

**THIS PLANNER  
BELONGS TO:**

---

Seminar Teacher \_\_\_\_\_

**SY 2007/2008**

**AVIANO HIGH  
SCHOOL**

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



**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS**  
**OFFICE OF THE DISTRICT SUPERINTENDENT**  
**MEDITERRANEAN DISTRICT**  
**UNIT 31401, BOX 11**  
**APO AE 09630-0005**



On behalf of all of us in the Mediterranean District, I want to extend my sincere greetings to every student and parent involved with our schools in Italy, Portugal, Spain, and Turkey. It is truly an honor for us to provide unmatched educational opportunities in the classrooms and beyond—to the ancient cultures and teeming bazaars of Turkey, to the beautiful sea and lively festivals of Spain, to the Portuguese paradise island in the Atlantic, to the history and charm of Italy. Our families represent the Department of Defense, State Department, Federal Government, foreign embassies, and private industry. With such a diverse student population, along with parents of such rich and interesting backgrounds, our schools are bound to be the best ever!

Our fully accredited schools (North Central Association-Commission on Accreditation and School Improvement) boast a varied curriculum, featuring many more offerings than most stateside schools, and also providing online educational opportunities. However, no matter how extensive our curriculum or how many programs we are able to offer, it only matters when we consider the value of our educators and support staff. Well educated and highly trained, many of them have lived overseas for a very long time, bringing with them to the classrooms fascinating experiences and a broad knowledge base.

We only are as good as our parent and community volunteers, whose efforts, expertise, enthusiasm, and encouragement allow us to teach our students better and guide them further than anyone thought possible. Parent involvement is extremely important to the success of our School Advisory Committees, School Advisory Boards, PT(S)As, Boosters' Clubs, Mentoring Programs, Coaching, Discipline Committees, and other key aspects of the total school program. What's more, our students do better academically when their parents are often seen in our hallways, classrooms, and at school events. Our students actually like it when their parents know the teachers and get involved in the children's academic progress.

The Mediterranean District demonstrates a sense of collaboration and caring. These two traits spearhead our progress, ensuring highest system-wide test scores and well-rounded extracurricular programs. Always striving to improve, to smooth rough edges, our schools sparkle like gemstones, and our School Improvement Plans hold the core of our actions and thoughts.

*Archie W Bates*

Archie W. Bates  
Superintendent, Mediterranean District

**AVIANO HIGH SCHOOL  
UNIT 6210, BOX 180  
APO AE 09604  
DSN 632-5877/CIV 0434-305877/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 HIGH SCHOOL MISSION**

The mission of Aviano 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.

### **ACCREDITATION**

Aviano High School is an accredited member of the North Central Association (NCA) of Schools and Colleges. Aviano 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 NCA team will be in 2111.

### **Chain of Command**

Principal of Aviano High School, Dr. Debra K Johnson  
*e-mail: debra.k.johnson@eu.dodea.edu*

Assistant Principal of Aviano High School, Ms Phyllis Carlin  
*e-mail: phyllis.carlin2@eu.dodea.edu*

Superintendent of Italy District, Dr. Archie Bates  
Vicenza, Italy  
*e-mail: med-supt-dso@eu.dodea.edu*

Director of DoDDS-Europe Area, Ms Diana Ohman  
Wiesbaden, Germany  
*e-mail: director.dodds.europe@eu.dodea.edu*

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

### **PARENT & COMMUNITY PARTNERSHIPS**

#### **AVIANO BOOSTER CLUB**

The Aviano High School Booster Club is a volunteer organization dedicated to supporting students involved with athletics and various activities. The support provides supplementary assistance to activities for which other fund sources are insufficient or non-existent.

#### **AVIANO SCHOOL BOARD**

The School Board is composed of parent representatives from each of the Aviano schools. This board addresses education issues applicable to the entire school community. Elections are held in the spring. Meetings are held quarterly.

#### **SCHOOL ADVISORY COMMITTEE (SAC)**

The Aviano High School SAC is a group composed of three parents and three teachers, elected for two-year term. SAC also has a student member, the president of the student council. Elections for the open positions are held in September. Officers are also elected in September. SAC serves to advise the principal and provides an important avenue for official recommendations.

**AVIANO HIGH SCHOOL CALENDAR  
SCHOOL YEAR 2007/2008**

**FIRST SEMESTER**

27 AUG	Begin First Quarter & First Semester
3 SEP	Labor Day – Federal Holiday
8 OCT	Columbus Day – Federal Holiday
1 NOV	End of First Quarter
2 NOV	No school for students – teacher work day
5 NOV	Begin Second Quarter
9 NOV	Parent Conference Day
12 NOV	Veterans Day -- Federal Holiday
22 NOV	Thanksgiving – Federal Holiday
23 NOV	Thanksgiving Recess Day
13 DEC	First day to accelerate First Semester
24 DEC	Begin Winter Recess
25 DEC	Christmas – Federal Holiday

**2007**

1 JAN	New Year's Day – Federal Holiday
7 JAN	Instruction Resumes
21 JAN	Martin Luther King, Jr. Day – Federal Holiday
21-24 JAN	First Semester Exams
24 JAN	End of Second Quarter and First Semester
25 JAN	No school for students – teacher work day

**SECOND SEMESTER**

28 JAN	Begin Third Quarter and Second Semester
18 FEB	Presidents' Day – Federal Holiday
3 APR	End of Third Quarter
4 APR	No school for students – teacher work day
7 APR	Begin Spring Recess
14 APR	Instruction Resumes – Begin Fourth Quarter
15 MAY	First day to accelerate Second Semester
26 MAY	Memorial Day – Federal Holiday
7 JUN	Graduation Class of 2007
9-12 JUN	Second Semester Exams
12 JUN	End of Fourth Quarter & Second Semester
13 JUN	Teacher workday

## READING LOG

Title & Notes	Author	Date

**SCHOOL YEAR 2007-2008  
SCHEDULE**

**MONDAY & WEDNESDAY (A DAY) SCHEDULE**

Period 1            0756- 0921  
Period 2            0928- 1053  
Period 3            1058- 1223  
**Lunch**            **1223 - 1303**  
Period 4            1310 -1435

**TUESDAY & THURSDAY (B DAY) SCHEDULE**

Seminar            0756- 0921  
Period 5            0928- 1053  
Period 6            1058- 1223  
**Lunch**            **1223 - 1303**  
Period 7            1310 -1435

**FRIDAY (C DAY) SCHEDULE**

Period 1            0756-0843  
Period 2            0848-0935  
Period 3            0940-1027  
Period 4            1032-1119  
Period 5            1124-1211  
**Lunch**            **1211-1251**  
Period 6            1256-1343  
Period 7            1348-1435

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**ACADEMIC EXPECTATIONS FOR STUDENTS**

At Aviano 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
- Show all work in math

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## **SECTION I: GUIDANCE**

### **EARLY DEPARTURE/PCS**

- For non-acceleration PCS moves, at least five school days before their last day of school, students should report to the office with a set of PCS orders, the exact date of the student's final day, and notification of when school records will be picked up.
- **On the last day of attendance**, students should report to the office where they will be given a clearance form which must be completed by all of their teachers and other school personnel before they will be cleared from school. Any indebtedness owed to the school must be paid as well.

### **ACCELERATION/PCS**

- If families must PCS, and the date is near the end of the first or second semester, students may have the option of completing the semester early so that they can receive credit. This is called Acceleration.
- Only students whose sponsors have permanent change of station orders will be eligible for local granting of an acceleration within the last month of first or second semester.
- Any other acceleration requests must be directed in writing to the district superintendent through the principal.
- DoDEA sets a specific date after which accelerations can take place. Check with the school for the exact date.
- AHS recommends that any student requesting to accelerate have at least a 2.5 grade point average.
- The acceleration process begins with a request initiated at least four weeks before the student's final school day. To initiate a request, the sponsor, spouse or student informs the school office with a copy of orders and a letter indicating the student's last day in school and the date records will be picked up.
- After this is completed, the students will get a "Request for Acceleration" form from the school counselor. At that time, the counselor will explain the specifics of the process for the student. Follow procedures on the last day of attendance above.

### **EARLY DEPARTURE/NON-PCS**

- A request for students to leave early must be in writing to the principal. Teachers will give withdrawal grades only—not final grades—on the student's last day at school.

- **NO CREDIT WILL BE GRANTED TO STUDENTS LEAVING EARLY WHO ARE NOT PCSING.** Report cards will be mailed to the sponsor after the above noted proper checkout process is completed.

### **WEIGHTED CREDITS**

Beginning in school year 2004-05, DoDEA implemented a practice that does not weight honors classes and does not assign a weighted grade when computing GPA on incoming transcripts from previous schools. Students who took an honors weighted course prior to SY 2004-05 are assigned the point value of the letter grade based on DoDEA's unweighted scale used in calculating the GPA. DoDEA does not change any letter grade on any transcript.

### **EARLY GRADUATION**

The requirements to graduate early include a conference of the principal, student and parents where letters from both student and parents are presented stating reasons for the early graduation. Students must have at least a 2.5 GPA. All necessary forms are available from the guidance counselor.

### **GRADE CLASSIFICATION**

Grade 9	Satisfactory completion of 8 <sup>th</sup> grade
Grade 10	6.5 units of credit earned
Grade 11	13 units of credit earned
Grade 12	18.5 units of credit earned

**DROPPING AND ADDING COURSES:** Courses may be added or dropped prior to the completion of ten instructional days. Courses dropped within this time period will not appear on the transcript. Between the second and fifth week, if a student changes courses, a W with the grade he/she has earned in the course will appear on the transcript. However, all work from the beginning of the term must be made up in the new course for credit to be earned. *Courses dropped after the described time period will be recorded as an automatic "WF" (withdrawn failing) on the student's transcript.*

### **GRADE POINT AVERAGE**

Grade point average is calculated by adding the number of points each letter grade is worth and dividing the total by the number of letter grades added. See specific point breakdowns under REPORT CARDS.

### **AP POLICY**

All students enrolled in AP courses are required to take the AP exam in order to receive the weighted credit. DoDEA

pays the cost for this exam.

See the current Course Description Guide for a listing of AP courses (weighted). It is available on the AHS website and in the guidance office.

### **RANKING FOR GRADUATION**

Ranking for graduation will be determined using letter grades from all eight semesters including the second semester of the senior year. Class rankings for graduation honors are for seniors enrolled at the end of the fourth quarter.

### **ELIGIBILITY FOR ACADEMIC HONORS**

The determination of Grade Point Average for class valedictorian will be based on student grades attained at the end of the second semester of the graduating year. Students who are graduating early, i.e., after completing 6 semesters of high school, are eligible to compete for this honor. **However, students must have been enrolled in a Department of Defense Education Activity school during the first semester of the graduating year to be eligible.**

### **HIGH SCHOOL COURSES TAKEN IN GRADES 7 AND 8**

Students who take and successfully pass Algebra I and/or foreign languages in grades 7 and 8 will receive credit toward graduation requirements. However, the grades will not be included in the computation of cumulative grade point average.

### **CREDIT BY EXAMINATION**

Students who earn credit by examination will receive a mark of "P" for passing the examination. The credit is applicable to graduation requirements but will not be used in computing the student's grade point average.

### **REPEATING A CREDIT COURSE**

With the recommendation of the teacher and permission of the principal, on a space available basis, a course **for which credit has been granted** may be repeated for content or skill mastery. **Credit will be given only once and the grade computed will be the grade from the most recent course taken.**

**Graduation Requirements According to Graduation Year**

<u>Curricular Area</u>	<u>08/ and beyond**</u>
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
<b>TOTAL</b>	<b>26*</b>

**Courses taught at AHS in each curricular area and their descriptions are available in the Course Description Guide in the Counseling Center, or on the website at:**

<http://aviahs.xweb.eu.dodea/shared/courses.pdf>

**A complete list of course offered by DoDEA is listed at:**

[www.dodea.edu/instruction/curriculum/descriptions.htm](http://www.dodea.edu/instruction/curriculum/descriptions.htm)

*\* A 2.0 cumulative GPA is required to graduate to graduate*

*\*\* An Honors Diploma is available for students who complete a minimum of 4 AP courses and earn a cumulative 3.8 GPA.*

## **GUIDANCE AND SUPPORT SERVICES**

Trained personnel are available to help students with personal, academic and social problems.

### GUIDANCE COUNSELORS

- ACADEMIC OBJECTIVES: The counselors are available to help students achieve their scholarly objectives and complete their academic plans to achieve their educational goals.
- PERSONAL PROBLEMS: Counselors are available to help students who wish to discuss personal problems and issues.

SCHOOL PSYCHOLOGIST: The school psychologist identifies and diagnoses pupils experiencing severe problems of learning and/or emotional and social adjustment. Testing and evaluation can determine probable causes of these problems and remediation for them.

SCHOOL NURSE: The nurse assists students with all physical concerns and medical problems; she is the official liaison between the school and all other medical services.

## **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 Attendance Office at 632-5877 (CIV 0434-30-5877).

## **INCOMPLETE GRADES**

Incomplete grades are only granted in the case of a medical emergency or emergency leave. Incomplete grades must

be approved by the administrators. 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.

### **PROGRESS REPORTS**

Progress reports are sent mid-quarter alerting parents to academic progress. Any student earning below 70% will receive a progress report.

### **REPORT CARDS**

Report cards are issued four times a year. At the end of the first quarter grade cards are presented to the parent and student during conferences with the teachers. Report cards for the second and third quarters are given to the students and fourth quarter reports are mailed home one week after school ends.

### **'A' AWARDS**

At the end of the school year, teachers submit up to the top 10% of each class or activity for 'A' Award consideration.

- **Red 'A' Award:** Nomination in two or more academic areas
- **White 'A' Award:** Nomination in two or more activities
- **Red/White 'A' Award:** Nomination in two academic areas and two activities.

### **HONOR ROLL**

Recognition for scholastic achievement is given within the framework of the following grade point averages:

4.00 (or above)	Principal's Honors
3.99-3.50	High Honors
3.49-3.00	Honors

*Note: Students who receive "D" or "F" grades or "I", incomplete, are not included on the honor roll.*

PERCENT	LETTER	HONOR POINTS	WEIGHTED POINTS
100 – 90	A	4 Points	5 Points
89 – 80	B	3 Points	4 Points
79 – 70	C	2 Points	3 Points
69 – 60	D	1 Point	2 Points
Below 60	F	None	None

### **STANDARDIZED TESTING**

The Department of Defense Schools (DoDDS) participates in several standardized testing programs designed to provide student and system information. Individual academic progress and program trends are studied to allow DoDEA to make important curricular decisions. Tests

include the Terra Nova, End of Course Algebra, US History, and Biology Exams.

## **TRANSCRIPTS**

The transcript is the official record of a student's school career. The academic career is recorded on the transcript. Aviano High School maintains transcripts for four years after a student graduates.

- To obtain a copy of an official transcript up to four years after graduating, write to:  
*Aviano High School  
Unit 6210, Box 180  
Attn: Registrar  
APO AE 09604-180*
- After five years transcripts are sent to the following address for one year:  
*DoDDS Europe  
UNIT 29646, BOX 7000  
APO AE 09096*
- After the 5-year period from graduation or in the event that the office of Dependents Schools in Aviano has been deactivated, address your request to:  
*Thomson Prometric  
2000 Lenox Drive  
Lawrenceville, New Jersey 08648*
- Education Testing Services charges a fee for providing copies of student records. It is advisable to call them for information regarding charges. In the US, they may be called at 609-895-5287 or faxed at 609-895-5026. From outside the US, the number is 001-609-895-5287.

## **SECTION II: 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

### **HEALTH SERVICES**

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. Students must report to their assigned teacher and obtain a pass before reporting to the nurse. **In order to be considered excused, an ill student must check out through the nurse.**

Sponsors are required to keep the school informed of current emergency phone contacts. Students will not be released to any person other than a designated emergency contact.

Only medications that have been prescribed by a physician, with the proper permission forms, which match pharmacy labels on the medication, will be administered. "Over the Counter" medications will not be administered unless they follow the guidelines as published in the School Health Services Guide. Students are NOT allowed to carry medications unless cleared through the School Nurse office. (The DoDDS form is available in the nurse's office and the clinic also has a supply of these forms.)

Vision screening will be done the first week of school on all students. Height and weight screening will be requested of students for statistical records; it is not required. Parents will be notified if there is a problem with any of the screenings. In addition, screenings will be done throughout the school year if requested by teachers and/or parents.

***Notify the school nurse of any current or special***

***medical problems that students might have. This will help in monitoring any potential problems.***

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### **SECTION III: ATTENDANCE & DISCIPLINE** **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 High School has a closed campus for all freshmen and sophomores. 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.***

#### **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, signed by the sponsor or a parent, to verify the reason for the absence. This note should be given to the attendance clerk.

#### **A. EXCUSED ABSENCES**

Parents who know in advance that their children will be absent should notify the office in writing. Students will be excused to travel with their families on family trips for a maximum of 10 school days if they complete the excused absence form in advance. Work is due the day students return to school in the case of planned absences. Family

trips will be authorized up to 15 May 2008, the first day to receive credit for a PCS move.

Students involved in sports and other activities, must contact teachers PRIOR to their absence to collect work. All work is due at the next class meeting after students return to school.

In the case of unplanned excused absences, students will be allowed to make up the class work. It will be the student's responsibility to obtain the required assignments. The teacher has the right to refuse to grant credit for make-up work if it is not completed within the time limit established. Students have one school day for each day that they are absent to make up work. Students are encouraged to call another student from each class missed to get assignments or they should see their teachers immediately upon returning to school. Students who have arranged for absences in advance are expected to hand in work upon return to school.

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

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
- Family trips that are not pre-arranged
- 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.*

## **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. For each truancy, a two-hour detention will be assigned. Students who habitually skip class may also be suspended.

### **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.

The following disciplinary consequences apply quarterly:

Four tardies:	Two hour after school detention
Six tardies:	In-house suspension. Conference
Eight or more:	Suspension. Conference

## **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. Normally, after school administration detention/work detail is two hours.

### 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. Following a suspension, the parents will be required to bring the student to school for a scheduled readmit conference with the administration before being allowed back to classes. ***During a suspension and for one week after, students may not travel nor participate in special activities. Students may practice with their team after the readmit conference.***

#### **In-House Suspension**

In-house suspension will be utilized at the administrator's discretion for misconduct not involving violence or substance abuse. Students will be isolated from their peers for the entire school day to include lunch. Students will be expected to work independently on academic assignments. ***During an in-house suspension and for one week after, students may not travel nor participate in special activities. Students may practice with their team after the readmit conference.***

#### **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 one week following the suspension.***

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 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.

#### E. BEHAVIOR POLICIES & DISCIPLINARY ACTION

##### E.1. ACTIVE PARTICIPATION

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

#### E.2. ALCOHOL USE/ POSSESSION

Students may not consume, nor be in possession of alcohol during the school day or at any school event. A minimum of two days of suspension will result. A referral will be made to the Adolescent Substance Abuse Counselor (ASAC).

#### E.3. CAFETERIA

The following behaviors are expected from all 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.

#### E.4. CHEATING

Aviano 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.

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.

#### E.5. COMPUTER-USE POLICIES

- Students are to use the Internet for instructional, school approved activities.
- Students must have teacher approval before they use the Internet.
- 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.

#### Consequences for Computer-Use Infractions

- Actions that cause harm to files, operating system, computer set-up, Internet, student work, the network or visiting pornographic sites.
- Result: Likely to cause removal from computer, network, Internet or all three depending upon severity of infraction.
- Sharing Passwords or accounts
- Result:  
1<sup>st</sup> offense: Letter to parent and one week suspension of computer privileges.  
2<sup>nd</sup> offense: 9-week suspension of privileges.  
Unauthorized Internet use
- Broadcasting messages
- Inappropriate Internet use; non-school related sites, games, subscription sites, providing personal information to non-school related sites, illegal email...
- 1<sup>st</sup> Offense: Warning, letter to Parents  
2<sup>nd</sup> Offense: 2 Week suspension  
3<sup>rd</sup> Offense: 9 Week suspension

#### E.6. DRESS CODE

Students and parents are responsible for ensuring that dress is not a health or safety hazard, and that it does not offend or cause distractions at school. Students are required to wear clean, suitable clothing at all times. Footwear must be worn at all times.

- No offensive (drugs, alcohol, sex) related words on clothing or jewelry.
- All shirts must cover the shoulder. No spaghetti strap, backless, strapless or one shoulder tops. All shirts must come to the student's shoulder blade/arm.
- No extremely low-cut blouses or dresses that reveal cleavage or the back.
- No deep cut-outs under the arms. No basketball shirts for men. No undershirts for men or women.
- No midriff shirts or tube tops. Skin should not be visible between bottom and top clothing.
- No short shorts or skirts. (Neat shorts or skirts may be worn as long as they are knee length. Slits in skirts should be no higher than mid-thigh.)
- Hats, hoods, bandannas, and/or sunglasses may not be worn inside the building.
- Combs or brushes should be stored appropriately and

- not worn in the hair.
- Underwear should not be visible, or worn as exterior clothing.
- For safety reasons, no jewelry to include; arm or neck bands and piercings, may have spikes or other protruding parts.
- No chains including wallet chains
- With the exception of spirit days, no pajamas or slippers will be worn at school.

1<sup>st</sup> Offense – Warning and discussion of violation(s) and review of student handbook will take place with student. Student will acknowledge in writing the discussion and review of the dress code policy. Student will be required to adjust or change clothes. Students who do not have immediate change of clothing may be provided with a sweatshirt or T-shirt or the sponsor may bring appropriate clothes to school.

2<sup>nd</sup> Offense – 30 minute detention. Parent will be contacted

3<sup>rd</sup> Offense – Student, parent and administrator will conference. Two hour after school detention.

4<sup>th</sup> Offense - Suspension

*The administration reserves the right to approve or disapprove any items not addressed in this policy and procedure. Decisions to approve or disapprove items will be based on the goal of providing a safe and orderly environment for the education of all students.*

#### E.7. 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.

#### E.8. FOOD, DRINK AND GUM

NO FOOD, GUM, OR DRINK IS PERMITTED IN CLASSROOMS.

#### E.9. FORGERY

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

#### E.10. GANG BEHAVIOR

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

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. Military communities fully support our discipline actions.

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

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 suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post 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.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.

#### E.11. 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 have their planner. 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.

#### E.12. ILLEGAL DRUG USE/POSSESSION

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

#### E.13. 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.

#### E.14. INTIMIDATION/HARASSMENT

Rude, abusive or threatening comments/behaviors towards others will not be tolerated. Violators will be subject to suspension.

E.15. ITEMS INAPPROPRIATE AT SCHOOL

Students are not permitted to bring to 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.

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.***

E.16. MISCONDUCT IN THE CLASSROOM

Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

E.17. OFF CAMPUS DEFINITION

Off campus is defined as outside of the high school complex without permission at anytime during the school day. Only juniors and seniors may leave campus for lunch. Underclassman will be assigned disciplinary consequences for leaving campus anytime after arriving at school until the dismissal bell.

E.18. PHYSICALLY DANGEROUS BEHAVIOR

Running, wrestling, and throwing objects in the halls or classrooms are dangerous and are not acceptable behaviors. In addition, any behavior that has the potential to harm another person is not acceptable at school.

E.19. PROFANITY AND INAPPROPRIATE LANGUAGE

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

E.20. PUBLIC DISPLAYS      OF AFFECTION

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

#### E.21. SEXUAL HARASSMENT

**Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.**

Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment. Sexual harassment isn't about sex or healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others. What may seem like harmless behavior to one person can be totally offensive to another. It is important to understand this type of behavior, when unwelcome, is a form of illegal discrimination. Students involved in sexual harassment of any type will be subject to disciplinary action.

- **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.

#### E. 22. SPREADING RUMORS

If a person contributes to a fight by spreading information ("He said/She said" situations), he/she will be referred to the Administration for counseling and/or action, and parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and by taking the time to talk things out. Students have the responsibility to refer potential fighters to a staff member, to the counselor, or to the administration. The administration supports resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely and privately and via the chain of command (teacher, counselor, and administrator).

#### E.23. 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.

E.24. TOBACCO USE

Aviano High School follows DoDDS-Europe smoking policy and at all times. Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus.

Violation of this policy will result in disciplinary action/consequence which may include referral to counseling or appropriate authority for any student found to be smoking during the school day whether on or off campus.

E.25. UNPREPARED FOR CLASS

Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include completed homework. Repeat offenders will be dealt with by the teacher and may result in a referral to the administration.

E.26. VANDALISM

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

**NOTE: In all cases, the administration reserves the right to determine the severity of consequences**

### TABLE OF CONSEQUENCES

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
Alcohol Possession/Consumption	2 Days Suspension	5 Days Suspension	10 Days Suspension/Expulsion
Bomb Threat	10 Day Suspension/Expulsion	Expulsion	
Cheating	0 Grade – No Credit	0 Grade – No Credit Detention/Suspension	0 Grade – No Credit Suspension
Computer Violations	See Computer Policy		
Disruption	Detention	Detention/Suspension	Suspension
Distribution/Sale of drugs	10 Day Suspension/Expulsion	Expulsion	
Drug Possession/Use of or under the influence	10 Day Suspension/Expulsion	Expulsion	
Fighting 1/1	2 Day Suspension	5 Day Suspension	10 Day Suspension/Expulsion
Fire false alarm	5 Day Suspension	10 Day Suspension/Expulsion	
Forgery	Suspension	Suspension	Suspension
Gambling	Detention/Suspension	Suspension	Suspension
Insubordination	Detention	Detention/Suspension	Suspension
Lying	Detention	Detention/Suspension	Suspension
Sexual Harassment verbal, non verbal or physical	Detention/Suspension	Suspension	Suspension
Swearing	Warning, Detention	Detention	Suspension
Swearing at someone	Detention	Detention/ Suspension	Suspension

<b>Tardies</b>	<b>See Attendance Policy</b>		
<b>Theft</b>	<b>Suspension/ Restitution</b>	<b>Suspension/ Restitution</b>	<b>10 Day Suspension/ Restitution</b>
<b>Threats, Intimidation, Harassment, etc</b>	<b>Suspension</b>	<b>2/5 Day Suspension</b>	<b>10 Day Suspension/ Expulsion</b>
<b>Truancy</b>	<b>See Attendance Policy</b>		
<b>Use of Tobacco</b>	<b>Suspension/ Cessation Class</b>	<b>Suspension/ Cessation Class</b>	<b>Suspension</b>
<b>Vandalism</b>	<b>Detention/ Suspension/ Restitution</b>	<b>Suspension/ Restitution</b>	<b>Suspension/ Restitution</b>
<b>Weapons Possession/ Possession of item that could be used as weapon/Intent to use an item as a weapon</b>	<b>10 Day Suspension/ Expulsion</b>	<b>Expulsion</b>	

## **SECTION IV: GENERAL INFORMATION**

### **BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY**

The school furnishes textbooks to all students and school equipment as needed. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When the pupil completes a course or transfers from the school, all books and equipment must be returned to Aviano High School. Students are responsible for the texts and equipment checked out to them. Lost books may be replaced by ordering the book online and having it sent directly to the school. The office will supply necessary details regarding the specific book.

### **BULLETINS**

A daily bulletin is read to each first period or broadcast by the video productions class to inform the students of upcoming activities. The daily bulletin is also sent electronically to all sponsors. Additional e-mail addresses may be added with the registrar. The *Aviano Times*, our school newspaper, is published periodically and is distributed school wide. Following DoDDS policy of keeping parents informed of school activities, a monthly newsletter with a calendar of activities for the month is e-mailed to each parent. The AHS Webpage at <http://www.aviano-hs.eu.dodea.edu> is available to keep the community informed about school activities.

### **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.

### **LOST AND FOUND**

Students who find lost articles are asked to take them to the gym lobby or the Multi-Purpose room, where the owner can claim them. Small items, to include, glasses, jewelry, and wallets should be turned into the office. If identified, identification cards and wallets are returned to the owner immediately. At the end of each quarter, unclaimed items are donated to an off-base charity.

### **LUNCH**

The school cafeteria has a hot lunch program and a la carte items for sale provided by AAFES. The school has one lunch period. Ninth and tenth grade students must remain on campus during lunch. Eleventh and twelfth graders are permitted to leave campus for lunch. This privilege may be revoked if students are persistently tardy after lunch or for any other reason deemed appropriate by the administration.

### **PARENT-TEACHER-STUDENT CONFERENCES**

Parents and teachers have the welfare and development of the students as their first concern. For this reason, it is important for parents, teachers, and students work together. Report cards are to be picked up by the parent and student on designated days at the end of the first marking period on 09 November 2006, during which open conferences are held. Throughout the school year parents may schedule conferences as they feel necessary. Parents should call the school for appointments (632-5877).

### **SCHOOL DANCES**

Students wishing to bring a guest to school dances must have written permission from their parents and the prior approval of the administration. This form must be given to

the sponsor of the dance one day before the dance. School rules apply at all dances. Once a student has entered a dance, they may not return if they leave the site. Special dress codes may be defined for certain dances.

### **SCHOOL SUPPLIES**

Parents are expected to provide the following supplies for their children as needed:

Pens and pencils	Book bag or backpack
Rubber eraser	Spiral notebooks
Colored pencils	Plastic supply box
Glue	Notebooks
Pocket folders	Bound composition book
Highlighters	Paper – loose leaf, copy/printer
Paints (watercolor)	Notebook – 3 ring binder
Colored markers	Gym shoes
Tissues (1 box max)	Planners
Clipboards	Scissors
Protractor	Compass
Rulers	

### **SEMINAR**

The main purpose of seminar is academic: reading, studying, tutoring, advising focus students, test or assignment make-up, research, and writing. Seminar will be divided roughly into three parts, one twenty-minute period and two thirty-minute periods. During the first 20 minutes all students will remain in their original seminars and engage in sustained silent reading. This activity is in support of DoDEA Reads and the standard that all students will read the equivalent of 25 books a year. Only during the last 30 minutes will meetings be held.

The first step in leaving seminar is for the student to present a pass from a teacher for travel. NO student will be permitted to leave without first having a pass from the destination teacher or without his or her passport. The seminar teacher may issue Information Center or computer passes using the

student passport(s). A pass authorizing travel must be obtained in advance. There will be no passes to obtain a pass.

Each student will have a seminar passport. The seminar passport will be on heavy card stock. Seminar teachers will record student travel using the passport. Students travel with the seminar passport, leaving the signed pass with the

assigned seminar teacher. Students are responsible to return their passport before the end of seminar each week. Failure to do so will mean no travel for the following seminar period.

Students will be allowed to move from their seminar to other locations after the first 20-minute Sustained Silent Reading period. Students may go to multiple destinations provided they come to seminar with a pass from those teachers they need to see. Seminar teachers will sign students out for any and all destinations.

Students will need to present a membership card to attend club or other group activity meetings. Class meetings do not require membership cards.

### **STUDENT EMAIL ACCOUNTS**

DoDDS-Europes 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 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 <https://www.doddse.net>. A student login name typically consists of the first 4 letters of the first name, three numbers, .aviahs. A fictitious login might be **firs348.aviahs**. The email address for the student would be the loginname@doddse.net. So for the sample login above, the email address would be [firs348.aviahs@doddse.net](mailto:firs348.aviahs@doddse.net). Students create their own passwords which 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.

### **STUDY TRIPS**

Authorized field trips are scheduled throughout the school year for the purpose of enriching the curriculum. Parent permission slips must be turned in to the sponsors of the trip by the date specified. Absences due to such activities are excused and students are expected to turn in missed work upon return to school.

### **TELEPHONES**

Students will not be called from their class work unless an emergency exists. Students needing to use the telephone during the school day may use the pay phone in the main lobby in between classes or during lunch.

### **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.

## **SECTION V: PROGRAMS**

### **CHILD FIND**

The Child Find Program is part of Special Education services. Child Find is designed to locate and identify all children from three to twenty-one years of age who may have some type of learning, speech and language, physical, or emotional impairment. Children suspected of having an impairment will be tested by DoDDS school personnel and Medically Related Services (MRS) as appropriate. If an impairment is identified, the student will receive the appropriate services. If you have a child whom you feel would qualify for special education services, please call the school counselor or principal for further information.

### **INFORMATION CENTER**

The Aviano High School Information Center is well-furnished and well-equipped facility with a library automation system and many online subscription databases. The Information Center is open from 0730 to 1600 Monday to Friday. Students do not need a pass before or after school or during lunch. During class time, students need passes if they are in the Information Center without their class on an individual or small group assignment. The library card catalog is available from any computer in the school.

The check out period for students is two weeks with a two-week renewal period. The Information Center is a center for research and thus an atmosphere of quiet study should be maintained. Students are expected to abide by DoDDS'

policy of computer use (see computer use policy under discipline). No games on discs may be used on any computers. Only authorized sites are to be accessed on any Internet address. Files and programs may NOT be added or deleted.

### **PUPIL PERSONNEL SERVICES**

The Pupil Personnel Service Department at Aviano High School is comprised of specialists from diverse backgrounds. These individuals provide services to a wide range of students with individual learning needs. The PPS Department consists of the following: Counselors, Psychologist, Nurse, Teachers of the Learning Impaired, and the instructor of English as a Second Language

### **SPECIAL EDUCATION PROGRAM**

The Special Education Program augments and replaces basic skill classes within the framework of Public Law 94-142 services to exceptional students. Parents, students, teachers, counselors, community professionals, and administrators may make referrals. Procedural forms are available from Special Education personnel.

### **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.

For more information, or a more detailed description, see the pamphlet entitled Students' Rights and Responsibilities in the Department of Defense Dependents Schools System, available in the school Information Center. This pamphlet includes the topics, "Access to Learning," "Freedom of

Expression," "Student Governance," "School Records," "School Discipline," "Protection of Personal Privacy," and "Community Resources."

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## **SECTION VI: 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.

### **BUS INFRACTIONS**

The school bus office deals with minor bus infractions. School administration will get involved when serious misconduct occurs that may lead to suspension or expulsion from the bus as well as school.

### **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.

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## **SECTION VII: EXTRA-CURRICULAR ACTIVITIES**

The Extra-Curricular Activity Program at Aviano High School is an exceptionally broad and positive program. The school offers interscholastic sports, cheerleading, chorus, band, speech, drama and many other activities to allow students the opportunities to develop talents and interests in this critical area. All students are strongly encouraged to participate in extra-curricular activities. They are especially important for the development of a well-rounded individual.

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 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 seven days following the suspension.

### 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.

## **SCHOOL BASED ACTIVITIES**

### **A. ATHLETICS**

The athletic teams participate in the American Schools Italy League (ASIL) with seven other schools. Along with Aviano, the ASIL is composed of the following schools: Naples, Sigonella, Vicenza, Milan International School, Marymount of Rome, and the American Overseas School of Rome.

Tournaments with other DoDDS districts are scheduled at the end of the regular season of play. Students may not be 19 or older on September 1 to be eligible to play interscholastic sports.

#### Fall Season

- Cheerleading
- Cross Country
- Football
- Volleyball
- Tennis
- Swimming (sponsored by the community)

#### Winter Season

- Basketball
- Cheerleading
- Wrestling
- Swimming (sponsored by the community)

#### Spring Season

- Soccer
- Track and Field
- Baseball and Softball (sponsored by the community)

### **B. DRAMA**

Each year the drama department presents several plays performed for the community. Plays vary in content and scope dependent on the students involved.

### **C. FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

FBLA brings business and education together in a positive working relationship through innovative leadership and career development programs. It provides students a competitive edge through career exploration, self-

improvement, and community service opportunities. As a member of FBLA, students build resumes, experience the rewards of volunteerism, and enjoy travel and special activities.

#### **D. FUTURE EDUCATORS OF AMERICA (FEA)**

FEA is designed for students interested in a teaching career on any level from pre-school through college. FEA members listen to speakers at seminar meetings and participate in "Shadow Days" at Aviano Elementary and Middle Schools. Members are also eligible to attend the FEA European-wide Conference held in Germany each year.

#### **E. JOURNALISM**

The school newspaper, *Aviano Times*, is published monthly. Students may enroll in journalism class at the beginning of first or second semester. Other students may submit articles to the newspaper editors for possible publication.

#### **F. JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)**

The JROTC program teaches leadership skills and the basics of military science. JROTC is a curricular program further enhanced by extra-curricular activities to include Color Guard, Drill Team, camp, and study trips.

#### **G. MUSIC**

When enrolled in band or chorus classes, students may participate in the community band, jazz band, honors music festival, recitals, concerts, band exchanges, and other special events as scheduled.

#### **H. NATIONAL HONOR SOCIETY**

The National Honor Society, sponsored by the National Association of Secondary School Principals, recognizes and fosters academic achievement while developing other characteristics essential to citizens of a democracy. Through chapter service activities, members maintain and extend the qualities that were the basis of their induction. Students must be second semester sophomores with a cumulative GPA of 3.4 or higher are eligible to be considered for membership. Membership is both an honor and a continual obligation.

#### **I. STUDENT COUNCIL**

The executive student council is elected in the spring of each year for the following year. They are responsible to assist with the beginning of the year orientation activities and locker distribution. Throughout the year the executive board is responsible for school-wide activities and directing class events. In the fall, students may run for student council class

officer positions. Other students can join student council committees.

#### **J. VIDEO PRODUCTIONS**

Through video productions classes, students learn to produce and display video projects for broadcast on the school's television circuit and special events.

#### **K. YEARBOOK**

The yearbook is published annually. Students are encouraged to talk with the yearbook advisor as enrollment in the yearbook class is required.

### **DoDDS-EUROPE STUDENT ACTIVITIES**

The European area office sponsors many activities independent of anything else in the school system while others are offshoots of participation in a school-based activity. For some, students must compete at the school, district, or European level for selection. Other activities allow many students to participate. Students need to commit their time in order to prepare for participation. Criteria are announced when the activity is advertised.

#### **A. ACADEMIC GAMES**

School academic teams compete against each other in a tournament format patterned after the "College Academic Bowl." Students must be selected by the school sponsor to participate.

#### **B. BERLIN SEMINAR**

This activity is reserved for selected seniors based on an application process and school recommendations. American and German students work together to achieve cultural understanding using Berlin as a case study.

#### **C. FUTURE BUSINESS LEADERS OF AMERICA (FBLA)**

Students have the opportunity to compete in events testing their business knowledge and skills learned in their local FBLA chapter.

#### **D. FUTURE EDUCATORS OF AMERICA (FEA)**

Leading educators from DoDDS-Europe and the United States present teaching and learning strategies in a seminar setting.

**E. INTERNATIONAL STUDENT LEADERSHIP INSTITUTE (ISLI)**

Students from European and DoDDS' high schools come together to discuss and practice leadership skills. The activity is organized and run by a board of directors composed of German, Dutch, Czech, and American teachers and students.

**F. JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC) SUMMER CAMP**

The US Army and Air Force sponsors three separate summer camps for JROTC students to sharpen cadet leadership and basic military skills.

**G. JUNIOR SCIENCE & HUMANITIES SYMPOSIUM (JSHS)**

Students interested in the sciences, engineering, or mathematics work on original projects at school then compete in the DoDDS-Europe Regional for scholarships and awards.

**H. MODEL UNITED STATES SENATE (MUSS)**

MUSS is a simulation of the American congressional process in the US Senate. Students are assigned to play the roles of senators and other senior government members while they present new bills to be enacted into law.

**I. NATIONAL HISTORY DAY**

Divided into two divisions (6-8 and 9-12) and seven categories, National History Day promotes the study of citizenship and civics through the construction of history based projects entered into a competition.

**J. TECHNOLOGY FAIR**

The Technology Fair is dedicated to advancing technology education. Students may attend the fair to submit projects for competition and/or view demonstrations of state-of-the-art technology from education, private, and public sectors of industry.