA)**

Any public display of affection, such as kissing, caressing, embracing, etc., is against school policy. Generally speaking, any time there is intimate or face-to-face contact, there is a "**PDA**" violation. School is not the proper place for this type of behavior. Sponsors will be notified and disciplinary action taken as necessary.

4. **Possession of Prohibited Items**

Possession of items which are considered by the school to be disruptive are prohibited on campus. These include squirt guns, radios, cassette or CD players, laser pens/pointers, cell phones and game boys. These items will be confiscated by the administration and returned to the parent/sponsor at a later date.

EXPLANATION OF DISCIPLINARY ACTIONS

Detention

In some cases detention may be used as an intermediate step before suspension. Detention, or sometimes Saturday School, will also be used as a penalty for infractions of certain school rules. Parents will be notified of the detention, a day in advance, by letter delivered by the student or by a phone call by the appropriate school personnel. Detention can be held the same day if parents can be contacted and transportation arranged by parents.

Suspension

Suspension is a disciplinary action for chronic misbehavior or a severe infraction. When suspension is imposed, it will be done following due process procedures and in compliance with DoDDS "Students Rights and Responsibilities" regulations. Parents will be notified when this action is taken because parent cooperation and support increase it's effectiveness. DoDDS regulations require that a copy of suspension letters be sent to the base commander and the district superintendent.

DISMISSAL POLICY - DAILY

The bell to dismiss students rings at 2:50 p.m. Each student must observe the following rules:

1. Students who walk are not allowed in the area where the buses are being loaded nor are they allowed to remain on campus.

2. Parents who drop and pick students up at school are asked to avoid the areas where the buses load. Please arrange with your students to pick them up on the road just beyond the school gym. Please do not enter on to Kentucky Ave. between the hours of 0730 and 0800; and 1440 and 1510.
3. School buses are scheduled to depart 10 minutes after the final bell (usually 3:00 p.m.).

DISMISSAL POLICY - EARLY DISMISSAL FROM SCHOOL

Students cannot be released to non-family members without written verification from the sponsor. If a parent intends to **pick up** a student before regular dismissal time, a note should be sent to the teacher that morning or the previous day. **Do not call the office unless it is an emergency. We make every effort not to disrupt classes.**

A parent who wishes to take a student out of school during the school day (for a medical appointment for example), should send a note indicating the specific time the child should be released from class. The Student Affairs Office will contact the teacher and the student will be sent to the office. If the note from the parent indicates a specific "**pick up**" time, the teacher may wish to send the student to the office to wait for the parent. **Please do not go to your student's classroom without checking with the office first.**

DRESS CODE

A committee comprised of students, parents, teachers and administration has designated the following dress code:

- No headgear or hats inside the buildings.
- No sunglasses inside buildings (unless medically sanctioned).
- No spaghetti straps or camisole tops (female) or muscle shirts (male).
- No bare midriffs or torso showing.
- No undergarments showing while sitting or standing.
- No obscene slogans or gestures on clothing.
- Shorts and skirts will reach the tip of the middle finger when the arm is extended.
- Safety requires no flip-flop shoes, no bedroom slippers and no spiked heels higher than two (2) inches.

School is our business and students are expected to dress accordingly.

DRESS CODE

Students need to be neatly and appropriately dressed to present themselves as ready to learn. **School is our business and students are expected to dress accordingly.** Administration will make the final determination on the appropriateness of the dress.

1. The following are not permitted for safety and decency factors: Baggy pants with or without a belt, pants hanging below the waist (sagging), bare feet, flip-flop shoes, no bedroom slippers, no spiked heels no longer than two inches, bare midriff (stomach and back area), halters, spaghetti straps, short shorts, low cut blouses or shirts (no cleavage and top of breast(s) showing), see through clothing, clothing which is too tight and other items of clothing which are determined to be "too revealing".
2. Clothes are to be worn as they were meant to be worn.
3. Clothes and accessories representing gang style dress is prohibited, such as but not limited to bandanas, "rags", wearing certain combinations of clothing, hanging items such as belts and do-rags, and certain symbols and jewelry.
4. Articles that could be dangerous to others or property.
5. Unsanitary or torn clothing including cutoffs (shirts, shorts, or pants).
6. Offensive and obscene slogans or gestures on clothing.
7. Sun glasses (unless medically sanctioned), hats and other material used as head covering will not be worn inside buildings.
8. The Naval Civilian Dress Code will be enforced. Please note that school is your workplace and certain clothing items are not permitted in the workplace. Please refer to the [CNFJ Civilian Clothing Policy](#) and the [CNFJ Power Point](#) for additional guidance on dress code.

Please see the [Prom Dress Code](#) for specifics regarding school sponsored social events.

EARLY GRADUATION

Any student considering graduation before the end of a 4-year high school program must apply for the early graduation program **before the beginning of the school year in which they hope to graduate.** Students are required to meet or exceed DoDDS and E.J. King graduation requirements if requesting early graduation. There are specific categories in the applicable DoDDS regulations of early graduation requests. Please contact the school counselor at 252-3651 for more information.

EARLY WITHDRAWAL/ PCS TRANSFER

Please notify the school two weeks, (but no less than five working days) in advance of a PCS move so that the transfer documents may be prepared. We suggest parents hand-carry student school records needed to enroll at the new school, if returning to the United States. Final school clearance requires students return all books and pay all fees. We send copies of school records. The original records remain at school, in case more copies are needed later.

Grades 7 - 8

Students who will transfer (PCS) more than 20-school days before the end of the school year will be given a transfer evaluation and a report card, with grades to date, to take to the next school where they will enroll for the remainder of the year. They will not be promoted for the year by DoDDS at that time. Students who are leaving with orders (PCS) fewer than 20-school days before the end of the school year may be promoted to the next grade depending on academic progress. Middle school students taking high school courses will need to accelerate to receive credit. Please read below under Grades 9-12.

Please contact the school well in advance before transferring so records can be prepared in a timely manner. Records requested too late for you to hand carry will be mailed after your departure.

Grades 9 - 12

Sponsors transferring (PCS) to a new assignment within 20-school days of the end of a semester may request that their student receive advanced assignments and tests so that courses are accelerated. At the time of application, students must have a C average or better in any course for which application to receive credit is being made. Application must be made at least **one month before the student is to depart** to give adequate time to complete advanced assignments. If permission is granted, students and parents must understand that a serious commitment in extra time and effort must be made to complete all advanced course assignments, in addition to regular assignments. An application form can be obtained in the school office. Please contact the school as soon as possible to obtain a PCS packet for **student acceleration**. Acceleration is required for all high school students who wish to receive credit and will be approved only for PCS moves. A copy of the sponsor's PCS orders or other official documents will be required as substantiation for the request. The objective is that all course work required of all students for the entire semester must also be completed by any student departing early in order to receive credit. This will not be granted for students returning to King School the following year except in unusual hardship situations (emergency leave, etc.). Sponsors who are unable to take leave except when school is in session must have a letter to that effect from their command. Early withdrawal negatively impacts on a student's achievement and may affect the overall grade point average and class standing.

Applications for acceleration are available at the school office - a **minimum of one-month advance notice is required**.

Earliest acceleration date for School Year 2007-2008: First Semester is 12 December 2007; Second Semester is, 14 May 2008.

EMERGENCY CONTACT

Sponsors/parents must supply the school with the name and telephone number of a person who can be called in an emergency in case a parent cannot be reached.

When the student's sponsor/legal guardian is outside of the Sasebo commuting area, a copy of a valid "Power of Attorney" must be on file in the EJ King HS Student Affairs Office.

The telephone number provided cannot be the sponsor's home telephone number. If the sponsor's duty telephone number is listed as the emergency number, the name of a person other than the sponsor, must be supplied to the school as the designated emergency contact person.

It is recommended that a "Power of Attorney" be on file at the Branch Clinic in case a student needs urgent medical attention and a parent is not available. Parents can get more information on filing a "Power of Attorney" by contacting the Branch Clinic.

If the sponsor or emergency contact is not available, Security Police will be contacted. The school may also contact the Branch Clinic and the sponsor's commanding officer as needed to cope with the emergency.

KEEP YOUR STUDENT'S EMERGENCY DATA AT SCHOOL CURRENT. Please notify the school immediately if there is a change in home or duty phone numbers and/or addresses for your family and those of the alternate emergency contact. In case of illness, accident, or other pertinent reasons, it is critical that the school is able to locate and contact parents quickly.

EMERGENCY EVACUATION PROCEDURES

In the event of a fire or other emergency evacuation procedure, a loud, continuously ringing alarm will be sounded. Students will follow the evacuation plan posted in the room and leave that room in an orderly manner. E.J. King School and DoDDS give high priority to student safety. Students are taught about emergency procedures and practice them routinely. **STUDENTS ARE NOT TO RETURN TO THEIR ROOMS DURING OR AFTER EMERGENCY EVACUATION PROCEDURES UNTIL GIVEN PERMISSION BY AN APPROPRIATE AUTHORITY.**

FIRE DRILLS

Fire drills are required by law and are an important safety precaution. It is essential that when the signal is given, everyone obeys orders promptly and clears the building, by the prescribed route, as quickly as possible. Teachers in each classroom give the students instructions. Fire drills occur weekly during the first four weeks of school and monthly thereafter.

EMPLOYMENT OPPORTUNITIES AT KING SCHOOL

There are a number of positions at King School open to SOFA status personnel in the Sasebo Community. Employment opportunities are listed at www.dodea.edu. Depending on the position, applications are processed either in Washington DC, or the Personnel Customer Representative Office in Okinawa, not by Sasebo HRO. Applications are available at King School's office. The application process is open and continuous and not advertised when a specific position becomes available. If you think you may be interested in any position listed below that may open up during the year, please stop by our school's office to obtain an application. Do not wait for an advertisement for a position.

1. **Classroom Teachers:** While most of our teachers are CONUS hires, we do employ several local hire teachers from the Sasebo Navy Community. All are fully qualified and certified.
2. **School Nurse:** Must be a current Registered Nurse.
3. **Substitute Teaching:** Current requirements are a high school diploma plus 15 semester hours of college course work.

4. **Paraprofessional Aides:** These teaching assistant positions require a high school diploma and are GS-4 level positions (usually seasonal part-time).
5. **Clerical and Administrative positions:** School Secretary, Office Automation Clerk, Library Clerk (GS-4, 5, & 6 positions).

GRADING SCALE

The following grading scale is used in all DoDDS schools where letter grades are assigned. (Grades 7 to 12)

A = 90 - 100%	B = 80 - 89%	C = 70 - 79%	D = 60 - 69%	F = 59% and below
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GRADUATION REQUIREMENTS

Graduation requirements are found in [DoDEA Regulation 2000.1, "High School Graduation Requirements,"](#) dated August 27, 1997. Beginning with the ninth grade class of School Year 2003-2004, students will need to have a grade point average of 2.0 or better, to graduate from Department of Defense Education Activity Schools."

DoDEA Class of 2008 and Beyond Graduation Requirements	
Required Courses	Units
English Language Arts 9, 10, 11, 12 (2 years of ESL may be substituted for 2 years of English Language Arts.)	4
Social Studies (1 credit of U.S. History, 1 credit of either World Regions or World History, and 1/2 credit in U.S. Government required.)	3
Mathematics (Algebra I and Geometry are required. The third math credit must have a course code of 400 or above excluding Lab classes.)	3
Science (Biology is required and either a chemistry or physics credit is required. Physics Applications in the Community and Chemistry Applications meet the credit requirements for graduation.)	3
Foreign Language (A total of 2 credits in the same foreign language is required.)	2
Professional Technical Studies (1/2 credit must be in a computer technology.)	2
Physical Education	1 1/2
Fine Arts (Courses used to meet this credit must relate to: visual arts, music, theater, dance , and/or	1

humanities.)	
Health Education	1/2
Sub-total for Required Courses	20
Sub-total for Elective Courses	6
TOTAL CREDITS	26

CRITERIA FOR AWARDING THE DIPLOMA WITH HONORS

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

1. Earn passing course grades and take the requisite exams in a minimum of four Advanced Placement exams.
2. Obtain a cumulative grade point average of 3.8 or higher based on student grades attained at the end of the second semester of the graduating year based on DoDEA’s grade point average calculation.

Please see [DoDEA Regulation 2000.1](#) for further information.

PARTICIPATION IN GRADUATION CEREMONY

Only students who have met all graduation requirements will be permitted to participate in graduation ceremonies. A student missing even one course, which they plan to complete at a later date, will not be able to participate in the graduation ceremony. Only certified graduates will participate.

Please note that Baccalaureate is not a school activity.

GUESTS

“**Visitors**” to E. J. King includes anyone not employed or enrolled at school.

As part of DoDDS Worldwide School Security System, all visitors to the school must sign in at the school office. Visitors will be given a badge to identify themselves. Upon completion of their visit, visitors will return the badge to the school office and sign out of the building. Visitors are welcome, but this procedure must be strictly observed for the safety of the students.

GUM

Chewing gum at school is **not** permitted. Please do not bring chewing gum to school. Students who do so may be required to do cleaning chores as a service for maintaining a clean and healthy environment.

HEALTH SERVICES

Ernest J. King School employs a registered nurse whose responsibilities include: arranging for care of injuries, monitoring general health status of students, identifying health needs and conferring with students, parents and teachers concerning specific health problems, providing a screening program including vision and hearing screening, implementing health programs and health education and counseling. In essence, the school nurse is an excellent information and counseling resource to the school and community.

The school nurse is not a substitute for seeing a physician for illness. If a student is ill prior to school, staying home is preferred. Students who are too ill to function in the classroom will be sent to the health office. Parents may be called to take the student home. In the event of serious illness or injury requiring immediate medical attention, the parent will be notified and then the ambulance will be called.

Students are not permitted to carry any type of medication to school. Parents should bring all medicine to the school nurse to be dispensed. A permission form, a "**Hold Harmless**" Letter, with a physician's written instructions and signature, along with the parent signature, is required before any medication is administered. All medication must be in a pharmacy bottle labeled "for school use" that will remain at school. Students must receive all medication in the health office. No medication is taken to the classroom.

If your child has a chronic health problem or disability, please discuss the problem with the nurse and classroom teachers in order for the school to provide an optimal learning environment.

If a child is out of school for more than three (3) days, please call the school office and give the reason for the absence.

Do not send a sick child to school. When in doubt, keep him/her home.

Students recuperating from an illness should be kept at home. Students with communicable conditions should be kept at home.

If a communicable disease (measles, mumps, chicken pox, head lice or impetigo) is contracted, please report it to the nurse. Please have your student checked by the Branch Clinic before re-entering school.

HOME-SCHOOLED STUDENTS

It is the policy of the Department of Defense Education Activity (DoDEA) to neither encourage nor discourage sponsors from home schooling their minor dependents. Upon request, it is DoDEA policy to

provide library services, single classes, special education services and participation in extra-curricular and interscholastic activities such as music and sports programs. Please call the school for further information.

HOMEWORK GENERAL GUIDELINES

Homework assignments are given to reinforce skills taught in the classroom. Parents can help by providing a specific homework time and place with a minimum of interruptions and distractions. Parents can also assist students by helping them to organize their work using folders, spiral notebooks, memo pads, etc.

When a student has difficulty with an assignment, parents should render assistance. Parents/students should contact the teacher, or counselor, if signs of frustration and failure occur. Teachers endeavor to modify homework to increase student success. If homework seems too difficult, please contact the teacher.

Teachers will:

1. Identify the degree to which homework affects the determination of a student's grades.
2. Provide clear, concise directions for completion of homework assignments.
3. Check homework for completeness and mastery of concepts as appropriate to the nature of the assignment and return to students.
4. Inform parents of student performance and completion of homework assignments as appropriate.

HOMEWORK POLICY

Every student in grades 7- 12 who is making satisfactory grades according to ability should be spending an average of two hours per night on homework. Upper class students may average up to 3 hours a night. If there is not a specific written assignment due the next day in every subject, there are ongoing assignments of textbook reading, quarterly projects, library books, etc., on which students should work daily. It is recommended that if a student is not spending this time on homework, parents should begin a supervised mandatory study time at home particularly if a student has any grade below a "C." Parents may help students check the effects of study time by discussing the subject material, requesting the student explain the concept, and/or quizzing the student over notes and assignments.

If parents are hearing "I don't have any homework," the above information should be discussed and, if necessary, a call to the school made for a teacher conference. A successful high school career depends on good study habits and routines. This calls for parent and teacher cooperation and constant monitoring by parents.

HONOR ROLL - GRADES 7 ~ 12

The Parent Newsletter and *Sasebo SoundingsOn-Line* will publish the names of students who have achieved a 3.0 average or higher to be on the School Honor Roll. One or more grades lower than a "C" will automatically eliminate students from honor roll consideration regardless of grade point average. Parental

permission forms for publication are part of the registration paperwork and are signed one time to last your entire stay in Sasebo.

LEAVING SCHOOL DURING THE DAY FOR MEDICAL REASONS

Students in grades 7-12 may be allowed to leave school alone to meet medical/dental appointments as long as a parent has provided written authorization to the school. If a student gets sick during the normal school day, parents will be contacted to take the student home.

LIBRARY AND INFORMATION CENTER (IC)

King School maintains a complete Information Center (IC) with a collection relative to the student population. With the exception of periodicals (magazines and newspapers), reference and reserve materials, items circulate for a two-week period. It is the responsibility of the student to return materials when due. Failure to do so can result in suspension of privileges, payment for lost books and in severe cases, letters to the sponsor's command requesting payment.

The information specialist provides formal library/information skills instruction for all students upon teacher request. The IC is open daily (M-F) from 7:40 AM until 4:00 PM. Arrangements for use of center beyond normal operating hours can be accommodated with advance notice.

In addition to subscribing to over 25 student level periodicals, also featured is a vertical file with current material. [Social Issues Research Series \(SIRS\)](#) is a reference tool that covers contemporary topics appearing in a wide variety of periodicals. The library catalog is computerized, allowing quick access to the book collection. Further additions to our reference collection include a number of extensive databases available on CD-ROM in the Information Center computer network. Issues of *Time* and *U.S. News and World Report* dating back to 1986 are available.

LOST/DAMAGED PROPERTY PAYMENTS

Parents are required to reimburse the U.S. Government for lost or damaged property. This process is accomplished by:

1. Picking up a cash collection voucher from the school office (the voucher will list the item and cost).
2. Take the vouchers and payment to Personnel Support Detachment, Sasebo Disbursing Section.
3. Return the stamped voucher, showing receipt of payment, to the school office.

Requests for overdue payments may be referred to the sponsor's command.

LOST AND FOUND ITEMS

Lost and found items are kept in the Student Affairs Office for a period of time then stored in the Supply room. Money and valuable items that are found need be turned in to the office. Coats, jackets, hats,

sweaters, lunch boxes, school supplies, or any other material brought to school should be clearly marked with the student's name. Items not claimed are sent to charities 3 or 4 times during the year.

LUNCH AND BREAKFAST PROGRAM

The Navy Exchange provides a hot breakfast and lunch program in the school cafeteria. Prepaid lunch tickets are available for purchase at the in the Main Base and Hario Exchanges. **The school cannot hold funds for school lunches, and teachers cannot hold or be responsible for student money.**

SCHOOL LUNCH POLICY

Seventh and eighth grade students may not leave the middle school area during lunch unless it is to go home to eat. Permission forms are available at the Student Affairs Office. Students may also eat at the home of a friend, however, a **written permission** slip turned into the office is required. Students may not return to school earlier than 5 minutes before time to return to class.

Students in **grades 9-12** may eat at school, go home for lunch or leave the school campus for lunch, but the privilege of leaving the school grounds for lunch will be revoked if the student does not consistently report to class on time after lunch.

LUNCH ROOM RULES

Students are expected to follow the direction of the paraprofessional aides in the lunchroom. They are required to use table manners that would be acceptable if eating at home. Students are expected to eat quietly and leave tables clean. Students are requested to keep talking and noise to a minimum during lunch.

1. **WALK** to and from the lunchroom; have money or lunch ticket readily available.
2. Be courteous and observe good manners.
3. Help keep the lunchroom clean and orderly; clean up any food or drink that is spilled, place papers, trash and milk containers in the wastebaskets.
4. Talk quietly; the number of students eating at one time requires voices be kept as quiet as possible.
5. Using the outdoor tables during lunch is a privilege. Keep the area clean of trash.
6. **ALL FOOD MUST BE EATEN IN THE CAFETERIA OR ON THE TABLES OUTSIDE OF THE CAFETERIA. FOOD IS NOT PERMITTED IN OTHER SCHOOL BUILDINGS.**

PETS AND TOYS AT SCHOOL

Pets and toys should not be brought to school. This includes trading cards, balls, stuffed animals, gloves, game boys, CD players, etc. Birthday gifts, balloons and other such items are not to be given at school. Safety and security regulations require that classroom pets receive a clearance certificate from the Base Veterinarian's Office.

PROGRESS REPORTS

Teachers may send interim progress reports at any time during a grading period before report cards are sent out. Mid-quarter progress reports are sent out to all 7-12 grade students each quarter.

The parents of any student in danger of receiving an “**F**” on his/her report card will be notified by the teacher before the end of the grading period. Notification will be made in sufficient time for the parents to meet with the teacher to plan cooperative strategies to help the child improve his/her academic performance in that class. Parents should not hesitate to contact their child's teacher if they have questions or concerns about progress. Do not wait until report cards are issued if you have a concern regarding your student's progress.

PUPIL PERSONNEL SERVICES

Specialists' programs are designed to include exceptional students who have special needs, including gifted and talented, those with unique learning styles or those who are acquiring English as a second language.

Counselor:

The guidance counselors work with students, parents and teachers to promote understanding of school programs; assist in the identification of the needs of students; interpret testing information to parents and teachers and develop career awareness skills and study skills. In grades 7-12, the counselor also provides vocational and college counseling.

School Psychologist:

Services of the school psychologist are available for assessment to assist the school in evaluating individual student needs, suggesting remediation avenues or making referrals to appropriate agencies.

English as a Second Language (ESL):

The ESL program serves students who are learning English as a second language or who have been raised in families in which one or both parents are non-native speakers of English. Students must meet the DoDDS guidelines in order to qualify for this program. Bilingualism is encouraged, so ESL is also used to support use of academic English.

Teacher, Communication Impaired:

This specialist provides screening, diagnostic, and therapy services on an individual or group basis for students with a speech, language or hearing disability.

School Nurse/Health Aide:

The school nurse works with educational and medical agencies in a capacity to help plan, organize, implement and evaluate school health services and health curriculum. First aid is provided to ill and injured students and school personnel.

Teacher, Learning Impaired:

Teacher, Learning Impaired provides services for those students identified as having special education needs as defined by the Individuals with Disabilities Act (IDEA) and DoDDS Regulation 1342.12. Most students identified are provided with curricular and environmental modifications in the regular classroom.

RECORDS

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

The Family Educational Rights and Privacy Act was signed into law on August 21, 1975. School records open for parental inspection are defined as "any and all official records, files and data related directly to a student."

The following items of information will be maintained in student records:

1. Permanent Records Folder (DSP Form 104)
2. Sponsor/Pupil Registration Card Student Eligibility (DSP Form 2030.2)
3. Duplicate Report Card
4. School Health Record (DoDDS Form 120.1)
5. Results of standardized testing
6. Testing data and documents relating to special classes and programs
7. All records received from previous schools attended by the student

The official responsible for student records is the school principal. Only authorized school personnel with a "need to know" (to be determined by the principal) will be permitted access to this information.

Records maintained on our students are commonly referred to as the Cumulative Folder or 901 file. Student files are kept in locked file cabinets in the registrar's office. The records contain the enrollment card, the sponsor's current orders, previous report cards and transfer forms. The school health record is considered part of the student's file and it is kept in the health office. Some student files contain results of individual assessments or reports of student progress in special classes such as RIS, ESL, speech, or special education. This portion of the student file is kept in a separate drawer. When a student leaves, all components of the student file are combined into one package for transfer to the new school.

Records are carefully maintained under the provisions of DoD Directive 5400.11. Parents who wish to review any or all of the components included in their student's file should inform administration. An appointment for the parent/legal guardian will be made and arrangements made to have a teacher, counselor or administrator present to answer questions.

REGISTRATION

DoDDS Instruction 1342.10 governs eligibility for enrollment in the DoD Overseas Dependents Schools. All "command-sponsored," school-age dependents of military and civilian personnel assigned to this area are eligible for "space required" enrollment on a tuition free basis. All students must be re-registered each year. This re-registration generally takes place in the spring, usually May.

Other persons interested in enrollment should contact the principal for determination of eligibility and category of enrollment.

*****All STUDENTS MUST BE REGISTERED AND RE-REGISTERED***
EVERY SCHOOL YEAR.**

New Students - Forms To Be Completed:

1. Sponsor/Pupil Registration (DSPA Form 2030.2) The DS 100 must be signed by the sponsor not the spouse, even if the spouse has Power of Attorney. A spouse may complete registration, if the sponsor is deployed, but the sponsor must sign appropriate forms upon arrival at the base.
2. School Health Record (DoDDS Form 120) -- Include any special health concerns necessary for your child's safety and well being.
3. Bus Transportation Notification Letter

Documentation Required For New Students:

1. Copy of sponsor's orders.
2. Area clearance message or dependent entry approval message listing school-aged dependents by name.
3. Student's immunization record.
4. Proof of age (birth certificate or passport) for kindergarten or first grade student.

Returning Students: Forms To Be Completed:

1. Sponsor/Pupil Registration (DS Form 600) (Update all data).
2. Update For School Health Record (DoDDS Form 120.1).
3. DoDEA Student Computer and Internet Access Agreement
4. DoDEA Publicity Permission Form.

Documentation Required For Returning Students

Copy of sponsor's orders. This is only necessary if the sponsor has received an extension of the original orders, or if the sponsor has been assigned to a different command within COMFLEACT, Sasebo.

Transfer or PCS~Withdrawal from school.

The sponsor/parent/guardian **MUST** stop by the school Registration office **TWO WEEKS PRIOR TO TRANSFER OR PCS TO COMPLETE THE REQUIRED WITHDRAWL PAPERWORK.** The sponsor/parent/guardian then **MUST** pick up all school records on the students last day of school to hand carry to the student's next school for registration. You can not register at another school if the students is not properly withdrawn from EJ King School. Any questions regarding this process please call 252-3072.

REPORT CARDS

Our policy is to grade each student with respect to individual academic growth and potential. Report cards, therefore, are designed to show positive areas of improvement and indicate where improvement is needed. The report card is not designed to compare the student with classmates.

Report cards are issued four times a year. The first report may be issued directly to parents during the parent/teacher conferences at the end of the first quarter grading period.

Secondary School Students (Grades 7-12). Report cards are mailed to parents.

RETENTION

Research in education overwhelmingly indicates student retention seldom provides any long-term positive results. It is not recommended. If a student is having difficulty in academic or social adjustment areas, the classroom teacher will have regular conferences with the parents during the year to develop strategies to address the problem.

If a disability is suspected, the teacher will consult the special education and resource teachers to determine what pre-referral or referral procedure is in order. Pre-referral activities must be outlined and documented before a special education referral is made. If the student is determined not to qualify for special education, the teacher can then contact parents advising them retention is being considered.

A retention committee, normally including the classroom teacher, a specialist, the school counselor, the parents, the student (if appropriate) and a school administrator, will meet to consider alternative strategies. After considering input from many sources including testing data, the committee will make a recommendation to the principal for a final decision.

If a student is retained in the same grade for another year, a plan for the next school year must be submitted, in writing, to ensure that the child does not repeat the same curriculum in the same manner.

SAFETY

Students are encouraged to "Think Safety" while on the school grounds. Any safety hazards noted in class or outside the building should be reported to the office.

We are careful to provide a safe environment and to instruct students in safe behavior. These are some of the actions taken to eliminate hazards and injuries:

1. COMFLEACT Sasebo conducts a Fire, Safety, Bio-environmental and Security inspection twice each school year.
2. Fire safety instruction is provided to students with regularly scheduled drills. Drills are also conducted for evacuation and lockdown.
3. Instruction in school, playground and classroom rules is provided to eliminate fighting, running and misbehavior that could lead to injuries.
4. Students are cautioned about construction areas.
5. Instruction is provided in personal health, hygiene and safety.
6. Instruction is provided in earthquake, typhoon and other emergency procedures and awareness.

SPECIAL EDUCATION

Eligibility for a Special Education Program

DoDDS educates students with disabilities from ages 3-21 in their least restrictive environment. Eligibility for special services can be determined for students with hearing impairments, speech impairments, visual impairments, language impairments, emotional impairments, health impairments and learning impairments.

Child Find

Through a special on-going program known as CHILD FIND, DoDDS seeks to locate, identify, and with the consent of parents, evaluate all DoDDS eligible children for special education programs.

Evaluation

The Individuals with Disabilities Education Act (IDEA) is the law that guides assessment and documentation necessary to determine special education eligibility. Evaluation requires written parental permission.

Case Study Committee

The Case Study Committee (CSC) consists of parents, administrator, a regular education and special teacher, the student as appropriate. The team may also include psychologist, guidance, social workers, reading improvement specialist, occupational, physical or speech therapist, or school health personnel. The purpose of the CSC is to determine how best to ensure student success.

Individualized Education Program (IEP)

IDEA requires an IEP be developed by the CSC. The IEP includes: (1) long range goals; (2) short term objectives; (3) present level of performance; (4) criteria for success; (5) environmental and curricular modifications; (6) related service; and (6) time in program.

Procedural Safeguards

IDEA and DoD Instruction 1342.12 ensures parent and student special rights regarding a free, appropriate education. Procedural safeguards assure parents are an integral part of the team that plans any special education program. No decisions can be made about diagnostic testing, placement, or program changes without parent involvement. All special education records are kept confidential.

Mediation and Hearings

When disagreements arise between the school and parents about a special education program, provision is made for holding informal mediation meetings or due process hearings to settle matters in a prompt, fair and impartial way.

Either parents or DoDDS may initiate mediation proceedings when disagreements arise relating to identification, evaluation, or educational placement, or the free appropriate education of a student. Mediation begins with an informal discussion between parents and appropriate school officials on areas of contention.

STUDENT PLACEMENT POLICY

1. If a student enrolls in school between the hours of 8:00 a.m.-12:00 p.m., the office staff will notify the teacher. In most cases, the child may begin the following day. If a student enrolls after 12:00 PM, he/she must wait an additional day to attend class.
2. Teachers must be notified the day before a student enters class so that a desk, textbooks and other materials are prepared.

Parents should bring all previous school records, report cards, school health records, etc. that are available at the time of initial enrollment to assist in proper planning and placement.

STUDY TRIPS

Occasionally, during the year, students are taken on a field trip as a class project. Students are encouraged to participate as much as possible. Parents are frequently requested to accompany the class on these trips in order to help supervise. Parents of students who may need special supervision will be asked to accompany their student on field trips. Such trips are sponsored and the school pays for transportation. Transportation is authorized **only** for DoDDS students, teachers and chaperones. Costs to students are generally limited to entrance fees, food, personal requirements, etc.

Parental permission is required for each student to participate in study trips. A general permission slip is included in the registration packet and parents who gave permission for students to go on these trips will be notified of the trips, but will not be required to sign a permission slip for each individual trip. Parents who did not give their general permission will be sent a permission slip to be signed for each study trip. Please return these forms promptly. Without a signed permission slip, students may not attend and will be assigned to another classroom for the day.

Parents and students: Be advised that “Senior Trips” are not DoDEA authorized.

TEACHER TRAINING PROGRAMS

During the year, there is time set aside for teacher in-service training. The topics for these meetings are determined by staff need to improve skills and proficiency, as well as to stay current on new trends in education. Parents are always welcome to attend these meetings. Some of these training sessions require students to be dismissed early. Usually school is dismissed at 11:10 am. for these events. DoDD Schools have about 5 more days in the school year than most stateside schools to allow for these training sessions and “typhoon” and “snow days.” You will be notified, in advance, when meetings are planned.

TRANSCRIPTS

High school transcripts, the official record of a school career, is an important document. Students will be asked to produce it for various reasons; therefore, the location of this document should always be known.

Regulations require the DoD Dependents' Schools to maintain records locally for five years, after which they are sent to the Pacific Regional Office. The records are held at the Regional Office for one year. However, should this school be closed during the five-year period, records will be forwarded to the Regional Office for retention for the remainder of the five-year period.

If you require a copy of your official transcript WITHIN 5 years of your graduation, please address the request to:

E.J. King High School
PSC 476 Box 9
FPO AP 96322-0009

Autovon (DSN) Telephone Number: 252-3059/3072
DSN FAX 252-3622
Commercial (Direct Dial): 011-81-6160-52-3069
Commercial FAX: 011-81-956-23-6276

If you require a copy of your official transcript AFTER 5 years of your graduation, please address the request to:

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

Autovon Telephone Number: 645-2241
 Commercial (Direct Dial): 011-81-98-876-0279
 Commercial FAX: 011-81-98-876-4263

If you have graduated 10 years ago or longer, or in the event that the Regional Office has been deactivated, please address your request to:

ATTN.: DoDDS Transcript
 Educational Testing Service
 PO Box 6605
 Princeton, NJ 08541
 Telephone # 1-800-257-9484

When requesting a copy of your transcript, please identify the school from which you graduated or last attended and the date (month and year). Also include your complete name, date of birth and signature.

TUITION PAYMENTS

Space available, tuition paying, federally-connected sponsors must present a letter from their sponsoring agency authorizing DoDDS to bill the agency, or firm, for tuition. Organizations are billed in advance of each semester. The billing document, DD 1131, will be attached to a cover letter stating that the billing is in accordance with their letter of request. The school will provide each tuition-paying sponsor (organizational or self-pay) with a letter, at the time of registration, explaining DoDDS tuition payment policy for first and second semesters. For sponsors paying tuition directly at the school (self-pay), a Cash Collection Voucher, DD 1131, will be prepared by the school to process the payment.

Tuition payments are only accepted in the form of a money order or check. Payments must be made in US dollars. Both checks and money orders will be made payable to "Treasurer of the United States." The check or money order will be attached to the Cash Collection Voucher, along with all other supporting documentation, and forwarded by the school to the DoDDS-Pacific Service Center, Fiscal Division. Dependents of self-pay sponsors cannot complete the enrollment process or attend classes until the required tuition is paid.

TYPHOON WARNING PROCEDURES

The following is the current policy on school attendance during typhoon conditions:

Condition	Attendance
2, 3 or 4	Students will attend school as usual

1 All Clear	Students will not report to school If all clear is announced between 0600~ 0759, students will report to school with approximately a 2-hour delay.
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If “Condition One” is called while school is in progress, students will be released as quickly as safety permits after notification.

These typhoon conditions may change at any time. AFN radio and television are the official sources for information regarding typhoon conditions. School and bus schedules will be announced over AFN.

VALUABLES

The school cannot accept responsibility for valuables, such as watches, cameras, electronic items, or money, brought to school. Please keep these items at home. Students are required to have locks secured on their lockers in the classroom buildings and in the gym locker rooms at all times. Failure to keep a lock on lockers may result in loss of locker privileges.

VISITORS

All visitors to E. J. King School must check in at the Main Office, sign the Visitor’s Log Book, and be issued a visitor’s pass (badge).

When a student wishes to have another student guest, a letter of request should be submitted to the Principal’s Office for approval three (3) days in advance of the visit. Prior to approval, the student’s teachers must be notified in writing and agree to the visit. The guest must check in at the Student Affairs Office, sign the Visitors’ Log Book, and a badge will be issued. At the end of the visit, the visiting student must check out and return the visitor’s pass (badge) to the Student Affairs Office.

VOLUNTEERS

We need parent volunteers in all areas. If you are interested and available, please call our office at 252-3059. Volunteers assist in our library, reading programs, classrooms, special education programs, lunchroom, playgrounds and the computer labs. Please see [DoDEA Admin. Inst. 4700.3](#) for background investigation requirements as they apply to our volunteers.

Ernest J. King Unit School
PSC 476 Box 9
FPO AP 96233-0009

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