

SY 2009/2010

**AVIANO MIDDLE/HIGH
SCHOOL**

**THIS PLANNER
BELONGS TO:**

**It is the student's responsibility to have this planner at
all times.*

01 August 2009

Dear Students, Parents, Faculty, Administrators, and Military Command:

It gives me great pleasure to write this letter, welcoming you to another exciting school year in the Mediterranean District. Although I am physically located far away from most of you, at Caserma Ederle in Vicenza, Italy, I feel very close to you in spirit. I have been part of the DoDDS-Europe system for many years and am thrilled to begin my second year as the Superintendent of the Mediterranean District.

This district now spans five countries: Bahrain in the Persian Gulf, many locations in Italy, Lajes in Portugal, Rota and Sevilla in Spain, and Ankara and Incirlik in Turkey. One of my main objectives is to get to know all your schools and to work with you, your teachers, and your administrators. I also am very pleased when I have the opportunity to meet your parents and other members of our military communities. It is through these connections and discussions that I become aware of what your needs might be and how my district staff and the resources we have at our disposal can be utilized in the best way possible to make your schools even better.

We all know that change is imminent, that change has to occur in order to sustain growth and improvement, that change is sometimes met with resistance and hostility, and that change, in the end, does make us better people—better students, better parents, better employees. DoDDS, too, is in the throes of change. The structure of our organization is evolving, with the hope that, through these changes, we will continue to offer even more challenging and rewarding academic opportunities for our students. I encourage you, as students, to take advantage of every chance you have to grow and learn, and I expect our teachers to do the same. You, the students, are the reason we are here. Therefore, I fully expect all our educators and support staff in this district to dedicate themselves and their skills to helping you improve and achieve.

If ever you think of something that will make our district and your school even better, please feel free to contact me. You can reach me via e-mail at Elizabeth.Walker@eu.dodea.edu. In the meantime, I wish you all the best for a fantastic school year!

Dr. Elizabeth Walker, Superintendent
Mediterranean District

WELCOME MESSAGE FROM THE SCHOOL ADMINISTRATION

Believe and trust yourself....Achieve High Student Achievement

On behalf of our faculty and support staff, we welcome you to Aviano Middle/High School SY 2009-2010. This planner has been prepared to familiarize you and your parents with our educational program and daily operation procedures. Please make sure that you read the policies very carefully and adhere to them.

School Year 2009-2010 will be an exciting school year. The excitement begins with a strong student centered approach, welcoming family atmosphere, and parent/community participation in school committees, school events and activities.

Our faculty, support staff, and administration believe in you. We want you to believe in yourself, be the best you can be and reach high academic achievement.

Our commitment to highest student achievement will be visible both in the hallways and classrooms. Student's artwork of our Performance Goal # 1 which is "Communication" and our Performance Goal # 2, which is "Critical Reading", will be displayed to remind us that our mission as a school is to empower all our students to maximize their success in our global community.

Welcome to our new and returning students. Enjoy the new school year at Aviano Middle/High School, "Home of the Saints!"

Cristina Echevarria
Principal

Donald Woolson
Assistant Principal

**AVIANO MIDDLE/High SCHOOL
UNIT 6210, BOX 180
APO AE 09604
DSN 632-5877 or 632-5777
CIV 0434-305877 or 0434-305777
FAX 0434-652410
Web Site: <http://www.avia-hs.eu.dodea.edu>**

DoDEA MISSION

The Department of Defense Education Activity provides a world-class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment.

AVIANO MIDDLE/HIGH SCHOOL MISSION

The mission of Aviano Middle/High School is to guide our students to become knowledgeable, skilled, and positively involved global citizens who are independent thinkers committed to life-long learning.

Core Commitments

- We commit to being productive and organized by focusing on what is important and encouraging each other in positive ways.
- We commit to creating a stimulating environment in which we take time to talk to one another and share ideas.
- We commit to sharing our ideas, listening to each other, and following through on any consensus.
- We commit to building a positive, trusting work environment in which we support and trust each other while maintaining a sense of humor.

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ACCREDITATION

Aviano Middle/High School is accredited through AdvancEd and the North Central Association (NCA) of Schools and Colleges. Aviano Middle/High School has been accredited since 1975. NCA approves only schools whose teaching staff, curricular standards and equipment and materials standards meet or exceed the criteria for certification. Our most recent inspection, April 2006, resulted in the maximum number of commendations. Results have been published to the community. Our next visit from the AdvancEd team will be in 2011.

Chain of Command

Principal of Aviano Middle/High School, Ms Cristina Echevarria
e-mail: cristina.m.echevarria@eu.dodea.edu

Assistant Principal of Aviano Middle/High School,
Mr. Donald Woolson
e-mail: donald.woolson@eu.dodea.edu

Superintendent of Italy District, Dr. Elizabeth Walker
Vicenza, Italy
e-mail: med-supt-dso@eu.dodea.edu

Director of DoDDS-Europe Area, Dr. Nancy Bresell
Wiesbaden, Germany
e-mail: director.dodds.europe@eu.dodea.edu

Director of Dependents Schools
Arlington, Virginia
e-mail: Director.D@hq.dodea.edu

**AVIANO MIDDLE/HIGH SCHOOL CALENDAR
SCHOOL YEAR 2009/2010**

FIRST SEMESTER

31 AUG Begin First Quarter & First Semester
07 SEP Labor Day – Federal Holiday
18 SEP Early release day- teacher in-service
09 OCT No School for students- teacher in-service
12 OCT Columbus Day – Federal Holiday
05 Nov End of First Quarter
06 Nov No school for students – teacher work day
09 NOV Begin Second Quarter
11 NOV Veterans Day -- Federal Holiday
12 NOV Parent/Teacher Conference Day
13 NOV No school for students- teacher in-service
26 NOV Thanksgiving – Federal Holiday
27 NOV Thanksgiving Recess Day
17 DEC First day to accelerate First Semester
18 DEC Early release day- teacher in-service
21 DEC Begin Winter Recess
25 DEC Christmas – Federal Holiday

2010

01 JAN New Year's Day – Federal Holiday
04 JAN Instruction Resumes
18 JAN Martin Luther King, Jr. Day – Federal Holiday
19-22 JAN First Semester Exams
28 JAN End of Second Quarter and First Semester
29 JAN No school for students – teacher work day

SECOND SEMESTER

01 FEB Begin Third Quarter and Second Semester
08 FEB No school for students- teacher in-service
15 FEB Presidents' Day – Federal Holiday
22 MAR No school for students- teacher in-service
08 APR End of Third Quarter
09 APR No school for students – teacher work day
12 APR Begin Spring Recess
19 APR Instruction Resumes – Begin Fourth Quarter
23 APR Parent/Teacher Conference Day
20 MAY First day to accelerate Second Semester
31 MAY Memorial Day – Federal Holiday
07-10 JUN Second Semester Exams
11 JUN Early release day- teacher in-service
17 JUN End of Fourth Quarter & Second Semester
18 JUN Teacher workday

AVIANO MS/HS BELL SCHEDULE SY 2009-2010	
6 th -8 th Grade	9 th -12 th Grade
A DAY	A DAY
Period 1: 0756-0921	Period 1: 0756-0921
Period 2: 0928-1053	Period 2: 0928-1053
LUNCH: 1053-1133	Period 3: 1058-1228
Period 3: 1138-1303	LUNCH: 1223-1303
Period 4: 1310-1435	Period 4: 1310-1435
B DAY	B DAY
Period 5: 0756-0921	Period 5: 0756-0921
Period 6: 0928-1053	Period 6: 0928-1053
LUNCH: 1053-1133	Period 7: 1058-1228
Period 7: 1310-1435	LUNCH: 1223-1303
Seminar: 1310-1435	Seminar: 1310-1435
C DAY	C DAY
Period 1: 0756-0843	Period 1: 0756-0843
Period 2: 0848-0935	Period 2: 0848-0935
Period 3: 0940-1027	Period 3: 0940-1027
Period 4: 1032-1119	Period 4: 1032-1119
LUNCH: 1119-1159	Period 5: 1124-1211
Period 5: 1204-1251	LUNCH: 1211-1251
Period 6: 1256-1343	Period 6: 1256-1343
Period 7: 1348-1435	Period 7: 1348-1435

ACADEMIC EXPECTATIONS FOR STUDENTS

At Aviano Middle/High School, students will:

- Use complete sentences on all assignments unless otherwise directed
- Write or type final drafts in blue or black ink (typed is preferred)
- Use double spacing and write or type on one side of a final draft
- Check for correct spelling, punctuation, and grammar usage
- Meet all individual teacher requirements
- Use school wide communication rubric
- Use agenda planner

HOMEWORK/MAKE-UP WORK

DoDDS policy is to assign homework as appropriate to all students capable of completing assignments.

Homework is a part of a student's school day and assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

When students have excused absences, **it is their responsibility** to call a study buddy, contact their teacher, and make up any missed assignments and tests. Upon students' return to school they will have the opportunity to receive clarification on assignments and make up tests, quizzes, and/or class work. When your child is (or will be) absent for **more than three (3) days**, you may request homework assignments. Call the Main Office at 632-5877 or 632-5777 (CIV 0434-30-5877/5777).

Graduation Requirements According to Graduation Year

<i>Curricular Area</i>	<i>08/ and beyond**</i>
Language Arts	4
Social Studies	3
Mathematics	3
Science	3
Foreign Language	2
Fine Arts	1
Personal Fitness	0.5
Lifetime Sports	0.5
Fitness/Nutrition	0.5
Health	0.5
Career Education	----
Computer Technology	----
Professional Technical Studies	2
Electives	6
TOTAL	26*

INCOMPLETE GRADES

Incomplete grades are only granted in the case of a medical emergency or emergency leave. The administrators must approve incomplete grades. Incomplete work must be made up within ten (10) instructional days following the marking period or assignments will become F's. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame.

GRADE SPEED REPORTING SYSTEM

Parents are encouraged to use our Grade Speed Reporting System to keep abreast of their child academic progress. We also encourage the parents to maintain an open two-way communication via phone or e-mail with the teachers to find out how your child is doing in school.

REPORT CARDS

Report cards are issued four times a year. At the end of the first and third quarter, report cards are presented to the parent and student during conferences with the teachers. Report cards for the second and fourth quarter are mailed home one week after end of the quarter.

HEALTH AND SAFETY**CHILD ABUSE/NEGLECT**

DS Regulation 2050.2 states, "Any staff member of DoDDS will immediately report any suspected child abuse to the local Family Advocacy Program (FAP) officer. The obligation to make such reports is one of the official responsibilities of each staff member."

EMERGENCY PROCEDURES

Emergency procedures are established in coordination with base officials and DoDDS' safety and security personnel. All parties review all procedures regularly. In all cases of emergency, parents should not call the school but get information from AFN. Phone lines will be needed to coordinate instructions and communicate needs with base authorities.

FIRE DRILLS

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

- Everyone stand 70 feet away from all buildings
- Stay off the asphalt fire lanes, driveways, and parking lots
- Stay away from fire hydrants
- Be orderly and quiet and stay with your teacher
- Re-enter the buildings when the all clear signal is given and return to the classroom previously left
- If a fire alarm sounds when classes are not in session, students should report to their first period fire drill location

- **GENERAL POLICIES**

ATTENDANCE POLICY

Sponsors are required to ensure each dependent child regularly attends school sessions unless the child is excused from attendance or is suspended. Attendance records are maintained for each student. Parents are encouraged to contact the school on a regular basis regarding their child's attendance patterns. Chronic absences affect a student's school progress. It is the school's policy that students come to school and remain in school until the school day is over. School officially begins with the first period at 0756 and ends at 1435.

Parents should come to school to check students out of school. If parents are unable to come to the school, the student must have a valid note from a parent or parents may call the office. Students must sign in/out at the office. Students who leave school grounds without signing out are considered truant. All students are required to sign in at the office when they arrive late.

Aviano Middle/High School has a closed campus for all sixth through tenth graders. This applies from the time the student arrives in the morning until the dismissal bell in the afternoon. Only juniors and seniors may leave campus for lunch.

SCHOOL ATTENDANCE AND ACTIVITY PARTICIPATION

Students may not participate in an athletic contest or extra-curricular event if they are absent from school on the day of that activity due to illness. If a student is absent from school on Friday due to illness, he/she may not play on Friday, but could play on Saturday with a doctor's clearance.

Students must attend school the full day prior to (or the day of) any scheduled contest or event in which he/she is to participate. The only exception to this policy is a scheduled medical appointment, which may not exceed three hours of absence from school. The administrator will determine approval for the student to participate in the scheduled event.

Students are expected to be in class the day following a contest or on Mondays following away events. Students with numerous absences may be dropped from a team or activity. In this case, the student, sponsor or coach, administrator, and the student's parents will meet to review the matter.

ATTENDANCE PROCEDURES

On a day that a student misses school, parents should call 632-5877 between 0700 and 0800 to inform the school of the student's absence and the reason for the absence per USAFE directive. When the student returns to school, he/she should bring a note to the main office, signed by the sponsor or a parent, to verify the reason for the absence.

A. EXCUSED ABSENCES

Absence from school may be necessary and is excused under certain conditions.

Absence from school is granted to students participating in school-sponsored activities including athletics, tournaments, and other interscholastic events held away from the school.

School principals are authorized to determine the benefit to the student if it is proper to excuse an absence for a non-school activity and if there is no detriment to the school program.

A parent/sponsor must provide a written explanation to the school for a student absence.

Academic penalties will not be given for excused absences.

Students are responsible for making up the classroom work missed during excused absences within a reasonable time, usually equal to the length of the absence.

Students must be accompanied by their parent/sponsor or an individual authorized by the parent/sponsor when released to go home due to illness.

A student who does not attend a full day of school will not be allowed to participate or attend any school-sponsored event scheduled that same day.

Excused absences include:

- Illness of student (Students who are ill for three consecutive days or more must present a doctor's excuse upon return).
- Family emergency
- Religious holiday
- Medical, dental or legal appointments (If possible, schedule these appointments before or after school).
- School-sponsored or approved events
- Family trips that are pre-arranged with administration
- Special opportunities at community leadership conferences.
- Promotion and change of command ceremonies for a member of the immediate family

B. Unexcused Absences

A student absent from school without the permission of his/her parent/sponsor is unexcused.

Students may not make up work after an unexcused absence. Disciplinary consequences are invoked in the case of truancy.

Unexcused absences include:

- Oversleeping
- Missing the bus or ride
- Seeing friends or relatives off at the terminal (With the exception of parents returning from deployment).
- Non-school sponsored functions
- Not attending school on down days
- Leaving school to attend tournaments when the student is not part of the team
- Moving/Packing out
- Babysitting

NOTE: The above list is not all-inclusive.

SPECIAL NOTE: DoDDS-Europe does not sanction any non-school sponsored grade level trips. Grade level skip days will be dealt with as truancy with appropriate consequences.

ATTENDANCE VIOLATIONS

A. TRUANCY

Students cannot learn effectively if they do not attend class. Students who skip school, fail to bring a note or fail to have parents contact the school after three days beyond an absence will be considered truant. Incidents of truancy are considered for the entire year. Disciplinary consequences are invoked in the case of truancy.

B. TARDINESS (BY QUARTER)

Passing time between classes is five minutes. Students are to be in the classroom ready to work when the starting bell chimes or they will be counted tardy. Students who are detained by school officials and consequently late to class will be given a hall pass. Students who arrive late to school for the day will report to the office where they will sign in and be given an admit slip to class. Disciplinary consequences are invoked in the case of being frequently tardy to classes.

DISCIPLINE

A. INTRODUCTION

It is DoDDS policy to maintain a high level of discipline. Students are

encouraged to utilize self-control, develop a sense of regard for fellow students, and take pride in their school and community. One of the goals of education is self-discipline, so parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

In order to guarantee the rights of all students, parents and students are required to know the expectations and share the responsibility for the maintenance of a healthy educational environment. Appropriate action will be taken by the school administration, in consultation with the parents, community resources, and military authorities when inappropriate behavior of a student continues to disrupt the educational program. Recommendations for persistent violations may be expulsion from the school and removal from the community.

In all cases the administration reserves the right to determine the severity of consequences.

Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes:

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists
- Arrangements for a parent conference
- Referral to administration at which time a discipline referral form is completed by the teacher and given to the administration.

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

Each student is responsible for following three basic rules established at the beginning of the school year:

- 1. Respect yourself**
- 2. Respect others**
- 3. Obey any reasonable request by an adult in the school**

B. DETENTION

Teacher Detention

Teachers may assign detention during lunch or after school to students who disrupt or misbehave in class or fail to do the assigned classroom work. After school detention requires 24-hour notice to parents or parental telephonic approval.

Administrative Detention

Detention may also be assigned by the administration on an as-needed basis. Students will be given a discipline notice at least the day before the detention is to be served stating the date of the detention and the reason for it. This referral must be signed by the student's parent or sponsor and returned to the administration the next school day. Students placed on detention must report with materials necessary to do homework. Unless given a work detail while on detention, the student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, suspension may result.

C. SUSPENSION

Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. The student and his/her parents will be notified of the reason for the student's suspension. **A student who is suspended is ineligible to participate in extra-curricular events, trips, competitions, etc., for the remainder of the week in which the suspension begins. A "week" is defined as the period of Monday through Sunday. Students may practice with the team after they have completed their suspension.**

Out-of-School Suspension

Parents will be notified of any suspension and the reason for invoking it. A letter of suspension will be sent home to the parents with the conditions of the suspension fully noted. Suspensions are considered excused absences. Students in out-of-school suspension have the privilege of making up work for credit. Upon return to school the student must contact their teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student were in class. **While suspended, students may not participate in any school activity nor will they be allowed on school grounds until they have been reinstated by administration. This includes any weekend activity such as sports events, dances, or special events. Students will not be permitted to go to another school where activities with the student's school are being conducted while the student is suspended. In addition, students will not be allowed to travel or participate in special activities with the exception of practice for the remainder of the week the suspension begins.**

A formal Discipline Committee Hearing, governed by DoDEA Regulation 2051.1, will be held in the event that a student is suspended for more than ten days (cumulative or continuous) in one school year.

D. EXPULSION

DoDDS has a Zero Tolerance for weapons in schools. Expulsion from Aviano Middle/High School will result from possessing or bringing a weapon into the school building or on the school campus. **A weapon is defined as any object capable of inflicting bodily harm upon another person.** Laser Pointers can damage the eyes if the light makes contact with the eye's retina. Due to this possible damaging side-effect Laser Pointers are classified as weapons. Students are not permitted to have weapons or replica weapons in their possession at school, during school-sponsored events or while traveling on DoDDS provided transportation.

In cases where suspension of a student is frequent and is not successful in changing the unacceptable behavior, a hearing with a formal statement of charges may be held. Expulsion procedures may be instituted if the negative behavior continues. Serious or repeated school misbehavior is also related to the military responsibility of ensuring proper conduct of dependents in the command. School administrators have an obligation to keep military or civilian authorities informed of serious or repeated misbehavior when it is apparent such actions contribute adversely to the enhancement of the American reputation and position overseas.

If expulsion is proposed, all procedures outlined in DoDEA Regulation 2051.1, Disciplinary Rules and Procedures, will be followed.

BEHAVIOR POLICIES & DISCIPLINARY ACTION

Each student at Aviano Middle/High School has the right to expect an educational environment where he/she can strive to achieve his/her intellectual potential without regard to race, religion, sex, national origin, disability, age, color, sexual orientation, or status of parent.

Students are expected to attend regularly, be diligent in their studies, conform to school rules and regulations, and conduct themselves in a manner that respects the rights of others. Students have a responsibility to be active participants in the learning process.

Students are expected to behave responsibly at school and at school sponsored events. Students share with administrators, teachers, and support staff the responsibility of creating an environment that is conducive to learning and of notifying school staff of any behavior that may endanger the safety and well being of themselves or others.

Every student has the right to expect courtesy, fairness, and respect from school personnel and other students.

Students have a responsibility to respect the rights, authority, and property of students, teachers, administration, and all others included in the educational process.

Students and their parents/sponsors are responsible for properly maintaining textbooks and equipment provided by the school, for respecting school property and the property of others and school staff, and for complying with school rules and regulations.

Aviano Middle/High School students should obey the following rules and procedures established. Any violations to the rules and regulations will have a disciplinary consequence:

Bomb Threat

Aviano Middle/High School is a safe and secure teaching/learning environment. Students that engage in causing a bomb threat will be subject to disciplinary action and a report will be made to the base authorities.

Bullying (including cyber bullying):

Aviano Middle/High School is committed to providing all students with a safe and supportive school environment.

A student, either individually or as a part of a group, must not harass or bully others.

Prohibited conduct, but is not limited to, physical intimidation, taunting, name-calling, and insults.

Prohibited verbal conduct consists of comments regarding the race, national origin, marital status, sexual orientation, gender, religion, disability, characteristics, or associates of the targeted person.

Violation of the policy will result in disciplinary action.

Bystanders:

Students who by their presence and/or actions encourage disruption, fights, bullying, harassment or other violations of the rules and regulations are subject to disciplinary action.

Cafeteria Behavior:

Aviano Middle/High School cafeteria is shared by all students grades pre-k to 12th. The following behaviors are expected from our students:

- Take your place at the end of the cafeteria line
- Deposit all trash in appropriate containers.
- Return trays to appropriate place.
- Do not run, chase or engage in physically unsafe behaviors
- Talk at a conversational level.
- Do not use inappropriate language.

In addition, **food will not be taken out of the cafeteria. Do not eat in the school hallways, red top or alcove areas.** If you are scheduled to attend a meeting, eat your lunch first in the cafeteria or brown bag your lunch.

Classroom Behavior:

Each teacher will establish rules and enforcement procedures in their classrooms. Students frequently violating established rules and regulations would be referred to the administration for disciplinary action

Cell Phones and electronic devices:

Students may not use electronic devices except in designated areas. Using portable communications devices contrary to school policy (e.g. beepers, cell phones, personal computers, Blackberries, other similar capable of receiving or transmitting audio, video, picture, or text message, portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices) will be subject to confiscation by administrators, support staff and teachers. All personal electronic devices brought to school are the responsibility of the student. The school is NOT responsible for any electronic device lost/stolen.

Cheating

Aviano Middle/High School has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Those behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student. (This is not all-inclusive.) Additionally, students involved in cheating will receive a "0" grade for the assignment and the parents will be notified by the classroom teacher.

Dress Code:

Students are expected to dress appropriately in a way that is consistent with a positive learning environment and does not interfere with the educational performance of other students, or that causes a health or safety problem. Apparel worn to school should be neat and clean and should not disrupt the teaching/learning experience. The following is a list of inappropriate dress items:

- No offensive (drug, alcohol, sex) related words on clothing or jewelry
- No spaghetti straps, backless, halter-tops, strapless or one shoulder tops.
- No low-cut blouses or dresses that reveal cleavage or the back.
- No tank shirts or deep cutouts under the arms.

- No basketball jerseys.
- No sleeveless undershirts.
- No midriff shirts or tube tops.
- Skirts, shorts, short trousers, and pants must be longer than your longest fingertips.
- Slits in skirts or dresses should not be worn.
- Hats, hoods, bandanas, and/or sunglasses should not be worn in the building.
- Combs or brushes should not be worn as exterior accessories.
- Underwear should not be visible or worn as exterior clothing.
- No spikes in jewelry, articles of clothing, neckbands and piercing.
- No chains, including wallet chains.
- No pajamas, slippers or any type of sleepwear should be worn at school (exception only during spirit days).
- Leggings and spandex pants should not be see through or revealing, if worn, the blouse or dress must be the length of the arms fingertips.
- Skin should not be visible between bottom and top clothing.
- No bulky winter coats worn in the classroom. They must be stored in your locker.

Fire False Alarm

Aviano Middle/High School is safe and secure teaching/learning environment. Students that engaged in causing a false fire alarm will be subject to disciplinary action and a report will be made to the base authorities.

Fighting

Conflicts should be resolved before violence results. Teachers, counselors, and administrators will help students resolve conflict before it escalates. If there is a fight, both persons will be suspended for a minimum of two days depending upon severity, provocation, and past record. A student who attacks another student and causes injury can expect a five-day suspension on the first offense. Further violent behavior will result in a longer suspension or expulsion.

Forgery

Students who forge sponsor or school signatures will be subject to suspension.

Freedom of Religion:

Aviano Middle/High School does not conduct religious exercises, nor support any particular religious beliefs or practices. Students have the right to observe their own religious beliefs and practices in school provided such activities neither violate the rights of others nor disrupt or interfere with school activities.

Gang-like behavior:

Within DoDDS-Europe schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect disciplinary action.

Students that engage in or have association with acts of hazing are also subject to disciplinary actions. Hazing is defined as, "any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization."

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

Hall Conduct :

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason MUST use his or her planner or have a pass from a teacher. Any adult in the building may request to see the hall pass.

Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

Inappropriate language

The use of profanity, vulgarity and inappropriate language or gestures is unacceptable conduct at Aviano Middle/High School. This includes any racial, ethnic, or sexual slur. Students are encouraged to use appropriate communication in all settings at all times.

Insubordination:

Students who willfully refuse to follow directions of a teacher or other staff are considered insubordinate. Violators face a minimum of detention. The severity of the act and the student's previous record of offenses will determine the length of the punishment. Open defiance, inappropriate language or profane gestures may result in suspension.

Items inappropriate at school:

Students are not permitted to use in school any personal items that interfere with the classroom atmosphere or endanger the health and safety of other students. **Students are responsible for all personal property and therefore should not bring items that may easily be stolen.** The following are examples of items that should either not be brought to campus or used appropriately. These items may be confiscated and kept until a parent comes to pick them up: radios, discman/Mp3 players/boom boxes, electronic games, dice, and toys. Items not claimed by the sponsor will be donated to charity. These items are authorized while on the bus and during lunch. Cell phones are not to be used in the school building with the exception of lunchtime or after school.

Skateboards and roller blades may not be ridden anywhere on school property at any time to include before and after school.

Violations will result in confiscation of the banned article until a parent retrieves the items.

Laser Pointers:

Students are prohibited from possessing or using laser pointers anywhere on school property, on buses or on school sponsored events in/off campus.

Pledge of Allegiance/ Salute to the American Flag:

Students are ensured by the administration the opportunity to recite the Pledge of Allegiance and to salute the American flag on a daily basis. Students may decline to recite the Pledge of Allegiance and salute the American flag as long as they do not disrupt or distract others.

Plagiarism

Plagiarism is a form of cheating and is not acceptable. Cutting information and pasting it into personal work without giving credit to the source is also plagiarism. Students will receive no credit and parents will be notified. Further consequences may also be assigned.

Public Display of Affection:

Kissing or embracing on campus, during school, or at school functions is not allowed. Handholding is permitted.

Technology Use:

Students computer and Internet access through the DoDEA network is a privilege not a right.

Students computer and Internet access shall only be used for educational and research consistent with DoDEA's educational objectives.

Students must sign DoDEA Computer and Internet Access Agreement for Students and, if they are under the age of 18, by their parent/sponsor, before computer and Internet access will be granted.

- Students are not allowed to use chat rooms or free email accounts. DoDDSe.net is the only authorized email account that can be set up at the request of a teacher and only may be used during class when directed by a teacher.
- Students will not tax the network by broadcasting messages.
- Students are to leave the working system of any computer as they find it. Unauthorized downloading of files is prohibited.
- Students are expected to keep the network secure and not share their passwords or accounts with anyone else.
- Students are not to publish their photo, name or address or that of any other person.

- All floppy disks, CDs and pen drives must be scanned for viruses by an adult prior to use.

Students who violate the terms and conditions of the DoDEA Computer and Internet Access Agreement for Students will be disciplined.

Sexual Harassment

Aviano Middle/high School does not tolerate students being subjected to sexual harassment either by faculty, staff, or other students. Sexual Harassment is defined by the EEOC as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature.

- **Verbal harassment includes but is not limited to:** Whistles, offensive comments, offensive jokes, terms of endearment (sweetie, babe, etc.), and inappropriate language.
- **Non-verbal harassment includes but is not limited to:** Looking a person up or down, gestures, sexually oriented posters, cartoons or pictures.
 - **Physical harassment includes but is not limited to:** Touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping.

Students who experience sexual harassment by peers or adults should immediately report the incident to a staff member or the administration. The case will promptly be investigated with the upmost confidentiality and no student will suffer reprisal for reporting the incident, making a good-faith complaint, or participating in the investigation.

Tobacco Products

Students are prohibited from possessing or using tobacco products, including matches and cigarette lighters anywhere on school property, on school buses or when participating in school sponsored event in/ off campus.

Theft

A student guilty of theft will be suspended a minimum of two days and restitution of the property or equivalent value must be made.

Truancy

Students who are caught off campus during instructional time without the permission of an administrator or teacher are classified as truant. Off campus is defined as the areas outside the boundaries of the school such as the library, shoppette, educational center, church and swimming pool area. Students that are truant will be subject to disciplinary action.

Substance Abuse (Alcohol, inhalants, and other drugs):

Substance abuse by students is prohibited on school property, school buses or when participating in a school sponsored event in/off campus.

Substance abuse includes using, possessing, selling, dispensing, or being under the influence of illegal drugs or alcohol and/or any abuse or misuse of legal substances (examples: over the counter medicine non prescription drugs, sniffing glue, inhalants, taking non-recommended amounts of pills or other substances, or taking medicines prescribed for another person).

The security police will be notified of any suspected drug use. Students will be suspended pending a disciplinary board hearing.

Vandalism

The student will be required to pay for or repair damages. Consequences will depend upon the severity and intention.

Weapons:

Students are prohibited, while on school property, school buses, school sponsored events in/off campus, from the unauthorized use or possession of guns, knives, other weapons, explosives, or other objects that can be used with the intent of threatening or harming any individual. Weapons include, but not limited to:

Any gun, any look-alike gun, ammunition, any object designed or intended to propel a missile of any kind, any weapon that can expel or may be readily converted to expel a projectile by the action of an explosive or any stun gun or laser.

Any knife (examples: dirk, bowie knife, switchblade knife, or any knife having a metal blade)

Any razor, slingshot, spring stick, metal knuckles, or blackjack

Any studded accessory or article of clothing (example: studded collar, chain belt)

Mace, pepper spray, or similar propellants

Any explosive device (examples; firebomb, explosive material, a hoax explosive device, a chemical bomb, poison gas, or other incendiary device).

Any weapon of like kind as those enumerated above.

Search and Seizure:

Aviano Middle/High School respects the privacy of all individuals, including students. Search and seizure of school property or a student's property, or search of a student's person on school property or when participating in school sponsored events in/off campus, will be conducted according to procedures that are consistent with the law, the student's right to privacy, and the school's need to enforce rules and regulations.

Desks, lockers, and storage spaces, which are provided to students without charge, are the property of the school.

The school administrator or designee may conduct general inspections of school property on a periodic or random basis at any time.

The school administrator or designee has the right to search a student, his/her possessions, and /or his/her locker when they have reason to believe the student has illegal drugs, weapons, contraband, stolen property or any item prohibited in school according to rules and regulations.

School Bus conduct:

Students must act in a safe and disciplined manner while on school buses and must obey instructions from the driver and/or bus monitor.

Students who violate school bus safety rules may be denied bus transportation at the discretion of the school administrator an/or cognizant installation law enforcement authority.

Locker Rules

Student lockers are available for issue to each student. School officials may conduct general and targeted searches of lockers. Searches may be coordinated with the military police or community officials. Students are advised to use lockers for storage of books. They are not intended for storage of valuables, CD players, MP3 players, money, cell phones, etc. The school will accept no responsibility for valuables stored in school lockers. These types of items are not required or necessary in an educational environment and should be left at home. Students are also advised not to leave personal property such as book bags, gym bags, purses, etc. unattended in the halls or lobbies. All book bags must have identifying information on them.

Locker rules:

- No graffiti is allowed inside or outside lockers.
- Pictures inside lockers are acceptable only if taped onto the inside of the lockers. Appropriate pictures and drawings are permitted. Students will be asked to remove anything seen in a locker that is not proper. Use good judgment on what is displayed in the locker.
- Nothing is allowed on the outside of lockers with the exception of official school team decorations.
- Do not slam locker doors.
- Please keep the locker area clean.
- Use only your assigned locker.
- Lockers are to be kept locked at all times.

Student Email Accounts

DoDDS-Europe students have access to a safe, filtered email system that allows them to communicate effectively with their parent sponsors who may be on a deployment, at work or at home. As each student is enrolled at Aviano Middle/High School, they receive a doddse.net email account. This email account is the only email account that is available to students at school.

While at school, your child can access the doddse.net home page through a link on the school's Intranet. While at home, the URL is <http://doddse.net>. A student login name typically consists of the first 3 letters of the first name, three numbers, and avi. A fictitious login might be **fir348.avi**. The email address for the student would be the loginname@doddse.net. So for the sample login above, the email address would be fir348.avi@doddse.net. Students create their own passwords that are not kept on file.

One added benefit of this doddse.net email account is that each user has a 25 MB digital locker – room on a server – to upload files. This encourages students to save work begun at school to their digital lockers so that it can be downloaded at home. Students can also easily move files between home and school.

Telephones

Students will not be called from classes for messages unless an emergency exists. Students needing to use the telephone during the school day may request permission to use an office phone.

Visitors

All visitors, including parents, must sign in at the main office and obtain a visitor's pass before visiting classrooms. Parents are welcome to visit the school at any time. However, it is recommended that parents first call the school in order to avoid possible class conflicts, special programs, tests, and so forth.

Students wishing to bring visitors to school are required to present a written request the DAY BEFORE the visit. This written request must have the signature of all the student's teachers before a visitor's pass will be given. No visitors are permitted during exams or standardized testing. No DoDDS student that takes family trips is permitted to visit our school while his/her DoDDS school is in session.

Students' Rights and Responsibilities

Rights: All students, in kindergarten (K) through 12, are entitled to an educational program comparable to those offered in public schools in the

United States, in accordance with pertinent directives and regulations governing eligibility for enrollment.

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

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

TRANSPORTATION

Bicycles

Students riding bicycles to school are to park them in the area near the gym. Bicycles should be locked to the rack. Bicycles are not to be ridden on campus during school hours. Security of bicycles is the responsibility of the owner.

Private Vehicles

Students driving scooters or cars to school must be properly licensed and obey all on-base driving rules. Students are not excused if they arrive late to school in private vehicles.

EXTRA-CURRICULAR ACTIVITIES

All students who participate in extra curricular activities are required to maintain a standard of conduct at all times which reflects the standards of Aviano Middle/High School and the Aviano Base community. The use of alcohol, tobacco products or illegal drugs at anytime, will be cause for suspension or removal from all extra curricular activities. Any student who has been suspended for any reason may not participate in any out of school events or special activities for the remainder of the week in which the suspension begins (see suspension policy).

Eligibility

To be eligible for extra-curricular activities, students must meet the following DoDDS-Europe criteria:

- Students may not be failing in more than one subject.
- Students must have a 2.0 GPA from the prior semester for fall and spring activities, and the prior quarter for winter activities.

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