AFNORTH INTERNATIONAL SCHOOL

American Middle/High School Section

Parent & Student Handbook 2015-16

AFNORTH International School Web Site:
WWW.AFNORTH-IS.COM
UNITED STATES SECTION

Local Address
AFNORTH International School
Middle-High School
Ferdinand Bolstraat 1
6445 EE Brunssum
The Netherlands

US APO Address
AFNORTH International School
US Middle/High School Section
Unit 21606
APO AE 09703-1606
WELCOME TO AFNORTH MIDDLE/HIGH SCHOOL

Welkom, Wilkommen, Bienvenue & Welcome
to
AFNORTH International U.S. Middle/High School (AIS).

On behalf of the faculty, staff, and administration, we welcome all students, parents and community members to the 2015-2016 School Year! Our mission is to provide AFNORTH Middle/High School students with an engaging curriculum to empower all students to be lifelong learners in a global society.

AFNORTH International Middle/High School (AIS) has a long and proud tradition of excellence in academics, the arts, extracurricular activities, and learning how to live in our world. All students have an important part to play here at AIS. From the very first day of school when you enter your new classes, you should use each minute to learn everything your teachers can teach you, make new friends, develop new skills, participate in all the activities, and use the resources available to everyone at AIS.

Whether you are a member of the graduating class of 2016, or a new Lion, your Student Council is working hard to make this your best year ever! There are a lot of exciting sports and activities to participate in here at AFNORTH International Middle/High School, so get involved! Whatever you enjoy doing, get involved and have a great year! If you have any questions or concerns, please find one of your Student Council Members and we will help in any way. We challenge you to get involved in your school! Get to know your teachers, go out for sports, and join the various clubs available. Get involved in your class activities. Be enthusiastic – show spirit and pride in yourself and your school. By doing so, you will make this a worthwhile year.

Parents and community members, our goal is to continue the long standing tradition of excellence at AFNORTH International School and to provide our students with the best possible 21st Century academic programs and extracurricular activities. Thus we are looking forward to a continued partnership with you as we strive for excellence in educating our youth.

The faculty, staff, and administration welcome you to AFNORTH International Middle/High School. Go Lions!

Mary Zimmerman-Bayer
Principal

Yolanda K. Harvin
Assistant Principal
AFNORTH International School (AIS) was founded in 1967 as a Dutch foundation and provides education for children of NATO Joint Forces Command Brunssum Headquarters and other NATO and national military personnel serving adjacent areas. Four nations sponsor the school: Canada, the Federal Republic of Germany, the United Kingdom, and the United States of America. A Board of Governors made up of Senior Officials from the Defense Schools of each owning nation is responsible for the establishment of school policy and approving the international budget. The Director is appointed every five years from one of the four sponsoring nations.

Each nation provides National Section Heads (Principal, Headmaster/Mistress) The Director, Assistant Director and the National Section Heads comprise a Senior Management and are responsible for the day-to-day administration of the school.

The founding statutes ask that curricula be developed which meet the requirements of each nation, while at the same time providing enriching international educational experiences. The average length of stay for students is three to four years. There are a limited number of fee-paying students.

Our international student population consists of Canadian, German, British, and US students as well as Albanian, Azerbaijani, Bosnian, Czech, Croatian, Danish, Dutch, Estonian, Italian, Japanese, Latvian, Lithuanian, Macedonian, Norwegian, Portuguese, Saudi Arabian, Spanish, Swedish, and Turkish to name a few.

At the secondary level, English language instruction leads to either an Ontario Diploma or a U.S. Department of Defense Education Activity (DoDEA) DoDDS High School diploma. Most British students remain in the school until the end of their Middle Years Program at age ten, while students in the German section enroll in Grundschule, Hauptschule and Gymnasium courses in Germany to complete their graduation requirements.
The United States Section is comprised of two separate schools, AFNORTH Elementary School and AFNORTH Middle/High School. The Middle/High School has a total student population of approximately 340 students, 247 U.S. registered and 70 Canadian students. There are also both Canadian and American teachers. However, there are a significant number, more than 40 ESL students affiliated with NATO and Allied Forces personnel registered with the U.S. Section. The total population of AIS is approximately 900 students in pre-school through 12th grade. The German school students take their classes in their native language. However, they may participate in our extra-curricular and athletic programs in the middle and high school.

The present school building was opened on October 8, 1993 and represents an architectural design that supports the schools stated Mission “...to provide an education commensurate with the national requirements of its four founding nations...” The educational experiences of all of the students are enriched through the school’s internationally integrated organization and programs that make use of the European setting, the multi-cultural and diverse nature of our teacher and student bodies and the support of the military community. The 7th and 8th attend standard sized class located in two separate pods for individual and group work and/or large presentations. In addition there are several science laboratories, computer laboratories, robotics room, music room, specialist areas and two art rooms. In addition to DoDEA and DoDDS-Europe student activities, AFNORTH Middle/High School students have the opportunity to participate in programs such as Model European Parliament, Model NATO, and Debate Club. AFNORTH International School was established in 1967 to serve the educational needs of the children of four of the Nations contributing staff to the former Headquarters of the Allied Forces Central Europe, now Allied Joint Force Command Brunssum. The four sponsoring nations are Canada, Germany, the United Kingdom, and the United States of America.

There is a strong emphasis in the learning of languages, including a “partner language” program (English, German, and French), at all levels. Students not involved in international classes or courses are encouraged to participate in a variety of student activities and cultural exchange programs involving the students of the four national sections.

Most staff members are assigned to the school by one of the four sponsoring nations. Canada and Germany select staff from their provincial or regional school authorities for periods ranging from two to seven years. The U.S. and U.K. staff are hired and assigned directly by Department of Defense Education Activity (DoDEA) and SCEA, respectively.
AFNORTH US MIDDLE/HIGH SCHOOL COLORS

Maroon, Green, White

AFNORTH US MIDDLE/HIGH SCHOOL MASCOT

Lion
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ADMINISTRATION

Principal                     Mary Zimmerman-Bayer 045-527-8260
                           Mary.Zimmerman-Bayer@eu.dodea.edu

Assistant Principal       Yolanda K. Harvin 045-527-8260
                          Yolanda.Harvin@eu.dodea.edu

WE HAVE AN OPEN DOOR POLICY

AFNORTH International U.S. Section Middle/High School has an “open door policy.” Parents are encouraged to stop in or telephone to make appointments with the administration and/or faculty concerning their children.

For security reasons, all visitors must register at the Main Office, on the third floor, to secure a visitor’s pass before visiting classrooms. Then, return the visitor’s pass and sign out before leaving the building and/or school grounds.

CHAIN OF COMMAND

When issues arise or questions need to be answered, the Chain of Command is as follows:

Teacher
Assistant Principal
Principal
District Superintendent
Director DoDDS-E
DoDEA Director
CONTACT INFORMATION

Local Phone Numbers:

MS/HS Secretary 045-527-8260

Attendance Clerk 045-527-8263

Registrar 045-527-8263

Guidance Counselor: 045-527-8260

Bus Coordinator's Offices:

Netherlands buses 045-527-8228

Buses for Belgium and Germany 045-527-8232

Nurse’s Office 045-527-8229

Library 045-527-8271

Middle / High School Fax Number: 045-527-8268

Long Distance Phone Numbers:

US MS/HS Office +31-45-527-8260

Middle / High School Fax Number: +31-45-527-8268
AFNORTH MIDDLE/HIGH SCHOOL

ACCREDITATION

AFNORTH International US Middle/High School is a fully accredited member of Advance ED (Advancing Excellence in Education Worldwide).

http://www.dodea.edu/datacenter/accountability/accreditation.cfm

AdvancED is the unified organization of the North Central Association Commission on Accreditation and School Improvement (NCA CASI) and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

AdvancED is dedicated to advancing excellence in education worldwide through accreditation, research, and professional services.

AdvancED creates the world’s largest education community, representing 27,000 public and private schools and districts across the United States and in 65 countries worldwide, educating 15 million students. NCA CASI and NCA CASI and SACS CASI schools share a unified, clear and powerful accreditation process designed to help schools continuously improve. AFNORTH International Middle/High School (U.S. Section) is an approved member of AdvancED and the North Central Association (NCA) of Colleges and Secondary Schools in the United States.

Graduates of AFNORTH International Middle/High School (U.S. Section), therefore, will continue to be considered for admission to institutions of higher learning in the United States, with full credit given for their high school work.

DoDEA Test Results

http://www.dodea.edu/datacenter/testdata.cfm
PURPOSE and DIRECTION

MISSION STATEMENT

AFNORTH International Middle/High School provides an engaging curriculum that empowers all students to be life-long learners in a global society.

VISION

- Responsible Citizens
- Original Thinkers
- Active Learners
- Reflective Problem Solvers

GUIDING PRINCIPLES

- Success for ALL STUDENTS
- Trust and Respect for Others
- Uncompromising Advocacy for Students
- Development of LIFELONG LEARNERS
- Equal Access to Quality, Rigorous Education
- New and Motivating Challenges to Inspire Excellence
- Teaching with HIGH EXPECTATIONS
- Safe and Stable Learning Environment
CONTINUOUS SCHOOL IMPROVEMENT (CSI)

Direction

AFNORTH International School provides an engaging curriculum that empowers all students to be life-long learners in a global society.

Goals

All students will improve their critical reading skills across the curriculum.

All students will improve skills in problem-solving across the curriculum.

COMMUNITY STRATEGIC PLAN (CSP)

http://www.dodea.edu/newsroom/publications/index.cfm?category=CSP

PROMOTING 21st Century Skills

Improving Teaching and Programs for the Future

Critical Thinking

Problem Solving

Creativity and Innovation

Collaboration

Cross-Cultural Understanding

Communication Computing

Technology
The Department of Defense Dependents Schools-Europe (DoDDS-E) is part of the Department of Defense Education Activity (DoDEA). There are three educational systems within DoDEA: DoDDS-Europe, DoDDS-Pacific, and DDESS-Americas.

DoDEA MISSION

Educate, Engage, and Empower each student to succeed in a dynamic world.

DoDEA VISION

To be among the world’s leaders in education, enriching the lives of military-connected students and the communities in which they live.

The DOD Overseas Dependents Schools maintains a school system that provides educational opportunities through 13 years of school (Kindergarten through 12). The mission also assures that such educational opportunities are of high quality and are comparable in all respects to the better school systems of the United States. DoDDS maintains such schools in sufficient number and types properly staffed and equipped to provide quality education for eligible dependent children of United States military and civilian personnel of the DOD stationed in overseas areas.

ISLES DISTRICT MISSION STATEMENT

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

http://www.isle-dso.eu.dodea.edu/SIP/index.htm
ENROLLMENT INFORMATION

ADMISSION REQUIREMENTS / REGISTRATION

Registration of students new to AFNORTH International School takes place in mid-August. Returning students re-register in February for the following school year. High school and middle school students make class selections. School bus transportation can also be arranged during registration. The guidance counselor and administrators will be on hand to assist parents and students with registration and scheduling. After the spring and summer registration days, parents may register children at any time in the school office during regular business hours.

Admission to AFNORTH International School on a tuition-free basis is dependent on requirements specifying that prospective middle/high school students must:

- Not be age twenty-one (21) on or before 31 December of the current school year.
- Be a bona fide dependent in the household of a DOD military or civilian sponsor.

If enrolling in the U.S. Section, One parent/legal sponsor must be present and have:

- Student Passport
- A valid ID Card,
- Orders assigning the sponsor to this area
- Current shot record.
- Copy of most recent report card or transcript

Sponsors should be prepared to complete health and enrollment forms and provide an official email. New students registering during the school year will be asked to delay the student’s starting classes by at least 24 hours to allow teachers sufficient time to prepare for a warm first day reception.

For more information on registration requirements, contact the Guidance Offices at 0031- (0) 45-527-8260

TUITION PAYING STUDENTS

All tuition payers must register through Directorate and Business Offices. Tuition rates and payments must be done directly through the Directorate Office. If additional information is required, contact the Directorate Office at +31 (0)45-527-8221.
Tuition Paying Categories:

Students whose sponsors are retired military, unauthorized DoD employees; non-DoD government workers or non-government personnel must pay tuition. DoD dependents that are authorized attendance in a DoDEA school may complete the current school year if the DoD sponsor is transferred, dies, or retires during the school year.

Non DoD military or civilian sponsored students enrolling for the first time must report to the Directorate Office and Business Office located on the third floor to register.

CATEGORIES:
3. Children of host nation or other military or civilian employees of NATO (international or major Overseas Command).

FEES INCLUDE ALL TEXTBOOKS, TRANSPORTATION, ART & MUSIC MATERIALS, AND CONSUMABLES.

NOTE: INVOICE OF FEE PAYMENT must be provided to the International Business Office prior or on the 1st day of classes for the 1st and/or 2nd Semester. Students whose fees have not been paid will NOT be authorized to attend classes until proof of payment is given to the U.S. Office.

CHANGE OF PUPIL REGISTRATION DATA
It is VERY important that any change of sponsor address unit, telephone number or official email be reported to the Main U.S. Office immediately. School records must reflect accurate and correct information at all times. This is also the school’s emergency contact information.

Your accurate, official e-mail address is extremely important for speed of communication.

POWER OF ATTORNEY

In the event that both parents will be absent from the command for any period of time exceeding one day, the name of a Power of Attorney designee, who will assume responsibility for the student, must be submitted to the U.S. Office.
DAILY CLASS SCHEDULE

### MS/HS Daily Schedule

<table>
<thead>
<tr>
<th>Grades 6-12</th>
<th>A DAY</th>
<th>B DAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>0900-1025</td>
<td>Period One</td>
<td>Period Five</td>
</tr>
<tr>
<td>1030-1155</td>
<td>Period Two</td>
<td>Period Six</td>
</tr>
<tr>
<td>1155-1235</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1235-1400</td>
<td>Period Three</td>
<td>Period Seven</td>
</tr>
<tr>
<td>1405-1530</td>
<td>Period Four</td>
<td>Seminar</td>
</tr>
</tbody>
</table>

Days rotate on an A-B pattern throughout the school year; for example, if Monday is an A day, then Tuesday is a B day and Wednesday is an A day.

**Before School Hallway Use**

Students in grades 6-12 are not allowed to be in the hallways before 8:40. Should student arrive before 0840, they will be able to wait in the 3rd floor U.S. Office until 0840.

**ATTENDANCE POLICY**

AFNORTH International Middle/High School is a closed campus. Students must remain on campus from the time of arrival until time of departure.

AFNORTH International Middle/High School expects that all students will attend regularly. Adherence to the school attendance/tardy policy is the responsibility of the students, parents, teachers and administration. The purpose of our policy is to establish patterns of good attendance and to ensure that educational programs have every opportunity to be successful.

It is recognized that absence from school is necessary under certain conditions. Every effort must be made by students, sponsors, parents or legal guardians, teachers, and administrators to keep absences and tardiness to a minimum. An absence is any time a student is not physically present in his/her assigned class or teacher approved location. All absences will be recorded in the school's computer system as either excused or unexcused.

[http://www.dodea.edu/attendance/index.cfm](http://www.dodea.edu/attendance/index.cfm)
DoDEA ATTENDANCE POLICY

In accordance with DoDEA attendance policy REGULATION 2095.01 which went into effect on August 26, 2011, regular attendance is expected of all students. Since absences represent a serious loss in gaining their middle and/or high school educations, all students enrolled in Department of Defense Dependents Schools must attend classes regularly and punctually in order to be academically successful.

Please Refer to the DoDEA Attendance Regulation 2095.01 which went into effect on August 26, 2011.

http://www.dodea.edu/attendance/upload/AttendancePolicy.pdf

DoDEA policy states:

Regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers, provides opportunities for important communication between teachers and students, and provides a cumulative effect of establishing life-long positive habits that are critical for developing career readiness skills and success in college.

a. School attendance is mandatory.
   • All students are required to attend school for 180 instructional days per school year.
   • Except for exigent circumstances, absences such as family vacations and absences during standardized testing will be unexcused.
   • Medical appointments and other discretionary appointments should be scheduled during non-school time to maximize student learning.
   • School attendance is a joint responsibility between the parent or sponsor, the student, the classroom teacher, and the school.
   • A student educational monitoring plan shall be implemented during all pre-approved extended absences to mitigate the negative impact on a student’s educational program.
   • Students with excessive school absences, as defined in this Regulation, will be monitored by the Student Support Team to assist students in the completion of all required work and successfully master course objectives.
b. Calculation of attendance
- Daily student attendance is identified based upon a quarter of the school day formula.
- Students will be identified present or absent, based upon the following criteria: Absent up to 25% of the school day = absent one-quarter of the school day
- Absent between 26% to 50% of the school day = absent one-half of the school day
- Absent between 51% to 75% of the school day = absent three-quarters of the school day
- Absent between 76% to 100% of the school day = absent full-day
- The school office will rectify (each morning) the reason for each and all student absences based upon information provided by the parent or sponsor. (*Per conditions upon which student attendance is established-DoDEA Regulation 2095.01 Enclosure 2*)

**EXCUSED ABSENCE**

Every effort must be made to keep absences and tardiness to a minimum. Excused absences are granted only for illness, family emergencies (e.g., severe illness, death in the family, or local hardship situation), religious observances, family trips, and medical appointments that cannot be arranged during non-school time and school approved activities.

The parent or sponsor should attempt to schedule appointments before or after the school day to minimize disruption of the educational environment.

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has final authority to identify an absence as excused from school and institute a Student Educational Monitoring Plan to be completed during absences when appropriate.

- Personal illness.
- Medical, dental, or mental health appointment.
- Serious illness in the student’s immediate family.
- A death in the student’s immediate family or of a relative.
- Religious holidays.
- Emergency conditions such as fire, flood, or storm.
- Unique family circumstances warranting absence and coordinated with school administration.
- College visits that cannot be scheduled on non-school days.
- Pandemic event.
Excused Absence Procedures

It is the responsibility of the sponsor/parent/guardian to contact the school every time a student is absent. SPONSORS MUST COMMUNICATE WITH THE MAIN OFFICE BEFORE 1000 WHEN STUDENTS ARE ABSENT.

When your student is absent or tardy, or you know in advance about absences, and/or tardies, you can avoid having to make a call or writing a note by just emailing us, at:

Attendance Mailbox: AFNO.Attendance@eu.dodea.edu

Please include the following information:
1. Your student’s name
2. Grade level
3. Current date and date of absence
4. Reason for the absence or tardy.

Students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provided by their teacher(s). A student with an excused absence will be permitted to make-up one day of assignments for each day of absence.

Illness During School

When a student becomes ill during the school day, the individual should request a pass from the teacher to see the American Middle/High School Nurse. The nurse will then make the determination as to what further action is appropriate. If the school U.S. nurse is not available, the student is to report to the international nurse. If the international nurse is not available, the student is to report to the Main Office. When this procedure is followed, the student’s absence from class will be excused.

Medical/Dental Appointments

Middle School students and High School students must have a sponsor sign them out and back into school when leaving for appointments during the school day. Sponsors are STRONGLY encouraged to make all appointments for their children either before or after school so as to decrease, if not fully eliminate, the time students miss their classes.
REQUESTS FOR STUDENT PRE-PLANNED ABSENCE

All requests for student absences are to be made to the AFNORTH administration prior to the upcoming absence. Please remember to notify the school in writing of any proposed absences of three or more days to get approval as specified/outlined in DoDEA Regulation 2095.1. The factors listed below will be taken into consideration.

The student has a record of consistent school attendance during the current school year. Review of the impact previous extended absences from school have had on the student’s educational program during the current school year. Administration shall confirm with the parent or sponsors Command, if dates of any extended absence are mandatory or discretionary.

A Preplanned Absence Form should be obtained for trips that will last 3 days or more. The form should be completed and returned at least 6 days before the trip. Failure to do so may result in the absence being unexcused. Careful planning of family trips is necessary to ensure successful completion of course requirements and to meet the DoDEA Attendance Policy.

In the event a Planned absence is unexcused (family trips included) students may obtain their work from their teachers however they will be required to submit any make up assignments upon their return to school with no additional days given. Teachers may assign zeros for certain assignments and projects with an unexcused absence.

ACCELERATED WITHDRAWAL FOR MILITARY SPONSORED REASONS

a. The principal may authorize an accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester.

(1) The parent or sponsor must present verification of the date required for the student to depart from the school (e.g., permanent change-of-station orders).

(2) All of the conditions of an accelerated study program outlined by the student’s teachers must be met prior to withdrawal in order for grades to be assigned and credit to be granted.

b. This provision is permitted for early withdrawal with full Carnegie credit based solely on careful consideration of the unique circumstances that military families face. It recognizes that due to military requirements, families are occasionally required to make permanent change-of-station
moves prior to the end of the school year, and that the school-age dependents of military sponsors should not be penalized educationally for these required moves.

(1) The 20-day limitation provides reasonable flexibility without compromising academic standards or placing the student in an untenable position in regard to mastery of curriculum content.

(2) This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is only for permanent change-of-station moves.

c. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive ”withdrawal“ grades rather than final grades.

SCHOOL SPONSORED ACTIVITIES

Excused absences will be granted to those students participating in school-sponsored activities, including athletics, tournaments, and other interscholastic events. Students involved in these activities do not need re-admit slips. However, it is the responsibility of the students to get their assignments for all classes BEFORE departing. Students who have difficulty meeting these requirements should discuss the problems with their teachers in order to arrive at alternative schedules and avoid possible grade reductions.

a. Curricular. Student attendance is recorded as "present school sponsored curricular activity."

b. Non-Curricular. Participation in Interscholastic Athletic Programs.

**Please refer to the Athletic Handbook for specific attendance policies in reference to sports.

http://www.dodea.edu/Europe/loader.cfm?csModule=security/getfile&pageid=166248

Must be in compliance with DoDEA Regulation 2740.1 (Reference (c)).

- Students are required to be in school the full day on the day of a weekday game, pursuant to Reference (c). The only exception is for an appointment approved by the school administration in advance.
• A student cannot be absent from school and attend practice except for an excused absence approved by the administration in advance.
• A student who is "unexcused absent" on the day of a scheduled athletic program is ineligible for participation in that event.
• A student suspended from school is not eligible, at the minimum, for the next scheduled competition.
• Student attendance is recorded as "present school sponsored non curricular activity."
• Students are responsible for identifying and making up all classroom activities or assignments which were missed as a result of being out of school while traveling to or from, and participating in, an Interscholastic Athletic Program.

UNEXCUSED ABSENCE

Student attendance in school is necessary for the educational process to occur. Therefore, in accordance with DOD Regulation 1342.6-M-1, regular attendance at school is expected of all students.

Unexcused Absences

• Absence from school or a class without written verification from a parent or sponsor will be unexcused.
• The parent or sponsor will be notified by the administration, or designee, each time a student is "absent unexcused" from school.
• School personnel will work collaboratively with the student's parent or sponsor to identify the reason(s) for the truancy and in assisting parents or sponsors whenever possible.
• Unexcused absences may result in disciplinary action (i.e., detention, in-school suspension, and expulsion).
• Unexcused absences may result in loss of credit for secondary school students. Students may lose credit when they have accumulated 7 or more unexcused absences in a class or course during a semester. (Refer to DoDEA Regulation 2095.01 Enclosure 2).

An absence is considered unexcused when the student:
• Does not have a valid written note to present at the time the READMIT FORM is issued
• Oversleeps
• Has transportation difficulties (not including late school busses)
• Is babysitting
• Is truant
Truanty: A student who is absent from school without the permission of the sponsor or parent, or who, after reporting to school, skips or leaves a class without an excused permission, is truant.
  - Each period missed by a student will result in a detention. In addition, parents will be notified.
  - If a second incident occurs, the student may be restricted from all after-school activities for 5 days, receive double detention and/or may be assigned in-school suspension or Saturday School.

MONITORING STUDENT ATTENDANCE/EXCESSIVE SCHOOL ABSENCE

- Students who are not physically present in school because they are hospitalized, or otherwise receiving homebound services, are excluded from identification of excessive school absence.
- Student attendance is calculated based upon the date of enrollment in a DoDEA school, which may occur anytime during the school year.
- After 5 cumulative absences (excused or unexcused) in a semester, the school administrator shall review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Consideration shall be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. If appropriate, a referral shall be made to the SST, an intervention plan may be developed by the SST to support the student's advancement for the current school-year (elementary and middle school) or, successful completion of course credit (secondary).

- If appropriate, after 7 cumulative absences (excused or unexcused) in a semester, the SST is convened to review the student's academic and social emotional progress and if appropriate, develop or revise the intervention plan. When appropriate, the principal shall request Command assistance to ensure that appropriate action or services are implemented to improve school attendance.

a. At-risk Students.
   Students identified as at-risk students who are identified by school administration or the SST as such for not fulfilling the grade or course standards, who shall be monitored throughout the school year, and the SST reconvened as necessary, to consider the student's unique circumstances and determine what additional educational supports are needed, such as:
   - Meeting with parent or sponsor.
   - Command assistance.
   - Participation in make-up class(es).
• Recommendations, which may include the establishment of an attendance plan for the following school-year, by the SST.

b. Middle School Students.
The school administration shall meet with the parent or sponsor to discuss the student's educational, social and emotional development during the current school-year and develop an educational plan that may include non-routine placement, in accordance with DoDEA Regulation 2000.03 (Reference (e)). The grade level placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student.

c. Secondary Students
• Separate from any discipline that may be imposed, students with excessive absences may be subject to loss of course credit.
• Students may lose credit when they have accumulated 7 or more unexcused absences in a class or course during a semester.

The administration will verbally warn the student and parent or sponsor (via email or written notification) of possible loss of credit after 3 unexcused absences. As appropriate, the administration will meet with the parent or sponsor to discuss the student’s educational progress.

• Notification. The administration will send notification (via email or written notification) of possible loss of credit to a parent or sponsor of students who have 7 unexcused absences during a semester. The school principal shall conference (in person or telephonically) with the student, together with his/her parent or sponsor, to discuss the reasons for the absences, consider the student's unique circumstances, and discuss the possible loss of credit and options for making up the credit. If credit will be denied the principal shall provide official written notification to the parent or sponsor.
• Grade Level Placement and Loss of Credit. The grade level placement of students and loss of credit will be considered on an individual basis in accordance with Reference (e). Decisions will reflect the best interests of the student.
• Appealing Loss of Credit.
• Students may appeal their loss of credit by submitting a written petition to the school principal within 10 days of official written notification.
• The appeal process must include a discussion between the classroom teacher(s) and principal.
• As appropriate, the SST is responsible for developing an intervention plan to support the student’s successful completion and advancement for the current school-year.

TARDY POLICY

AFNORTH International School does not have ringing bells during the school day as there are four nations with six different bell schedules for the elementary, middle, and high schools. The school clock is on the European synchronized system, thus all students are expected to be in their classes ready to work at the beginning of each class. Students are considered tardy to class if they are not in possession of a valid excuse or pass and arrive late to class.

Late Buses
When a school bus arrives after the beginning of school, students will report to the Main Office for a Late Bus Pass for admittance to class.

Late Arrival To School
Students who arrive late to school, but did not ride the school bus, will report to the Main Office with a written excuse from the sponsors. The students will sign in on the attendance sheet and will be given a pass to class. Students arriving late to class without valid written excuses will receive an unexcused tardy, which becomes a truancy unless a note is provided within one day to the Main Office.

TARDY Excused/Unexcused

a. Excused Tardy. Conditions that constitute an excused absence also constitute excused tardy.

b. Unexcused Tardy Tardy from school or a class without written verification from a parent or sponsor will be unexcused.

c. Excessive Tardy Five or more cumulative excused or unexcused tardies.

After 5 cumulative tardies (excused or unexcused) in a semester, the administration shall meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student’s academic and social-emotional progress. Consideration shall be made for the student’s unique circumstances to include illness, extensive medical appointments or procedures, or family circumstance.

Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.
• Students are expected to report to school each day on time and to report to all classes on time. Failure to do so constitutes tardiness.
• Students are responsible for making up all missed work when arriving late to class.
• Students missing less than half the school day will be counted present, but will be marked "tardy excused", or "tardy unexcused."

Tardy Protocol

Students are considered to be tardy to class if they are not in possession of a valid excuse or pass and arrive late to class.

1. Teachers should record all unexcused tardies after the 1st two weeks of the academic year.
2. Students will be assigned a detention on the third unexcused tardy. Students must remember that the tardies are across all classes – students receiving tardies in each of their classes can receive an after-school detention in one day.
3. All detention notices will be delivered to the students by the detention coordinator and an electronic copy will be sent to their parents.
4. If students are riding the after-school activity bus home after a detention at 17:30, they must remember to get their bus passes scanned on the day of their detention.

Consequences for tardies:

1. On the third tardy, the student will be assigned an after-school detention by the detention coordinator.
2. On the fourth tardy, the student will be assigned a double after-school detention by the detention coordinator.
3. On the fifth tardy, the student will receive a Saturday School referral to be run by the administrators.
4. Further consequences may be in-school or out-of-school suspension.
5. Students receive a clean slate for tardies every Quarter.

After-School Detention Protocol

1. Student must go directly to the detention room for their after-school detention.
2. Students should bring classwork material to work on during the detention.
3. If a student is late to detention or chooses not to attend one detention it will result in a double detention.

4. On the second no-show for a detention, this will result in a Saturday School Detention.
   a. If the student (for any reason) cannot attend a Saturday School detention, the parents must contact the school administrators to reschedule a Saturday School detention for their child.
   b. If parents choose not to comply with this policy then their command will be notified of non-compliance.

Saturday School: Saturday School is from 10:00-14:00. Parents will be notified via email, written note, and phone call at least one week (5 school days) prior to the scheduled Saturday Detention. A student who does not serve the Saturday Detention will be suspended from school on the Monday following the scheduled Saturday Detention.

Administrative Actions

The classroom teacher is responsible for taking attendance each class period during the regular school day. Each teacher must maintain accurate records since these are the official records of student attendance. All data will be recorded using the ASPEN data management system.

School administration shall monitor daily attendance data to identify students who frequently arrive late to school. Appropriate interventions may be developed to improve on-time arrival to school, taking into consideration the student’s unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

Sponsors will be contacted about student absences/tardies. School personnel will take appropriate administrative action concerning excessive or unexcused absences/tardiness. A concerted effort will be made to prevent and remedy truancy in the early stages. After-school detention, loss-of school/student activity privileges, temporary removal from class, in-school suspension, Saturday School are disciplinary measures which may be used. In addition, there are other approved techniques and procedures used by counselors and teachers to reduce the frequency of unexcused absences and tardiness. Frequent truancy places the student in a status that would require more serious disciplinary measures, including suspension.
ACADEMIC ACHIEVEMENT

DoDEA (US Courses) Grading Scale

The DoDEA grading scale below is applicable to all students enrolled in the US section. While there are many different grading scales used throughout the United States as well as other countries, DoDEA has a clearly established grading scale that all DoDEA schools are to use.

<table>
<thead>
<tr>
<th>Description</th>
<th>Grade</th>
<th>Scale</th>
<th>Regular Point</th>
<th>AP Weighted Point Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Excellent</td>
<td>A+</td>
<td>97-100</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>Excellent</td>
<td>A</td>
<td>93-96</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>Excellent</td>
<td>A-</td>
<td>90-92</td>
<td>4.0</td>
<td>5.0</td>
</tr>
<tr>
<td>Above Average</td>
<td>B+</td>
<td>87-89</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Above Average</td>
<td>B</td>
<td>83-86</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Above Average</td>
<td>B-</td>
<td>80-82</td>
<td>3.0</td>
<td>4.0</td>
</tr>
<tr>
<td>Average</td>
<td>C+</td>
<td>77-79</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Average</td>
<td>C</td>
<td>73-76</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Average</td>
<td>C-</td>
<td>70-72</td>
<td>2.0</td>
<td>3.0</td>
</tr>
<tr>
<td>Below Average</td>
<td>D+</td>
<td>67-69</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Below Average</td>
<td>D</td>
<td>63-66</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Below Average</td>
<td>D-</td>
<td>60-62</td>
<td>1.0</td>
<td>2.0</td>
</tr>
<tr>
<td>Effort</td>
<td>E</td>
<td></td>
<td>1.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Failing</td>
<td>F I</td>
<td>Below 60</td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Incomplete</td>
<td>WP</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Withdraw</td>
<td>WF</td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Passing</td>
<td>P</td>
<td></td>
<td>0.0</td>
<td>0.0</td>
</tr>
<tr>
<td>Withdraw</td>
<td></td>
<td></td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Failing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pass(Pass/Fail course)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Each grade is given a quality point value.

a. Pluses and minuses (“+” and “−”) are used to denote slightly higher or lower grade marks, but do not affect grade point average. For example, a “B+” and “B” are assigned the same point values when computing grade point average.

b. “I” for ‘Incomplete’ may be given to a student when the student has not completed the required assignments of a course because of late entry, prolonged illness or excessive approved absence from school. The student has no more than two weeks to turn assignments in, unless prior arrangements with the teacher have been made. The grade of “I” will not be recorded in the student’s permanent transcript.
c. “P” for Passing may be given for credit by examination. Such courses are applied to graduation requirements, but are not used when computing grade point average.

All students accumulate grade point averages. Grade point averages (GPA) are the sum of all point values earned divided by the total number of credits taken. Remember, incomplete grades negate your correct averages. However, students who take Advanced Placement courses receive weighted quality point values to their grades.

**WEIGHTED GRADES**

1. We do not offer an International Baccalaureate (IB) program.
2. Advanced Placement (AP) course grades are weighted as the student has also taken the respective AP exam for that class.
3. Weighted grades are used for the calculation of grade point averages, class rank and the honor roll.
4. Weighted grades from non-DoDDS schools will be accepted.
5. An asterisk (*) by the course title indicates a weighted grade was received for the course. The Cumulative Summary incorporates any weighted grades received.
6. Honors courses grades are not weighted.

DoDEA does not weight honors classes and does not assign a weighted grade when computing GPA on incoming transcripts from previous schools. AP and second year higher-level IB classes do carry a weighted grade as long as the student has also taken the respective AP or IB exam for that class.

Many stateside school districts do not assign weighted grades to honors courses because the standards are unclear, content not well-defined, and academic rigor is not assured. When students transfer to these schools, the weighting is removed.

The DoDEA current policy is the result of research on best practices in stateside schools. The intent is to protect our students from the unfair advantage gained when a student enters a DoDEA school with a variety of weighted grades from a range of courses carrying the designation of “honors.” GPAs reported on high school transcripts are often recalculated using internal methods by the colleges and universities because of the varying standards used by high schools across the nation. Many factors are considered when assessing students for admissions to include academic rigor, SAT/ACT scores, participation in extracurricular activities, and GPA. DoDEA-HQ will work with each area to ensure consistent data entry and recalculation of GPAs as necessary.
Grade Level Placement

- To be enrolled in Grade 6, 7, 8, or 9 you must have completed the previous grade.
- To be enrolled in Grade 10, you must have earned a minimum of 6 credits in grade 9.
- To be enrolled in Grade 11, you must have earned a minimum of 12 credits in grades 9 & 10.

CREDIT FROM OTHER SCHOOLS

Students who transfer to AFNORTH International School from other accredited schools will receive credit from these schools at face value. In cases where a transfer is in the middle of a grading period, the work being done at the time of transfer will be averaged with the work completed here to determine the grade at the end of the current reporting period. Students must be in attendance at least 20 instructional days in order to grant credit.

SCHOOL RECORDS

Persons other than authorized school officials will not have access to student records without the written permission of parent and/or student. Exceptions may be necessary when a student’s record is formally requested by an authorized investigative agency. Under provisions of the No Child Left Behind Act, schools are required to provide military recruiters access to the names, addresses and phone numbers of our high school students. Parents and students may request a non-disclosure form that will deny access to personal information by military recruiters. The form will be kept on file in the Registrar’s office.

PARENT ACCESS TO GRADE SPEED

All U.S. teachers at AFNORTH International School use the teacher grading program called Grade Speed. This program allows parents to monitor their child’s academic progress on a regular basis. The instructions of how parents can access the program at home are below. Please note: Teachers do not enter grades every day. Teachers are required to enter grades once a week. For detailed information and access to Grade Speed, you can go to the AFNORTH MS/HS webpage or click the link below.

https://dodea.gradespeed.net/pc/Default.aspx

Directions to create an account:
- Go to https://dodea.gradespeed.net/pc/
- Make sure the district is set to Department of Defense Europe
Click where it says "Click Here to Sign Up"
Follow the rest of the directions on the site to create the account
Be sure to add your student (child/children)
Once you create an account it will be pending until approved, which generally takes a few days.

(Please note: Canadian teachers do not use GradeSpeed. Parents of students who are enrolled in classes that are taught by Canadian teachers are asked to contact the teacher to receive grade updates).

Mid-Quarter Progress Reports

Mid-Quarter Progress Reports will be sent to parents at the mid-point of each quarter.

DODEA Quarter/Semester Report Cards

Report cards are the means of providing regular written communication of academic achievement to parents and students. Copies of report cards will be retained in the student’s file. Report cards will be mailed home at the end of each quarter. Grades achieved in a semester are to be used only in calculating that semester's final grade.

Parent-Teacher Conferences

Parents who would like to discuss their child’s progress are encouraged make an appointment by calling the U.S. section at +31 (0)45-527-8260.

Standardized Testing

Several standardized tests are administered during the year. Students will be notified through the daily bulletin of deadlines, costs, and application details. Tests include, but are not limited to: PSAT, ACT, SAT I & II, Ontario Literacy Test, Terra Nova, ASVAB, Algebra I – End of Course, Advanced Placement, Communications Arts Assessments, BAM and the Grade 9 Ontario EQAO Math test. The following will give a brief description of the some of the above tests:

PSAT-Preliminary Scholastic Aptitude Test: Pre-test to the SAT; including skill level in math and verbal reasoning. The following students will take this test: AVID, Honors English 9, students in grade 10 and 11. The fee is paid for by DoDEA for US students only. All others must check with the test coordinator for current fees.
ACT-American College Test: The student can register for this test at www.act.org. This test is given Saturdays throughout the school year. This test
(or the SAT) is required for entrance into American colleges and universities. It indicates the success rate for the first year college/university. The ACT focuses on verbal and reasoning skills.

SAT-Scholastic Aptitude Test: This test is for any student who registers at www.collegeboard.com. The test is given on Saturdays throughout the school year. This test (or the ACT) is required for entrance into American colleges and universities. The test indicates success rate for the first year in college/university. The SAT focuses on verbal and math reasoning skills.

AP-Advanced Placement: This test is required for ALL students enrolled in an AP class at AFNORTH International School and covers the material from the class taken. The cost is paid for by DoDEA for U.S. entitled or DND for Canadian students. Tuition Paying, non-owing nation students, students not enrolled in the AP course, or students not enrolled at AIS are responsible for their own costs.

**Advanced Placement Examination/Weighted Course Credit**

A student enrolled in an Advanced Placement course at AFNORTH International School must take the Advanced Placement Examination for the course enrolled.

Advancement Placement (AP) Exam fees are paid by DoDEA. Individual schools will pay Alternate Exam late testing fees and non-participation fees when the reasons for rescheduling or non-participation are beyond the student’s control and/or the result of a school decision. Payment criteria in these cases:

- is approved by the Principal;
- In accordance with College Board/AP fee waiver policy;
- In accordance with College Board/AP “not approved” alternate Exam testing list.

The student/sponsor will be responsible for all other Alternate Exam late testing fees and non-participation penalty fees. Parents/sponsors will submit a check for these fees, made out to AP/College Board, not to the school principal. The examination fee may be paid for by the school depending upon enrollment category and/or national orientation. Please contact the school’s counselors or administrators for details.
<table>
<thead>
<tr>
<th>Courses</th>
<th>9th Grade Freshman Year</th>
<th>10th Grade Sophomore Year</th>
<th>11th Grade Junior Year</th>
<th>12th Grade Senior Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language Arts</strong></td>
<td>Language Art 9</td>
<td>Language Arts 10</td>
<td>Language Arts 11</td>
<td>Language Arts 12</td>
</tr>
<tr>
<td></td>
<td>Honors Lit 9</td>
<td>Honors Lit 10</td>
<td>AP English Language</td>
<td>AP English Lit</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>World History-</td>
<td>World History:</td>
<td>United States History</td>
<td>US Government</td>
</tr>
<tr>
<td></td>
<td>Civilizations</td>
<td>Modern World</td>
<td>AP US History</td>
<td>AP Government and</td>
</tr>
<tr>
<td></td>
<td>Honors World</td>
<td>Honors World History 10</td>
<td></td>
<td>Politics</td>
</tr>
<tr>
<td></td>
<td>History 9</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>Algebra I</td>
<td>Geometry</td>
<td>Algebra II</td>
<td>AP Calculus</td>
</tr>
<tr>
<td></td>
<td>Geometry</td>
<td>Algebra II</td>
<td>Algebraic Modeling</td>
<td>Algebra II</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Algebraic Modeling</td>
<td>Math Analysis</td>
<td>Math Analysis</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Discrete Math</td>
<td>Discrete Math</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>Chemistry Applications</td>
<td>Biology</td>
<td>Chemistry I</td>
<td>Chemistry I</td>
</tr>
<tr>
<td></td>
<td>Physics Applications</td>
<td>Chemistry I</td>
<td>Physics</td>
<td>Physics</td>
</tr>
<tr>
<td></td>
<td>Biology</td>
<td>Physics</td>
<td>Anatomy and Physiology</td>
<td>Anatomy and Physiology</td>
</tr>
<tr>
<td></td>
<td>(concurent enrollment</td>
<td>Chemistry Apps</td>
<td>AP Biology</td>
<td>AP Biology</td>
</tr>
<tr>
<td></td>
<td>in Geometry)</td>
<td>Physics Apps</td>
<td>AP Chemistry</td>
<td>AP Chemistry</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AP Physics</td>
<td>AP Physics</td>
</tr>
<tr>
<td><strong>PE &amp; Health Semester</strong></td>
<td>Personal Fitness-PE</td>
<td>Physical Activity &amp;</td>
<td>Start First Level or</td>
<td>Complete 2nd Level</td>
</tr>
<tr>
<td>Classes</td>
<td>Life Time Sports-PE</td>
<td>Nutrition-PE</td>
<td>Continue With Higher</td>
<td>or Continue with</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Health</td>
<td>Level</td>
<td>Higher Level</td>
</tr>
<tr>
<td><strong>Second Language</strong></td>
<td>French, German,</td>
<td>Start First Level or</td>
<td>Start First Level or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spanish</td>
<td>Continue With Higher</td>
<td>Continue With Higher</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Level</td>
<td>Level</td>
<td></td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>Band</td>
<td>Fine Arts Electives</td>
<td>Fine Arts Electives</td>
<td>Fine Arts Elective</td>
</tr>
<tr>
<td></td>
<td>Beginning Chorus</td>
<td>Band (repeatable)</td>
<td>Studio Art</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Drama</td>
<td>Advanced Chorus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fundamantal Arts</td>
<td>(repeatable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Digital Photography</td>
<td>Drama (repeatable)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sculpture/ Drawing/</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Career Technical</strong></td>
<td>Personal Finance</td>
<td>CTE Electives</td>
<td>CTE Electives</td>
<td>CTE Electives</td>
</tr>
<tr>
<td>Education</td>
<td>Gaming Tech</td>
<td>Arch Design-CAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Engineer Drawing</td>
<td>Engineer Design &amp; Tech</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>(CADD)</td>
<td>II</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Video I</td>
<td>Video II</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Interactive Multimedia</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Applied Tech.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>AFROTC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Computer Animation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>Yearbook, Robotics,</td>
<td>Yearbook, Robotics,</td>
<td>Yearbook, Robotics,</td>
<td>Yearbook, Robotics</td>
</tr>
<tr>
<td></td>
<td>Math Lab, etc.</td>
<td>Math Lab, etc.</td>
<td>Math Lab, etc.</td>
<td>Math Lab, etc.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## DODEA Graduation Requirements

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Required Credits</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Language Arts 9-12</strong></td>
<td>4</td>
<td>Note: 2 credits of AP English can replace LA 11/12</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Note: 2 ESL credits can be substituted for 2 credits</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>3</td>
<td>Recommend 4 credits for college preparation</td>
</tr>
<tr>
<td>1 Credit World History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Credit U.S. History</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0.5 Credits U.S. Government</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Mathematics</strong></td>
<td>3</td>
<td>Note: Third credit must be a higher math such as Algebraic Modeling,</td>
</tr>
<tr>
<td>1 credit each of Algebra I and Geometry</td>
<td></td>
<td>Discrete Math, Financial Literacy, Math Analysis, AP Calculus</td>
</tr>
<tr>
<td></td>
<td></td>
<td>or AP Statistics</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>3</td>
<td>Note: Chemistry Apps or Physics Apps will meet science requirements</td>
</tr>
<tr>
<td>1 credit of Chemistry or Physics</td>
<td></td>
<td>Note: Biology, Chemistry I and Physics are recommended for college</td>
</tr>
<tr>
<td>1 credit of Biology</td>
<td></td>
<td>preparation</td>
</tr>
<tr>
<td><strong>Second (Foreign) Language</strong></td>
<td>2</td>
<td>Note: 3 credits recommended with 2 credits earned during grades</td>
</tr>
<tr>
<td>2 credits of the same language</td>
<td></td>
<td>9-12 or 2 credits in two language</td>
</tr>
<tr>
<td><strong>Career Technical Studies</strong></td>
<td>2</td>
<td>Note: Minimum of 0.5 credit computer required</td>
</tr>
<tr>
<td><strong>Fine Arts</strong></td>
<td>1</td>
<td>Music, Drama, Art or Humanities</td>
</tr>
<tr>
<td><strong>Physical Education &amp; Health</strong></td>
<td>2</td>
<td>0.5 credit each class listed below:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Personal Fitness-PE, Life Time Sports-PE, Physical Activity</td>
</tr>
<tr>
<td></td>
<td></td>
<td>&amp; Nutrition-PE and Health</td>
</tr>
<tr>
<td><strong>Electives</strong></td>
<td>6</td>
<td>Credits may be from any subject area</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS REQUIRED for DoDEA Diploma</strong></td>
<td>26</td>
<td>Cumulative Grade Point Average of 2.0</td>
</tr>
</tbody>
</table>

**DoDEA Honors Diploma**

Complete 4 AP Classes & Exams
Cumulative Grade Point Average of 3.80 or higher
GRADUATION
The school’s official celebration honoring our graduates is held in June. Students must maintain 2.0 GPA or better in order to graduate. The school reserves the right, with consultation from seniors and their parents, to determine the site, program and the official dress for the graduation ceremony. Requests for exceptions or changes to any of our requirements or program will not be made without the approval of the principal. No requests for changes will be considered after 1 May.

EARLY GRADUATION
Although DoDEA does not encourage students to graduate from high school in less than four years, early graduation is sometimes approved due to extenuating circumstances. Families considering requesting approval for early graduation must begin planning early in the four-year course of study. Early graduation must be requested and approved not later than the month of April prior to the student’s last year of high school. Additional credit needed to complete graduation requirements may be earned by taking a correspondence course approved by the North Central Association of Schools and Colleges. Parents must pay the cost of a correspondence course. AIS reserves the right to establish grade point and subject requirements for students graduating early.

HONORS DIPLOMA
To earn a DoDEA Honors Diploma, a student must earn passing course grades and take the requisite exams in a minimum of four (4) Advance Placement (AP) courses. The student must also obtain a cumulative GPA of 3.8 or higher, calculated from the grades attained at the end of the second semester of the graduating year, based on DoDEA’s grade point average calculation.

REQUESTS FOR TRANSCRIPTS
Copies of high school transcripts may be requested when withdrawing a student from school. Official transcripts will be sent at the request of the subsequent school the student attends. To insure the timely preparation of transcript copies, withdrawal requests should be made to the Registrar at least two weeks prior to checkout.

Transcripts are maintained at the school for five years. After that time transcripts are retired to the:

DoDEA Records Center Telephone: (706) 545-4785
DDESS DSO Fax: (706) 545-1239
201 Custer Road, Bldg. 2670
Fort Benning, Georgia 31905
COLLEGE APPLICATIONS AND FINANCIAL AID

With thousands of American colleges and universities having various requirements, each student planning to attend college should get informational catalogs or online resources from target schools at the earliest possible date. The counselor can help students begin writing to schools, completing applications for admission and financial aid, and assuring that their high school academic plan corresponds with college requirements.

Scholarships are available from a number of generous communities, public and private sources. Announcements and reminders about scholarship availability are made regularly through the daily bulletin.

Career Practicum

Work-based learning and educational strategy that provides students with a range of experience that are intended to help students to extend and deepen their classroom work towards career exploration, preparation, and practicum.

Virtual School

DoDEA Virtual High School offers a variety of distance learning courses including advanced placement classes via engaging synchronous and asynchronous instruction.

SEMINAR PERIOD

The Seminar period is to be used for academics. Students may complete assignments, take tests or quizzes missed while absent, receive assistance from teachers or counselors, use the library or computer labs, read, study, assist with peer tutoring or peer meditation. Students are expected to be on task and be considerate of students who are working on individual projects or taking assessments during this period.

Sustained Silent Reading will be held for all students during the last 30 minutes of each seminar period. Students may bring a book from home or the library, a textbook, or books supplied by the teacher. Failure to use this reading time appropriately will preclude the student from leaving the classroom for future seminar periods. Continued misuse of this time may result in administrative action.

A second purpose for the Seminar Period is class meetings, assemblies, club activities, school pictures, health screening or other school events. This allows students to become involved in extra-curricular activities without disrupting classes for which they are receiving grades.
Attendance Procedures for the Seminar Period:
All students are to report to their seminar teacher at the beginning of seminar 14:00 with all materials needed for seminar study and with a book for silent reading. Students must use their Seminar Card to go from one seminar to another. All students are to return to their assigned seminar class no later than 14:55 for SSR (Sustained Silent Reading).

SEMINAR PASS: To go to a location other than the assigned seminar room, students must present their seminar teacher with a written note or other notification from the content teacher (or from the receiving teacher.)

Seminar Card/Pass Procedures:
1. The student is to obtain a written Pass Request, in his/her agenda booklet/student planner, from the requesting content teacher. This must be done prior to seminar class.
2. Student obtains his/her Seminar Card from seminar teacher
3. Student must sign-out of seminar class on a sign-out sheet before leaving class
4. Receiving teacher initials the Seminar Card, specifying the arrival time of the student.
5. When a student leaves the receiving teacher’s classroom, the student must obtain the teacher’s initials specifying departure time.
6. The Seminar Card is returned to the Seminar teacher

Normally students determine what they will do academically during the Seminar Class; however, teachers may require a student to come to their room for required assistance, to make up work, testing, etc., particularly if the student is failing.

RESEARCH PASS: Students who use the library for research purposes must obtain a Research Pass from the teacher requiring it before the seminar period begins. Students will not be released to go the library from Seminar without a Research Pass.

USE OF LIBRARY:
Seminar teachers may permit no more than 2 students at one time to be out of Seminar on a library pass for the purpose of returning/checking out a book. Students should not be out of Seminar for more than 10-15 minutes on a library pass. Students should normally not be permitted to use Seminar period frequently to go to the library for this purpose.

Important Note: All school rules and policies for attendance, tardiness, requirement of a hall pass, acceptable behavior, etc. apply to the Seminar Period and will be enforced by teachers and administrators.
The parent and the student are responsible for course selection. With parental agreement, each student chooses his/her courses from the list of available classes. Courses that meet graduation requirements should be selected before elective courses. Each student should consult with his/her parents and teachers and confer with the counselor whenever appropriate in the process of course selection. An appointment may be arranged by calling +31 (0)45-527-8260.

When courses have been selected for the school year, and a program of classes has been established, each student is responsible for attending all classes as scheduled.

COUNSELING SERVICES
The counselor is available to meet with students individually or in small groups. The counselor will help students with educational, personal, social, or scheduling concerns.

Class schedules may be changed only in accordance with the guidelines as stated.

Parents who wish to meet or talk with a counselor can phone the Middle School counselor at +31 (0)45-527-8264 or the High School counselor at +31 (0)45-527-8260 to discuss concerns or make an appointment for a conference.

Schedule Changes for Students / Changing or Dropping a Course

Students and parents have access to a generous amount of course information and have considerable time to make schedule choices during the initial scheduling procedure. Students are expected to abide by their selections. Subsequent changes must be justified. A student requesting a course change must present a parent-signed change request form to the counselor. Every effort will be made to honor requests that are workable and in the student’s best educational interest. Approved course changes within the first two weeks of a semester are made without penalty.

Steps for making schedule changes for students already enrolled:
1. Student or teacher contacts counselor.
2. Counselor and student have a meeting—possibly with the teacher.
3. Schedule change application is given to student for signature (parent approval as appropriate), involved teachers also sign -- both gaining and losing teachers.
4. Signed schedule change application is returned to counselor and counselor changes schedule.
Withdrawal from Classes after 10 Days
In most cases, withdrawal from class after the first 10 school days is discouraged. If a student still decides to drop classes after the normal add/drop period, the following procedure is to be followed:

1. Sponsor/Parent and student must meet with the teacher whose class is to be dropped.
2. Sponsor/Parent will request the class change in writing.
3. Sponsor/Parent and student will be advised of the following:

Student will receive a grade of withdrawal and grade to date, i.e. W/D. This withdrawal grade will be listed on the student’s permanent transcript.
The student will then be placed in a staff assistant position for the remainder of the semester.
In a situation where the student needs a credit for graduation and he/she can be placed in another class, the teacher and Sponsor/Parent must both agree before this option can be implemented. Canadian students wishing to withdraw from Ontario credit courses must consult with Canadian Principal.

ELECTIVES
Six elective credits are required for graduation and are courses that allow students flexibility in choosing subjects in which they have an interest. Elective courses are chosen after consultation with the counselor to meet a student’s future educational and vocational needs. Students should check with their counselor upon registration to discuss career plans and begin a 4-year graduation plan that includes all necessary classes for graduation.

PARTIAL SCHEDULES
A senior may request a partial schedule ONLY with a written parent request and administrative approval. A counselor must work out the schedule in advance that includes all necessary classes for graduation. Partial schedules will be approved only if a student is currently employed or for a medical or family emergency.
ACCELERATION PROGRAM

Acceleration is the process by which a student is afforded the opportunity to complete required assignments/work in advance for the purpose of receiving semester credit/Carnegie unit. Acceleration is granted only to a student who is departing within the official 20-day grace period due to Permanent Change of Station (PCS) move, for reintegration block leave, or due to extenuating circumstances, which have been granted pre-approval by the Principal. Any student departing AFNORTH International Middle/High School for reasons other than those described above will not be provided an opportunity to accelerate. Students who are leaving prior to the 20 days or who are not PCSing or who have not been granted approval to accelerate will receive withdrawal grades-to-date. The following guidelines have been established to facilitate the early release of students (sometime within the last 20 instructional days of the first or second semester) due to acceleration.

Conditions and Procedures for Acceleration:
The sponsor or parent must:

- Present PCS orders or a written request, signed by the sponsor and sponsor’s commander, (if an emergency situation or orders are not yet available) to the registrar AT LEAST 30 DAYS PRIOR TO DEPARTURE DATE.
- There are fewer than 20 school days left in the semester before the departure date

QUESTIONS RELATING TO ACCELERATION SHOULD BE ADDRESSED TO THE REGISTRAR at +31 (0)45-527-8260.

FAMILY TRIPS WILL NOT BE APPROVED THE LAST TWO WEEKS OF THE SEMESTER.

1. Inform the School Registrar as soon as possible of the pending PCS assignment or other mission-required contingency. Parents or sponsors must submit a copy of their PCS Orders to the School Registrar upon receiving them.
2. Inform the school, in writing, of the necessity for early release based upon other mission required contingencies.
3. Attend an acceleration meeting with the teachers, at which time the teachers will explain to parents and student which assignments have to be completed in order for the student to receive 1st or 2nd semester credit in their class. (Usually middle school teachers give middle school students their grade to date for the semester grade.)
4. All assignments must be turned in two (2) class days before the student’s last day in school. No exams will be scheduled on the student’s last day of school. Exam dates and times will also be chosen at the acceleration
5. Work not accomplished by this date will be graded “F” and entered into the student’s record. The final class grade will be based upon all work assigned for the grading period in which the student is released early.

These guidelines are intended to help the student’s PCS move be a little easier. Everyone, including students, knows this can be a difficult time. However, with some planning and advance work a lot of the frustration and stress can be reduced or eliminated. The school is here to assist, wherever possible, and within the guidelines established by the school. In addition to the foregoing guidelines, students will be required to formally clear from school before departure. The school registrar will assist in this final clearance.

**ADDITIONAL SERVICES/PROGRAMS**

**Academic Games:** School academic teams compete against each other in tournament format. The format is patterned after the College Academic Bowl. The team of four answers questions reflecting a broad high school curriculum to include the subjects of math, science, social studies, history, culture, language arts, and literature.

**AVID:** Advancement Via Individual Determination is a college-readiness program which is designed to increase the number of students who enroll in four-year college.

**Berlin Seminar for Students:** Throughout DoDDS-E, Seniors only are invited to apply for participation in this event. It is held from in January at the Konrad-Adenauer Stiftung in Berlin. American and German students work together to achieve cultural understanding, using Berlin as a case study.

**Creative Connections:** Creative Connections is a weeklong Fine Arts workshop for students. The art, music, and drama instructors first select students locally. Applications are forwarded to the DoDDS regional office where they undergo a rigorous second screening. Students who are selected spend a week studying in one of the ten workshops instructed by professional artists, dancers and actors from Europe and the United States. Interested students who wish to apply for Creative Connections should contact their fine arts instructor for details and application information during the fall semester.

**ESL (English as a Second Language):** Program for students who are non-native English speakers.

**Gifted Education Program**

Students who perform or show potential for performing at remarkably high levels of accomplishment when compared with others of their age, experience, or environment are considered by the Gifted Review Committee for placement in the gifted program at AFNORTH. Differentiation within classes and
acceleration in Algebra, Geometry, and Foreign Languages are options for gifted students in the Middle School. Differentiation, such as Honors English, and Advanced Placement courses in Calculus, Biology, Chemistry, Physics, English, Government, and United States History are options for gifted high school students. Artistically gifted students may also choose among several fine arts courses, such as Band, Chorus, Drama, and Art. Competitions throughout the academic year allow for submission of original work, models, designs, and/or performances.

Student referral to the Gifted Review committee may be accomplished through:

- Screening of Terra Nova scores and other available data.
- Nomination by teachers, guidance counselors, parents or guardians and self-nomination.
- Transfer records indicating eligibility.
- Once a referral has been made, parent or guardian permission for further review must be received prior to assessment and committee review. An eligibility decision for each candidate is made through a review of the student’s assessment profile. Students interested in being considered for the Gifted Program are encouraged to keep, and make available, a portfolio of their work. For more information, please see the Guidance Department.

Honors Music Festival: The Honors Music Festival program offers 60 student instrumentalists and 80 vocalists the opportunity to gather for 5 days to study a variety of band and choral music. After a period of intensive rehearsals conducted by two of America’s finest conductors, the students present a concert with a combined band and choral finale. The concert is performed in the Kurhaus in Wiesbaden, Germany, a large audience of both Americans and Germans.

International Student Leadership Institute (ISLI): The focus of the 6-day ISLI is the instruction and development of leadership skills with students from DoDDS, the host nation, and international community schools. The faculty selects students who represent the school. The student participants at the Institute are expected to contribute to the roles of learner, planner, investigator, contributor, and team member.

Jazz Seminar: The Jazz Seminar incorporates 28 student instrumentalists and 6-8 vocalists who focus on the study of jazz. The students, under the direction of major musicians/educators, have the opportunity to listen, read, perform, and improvise jazz music. The culminating activity for the seminar is a series of jazz concerts presented by the students for the local community and schools. The seminar and concert are usually held in January each year.
Junior Leadership Seminar (JLS): Junior Leadership Seminar is a 6-day event designed to identify and develop leadership skills for use in middle school students (7th graders).

Model United Nations: MUN teaches parliamentary procedure and skills of debate, while keeping students abreast of the vital issues gripping the world today. The culmination of a semester of intensive classroom practice and research is participation in the Prague Model United Nations (PRAMUN) or The Hague International Model United Nations (THIMUN) conference in January. There, students participate in a mock UN session, along with other students from around the world. MUN offers excellent opportunities for students to improve leadership skills and expand their global awareness.

Model United States Senate: MUSS is for students interested in controversial issues, current events, and debate. Students in grades 9–12 role play United States Senators, lobbyists, and members of the executive branch in a simulation of the Senate. Participants research a wide variety of contemporary issues and prepare bills for discussion and debate. Parliamentary procedures used in legislative debating are an essential part of the debate and are easy to learn. In short, MUSS provides a forum for students to use a wide range of communication skills as they seek to promote and pass legislative proposals in a dynamic and challenging simulation. If you like to argue the issues, MUSS is for you!!!

National Honor Society: Membership in the National Honor Society is open to sophomores, juniors, and seniors who have attended AFNORTH M/HS for one year. Students must exhibit excellence in character, leadership, and service in the school and community. Students who are selected must maintain a semester average of 3.5.

National Junior Honor Society: Membership in the National Honor Society is open to students in the second semester of 6th grade, or in grades 7 through 9 who have attended AFNORTH M/HS for one year. Students must exhibit excellence in character, leadership, and service in the school and community. Students who are selected must maintain a semester average of 3.5.

Robotics: The Robotics Engineering course teaches high school students the engineering/design process using mechanisms, machines, and robotic systems, as well as pre-employment and employment skills.

Senate Youth: The United States Senate Youth Program, established in 1962 by U.S. Senate Resolution, is a unique educational experience for outstanding high school students interested in pursuing careers in public service. Two student leaders from each state, the District of Columbia and the Department of Defense Education Activity will spend a week in Washington experiencing their national government in action. Student delegates will hear major policy
addresses by Senators, cabinet members, officials from the Departments of State and Defense and directors of other federal agencies, as well as participate in a meeting with a Justice of the U.S. Supreme Court. In addition to the program week, the foundation grants each of the 104 student delegates a $5,000 college scholarship with encouragement to continue coursework in government, history and public affairs. Transportation and all expenses for Washington Week are provided by the foundation; no government funds are utilized.

Showcase Anthology: Showcase is an anthology of original art and literature submitted by DoDSS students from pre-school through grade 12. Works included in the annual publication are vetted through a screening committee. Only those determined most worthy and publishable are included in the final printing.

Special Education/Learning Support
Students who experience difficulty in the classroom for various reasons are sometimes referred to the Case Study Committee (CSC). The function of the CSC is to screen, assess, and determine the proper educational program to fit the individual needs of each student who qualifies for special education. AFNORTH Middle/High School believes that a child should be in the least restrictive environment; all mainstreaming possibilities are explored and tried during the referral process. Any decisions made regarding special education for the child are determined by the CSC. The parents are primary members of that committee. No decision will be made regarding educational placement without parent participation. U.S. parents contact +31 (0)45-527-8377 and Canadian/International parents contact the Canadian office at +31 (0)45-527-8201.

STEMposium: STEMposium is a weeklong experience in problem-solving and engineering. The event is designed to introduce 90 DoDSS-Europe students, from grades 9 to 11, to a real-world engineering scenario which requires the application of science, technology and math. Content area experts will present information, mentor and provide hands-on, practical experiences targeted at solving a multi-faceted, relevant and dynamic problem. Experts will also provide an opportunity for students to apply for summer internships in the United States. The goal of the STEMposium is to use practicing researchers, scientists and engineers to develop skills in team dynamics, adaptability, problem-solving, complex communications, systems thinking and self-management/self-direction within our students.

Student Council: The Student Council at AFNORTH M/HS is a forum through which students can voice their opinions and express their concerns to the administration. Also acting as a mediator between the various clubs and interest groups in the school, the Student Council helps organize the calendar of student events, encouraging participation from the whole student body.
Student 2 Student (S2S): S2S is an organization welcoming new students to AFNORTH M/HS. S2S members acquaint new students not only with the school, but the surrounding military and host nation communities as well. S2S activities offer new students the opportunity to become positively and actively involved at AFNORTH M/HS School from the first day they arrive.

SCHOOL/COMMUNITY GROUPS

AFNORTH Middle/High School Advisory Committee (SAC)
The major objective of the AFNORTH Middle/High School Advisory Committee is to contribute advice to the Principal on all matters affecting the various operations of the school. Topics include matters include school policies, instructional programs, budget, administrative procedures, pupil personnel services, educational resources, student standards of conduct, school meal programs, and other educationally related matters. Parents are welcome to attend all of the SAC meetings. Meeting dates and times are announced on the schools web page and in the monthly bulletin. Note: Issues pertaining to the facilities and maintenance are addressed by the Directorate Office.

Parent Teacher Organization (PTA)
Parents, teachers, and students are encouraged to attend the MS/HS PTA which represents both the elementary and middle/high schools. The combined fund- raising activities provide financial assistance, and the parent volunteers support a wide variety of student activities. Meeting dates and times are announced on the schools web page and in the monthly bulletin.

AFNORTH M/H School Booster Club
The AIS Boosters’ Club is comprised of parents, coaches and other community Members. The Booster Club provides funds through its many fund-raising activities (e.g., food booths, sweat shirts, buttons, etc.) to help support the AFNORTH M/H School Athletic Program. All parents are encouraged to join and participate in the Boosters’ Club fundraising activities. Meetings are held monthly and are open to all interested persons. Meeting dates and times are announced on the schools web page and in the monthly bulletin.

SPECIAL EVENTS

There are many special events at AFNORTH Middle/High School that are held regularly. These activities develop and promote a sense of unity, camaraderie, and loyalty that is very important to each student.
"SPIRIT WEEK" includes participation from each class decorating the school or float and ends with the annual Homecoming football game and dance.

The Winter Formal and the Junior/Senior Prom are the other two formal dances held for high school students.

Dances also are held for the Middle School students.

The involvement of students in the AFNORTH Middle/High School, the Student Council and the development of various international and intercultural activities promote strong intercultural awareness and friendships.

Academic field trips and international study trips accentuate the students' school year.

SCHOOL POLICY AND EXPECTATIONS FOR SOCIAL ACTIVITIES

School social functions are an important part of our extra-curricular program. The following guidelines should assist those concerned with scheduling, sponsoring, or chaperoning such activities.

ASSEMBLIES

Attendance at all assemblies, regardless of the subject matter, and at special school sponsored functions, is mandatory. Attendance carries with it the responsibility to be on time and to demonstrate the best possible behavior.

PEP RALLIES

PEP Rallies are organized by the High School Student Council for students in grades 9-12

DANCES

Every event must be sponsored by an approved student group recognized by the student council and school administration. The group must have a faculty sponsor and an adequate number of chaperones must be present.

All school rules are in effect at all school-sponsored dances. In addition, the following rules will be enforced at all school-sponsored dances:
The club or organization sponsoring the dance must submit an activity request form to the student council at least two weeks prior to the dance for approval by the assistant principal. Dances will not be authorized unless approved by the administration. No smoking will take place in the school, on school grounds, or in parked cars. No alcohol, tobacco, and other harmful drugs at any point during any school sponsored dance. A minimum of six (6) chaperones must assist supervision of students during the activity. The sponsor must provide a list of chaperones to the administration. The dance will be cancelled if appropriate chaperones are not present. The sponsor is also responsible for providing a copy of the rules and expectations for the dance to the chaperones. The dance area will be appropriately illuminated at all times. Unless otherwise specified/approved, all dances will be held in the cafeteria or the gym. All Middle School dances will conclude NLT 2100, except in rare circumstances (e.g., Homecoming, the Junior/Senior Prom, etc.). All dances will conclude NLT 2200, except in rare circumstances (e.g., Homecoming, the Junior/Senior Prom, etc.). The sponsoring organization is responsible for cleanup of the cafeteria or gym and the surrounding campus. Removal of all decorations and advertisements and replacement of lunch tables is also required. Dances are organized for AFNORTH M/HS students. Students may bring a guest to the dance only if written prior administrative approval is given at least one week before the dance. Visitors must be M/H school age and are required to abide the visitor procedure. Guest request forms are available in the main office. Students (and guests) will be expected to comply with the school dress policy (as stated in this handbook) while attending dances. Guests are subject to all school policies. Parent must be present to sign out the student, if the student is leaving before the end of the dance. Once a student leaves the dance, he/she may not re-enter. Students must check in as they enter and check out indicating the exit time. Please note that Middle School students may not attend High School dances and High School students may not attend Middle School dances. If a student is absent from school on the day of a dance, he/she will not be able to attend the dance.
GUEST AND VISITOR POLICY AND PROCEDURE

Visitors to our school are welcome. However, just as any place of business, the courtesy of advance notice is required if a visitor intends to visit a classroom, particular teacher or a specific area of the school. A permission form must be picked up in advance in the Main Office. The permission must be signed by teachers and parents and returned to the Main Office no later than 1503 the day before a guest visits the classroom. The visitor must check in and secure a pass that will then be returned at the end of the visit. Students are expected to assist and welcome our visitors. It is inappropriate to bring infants and small children into the school for visitation except for a special function. If visitors intend to participate in any school functions, such as a dance, special permission forms must be completed first.

The student requesting that a guest shadow them in class must complete a guest request form at least 1 week prior to the visit. This form must be signed by the student, sponsor, and an administrator as well as all teachers affected by the visit.

The AFNORTH student making the request will obtain a visitor form from their national office and complete the appropriate section of this form. The form will be returned to a school administrator a minimum of one week prior to the visit/dance. The administrator will approve/disapprove the request and notify the student.

Your student may acquire this form from the U.S. office.

If the visitor is visiting during the school day, the AFNORTH student will:
- Escort the visitor to their national office to receive a visitor’s pass, which will be worn by the visitor at all times.
- Be responsible for the conduct of the visitor. Make the visitor aware of the school expectations and will have the visitor remain with him/her at all times.
- Will introduce the visitor to each teacher prior to the beginning of class.

If the visitor is attending a school dance/function, the AFNORTH student will:
- Ensure the visitor abides by all school and dance expectations/rules
- Be responsible for the conduct of your guests.

School personnel reserve the right to remove the guest from the dance/function at any time.

Administration reserves the right to revoke the visitor access at any time.

► NO VISITORS WILL BE APPROVED DURING THE LAST WEEK OF SCHOOL. ◄
EXTRA-CURRICULAR SPORTS PROGRAMS

Eligibility Policy

PURPOSE:
This memorandum clarifies and establishes the academic eligibility policy for student participation in DoDDS Europe extra-curricular activities and in the DODEA-Europe Interscholastic Athletic Program (IAP). The purpose of this policy is to ensure uniformity, promote good sportsmanship, and achieve sound educational objectives within the DODEA Europe IAP and extra-curricular programs.

APPLICABILITY AND SCOPE POLICY

1. Eligibility to participate in inter-scholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades will be used to determine eligibility for the fall and spring sport/activity seasons. First quarter grades will be used to determine eligibility for the winter sport/activity season. This policy will ensure that all students are on track to meet graduation requirements.
2. The initial eligibility for the activity or sport season will be determined by the semester or quarter grades as outlined.
3. All students will be monitored for F’s on a weekly basis throughout the activity or season. Students who have more than one failing grade in the classes in which they are enrolled will be ineligible for competition/participation. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team/activity. Grades during the period of monitoring will be cumulative from the beginning of each quarter. If a sport season or activity carries over from one quarter to the next then the quarter grades will be used to determine eligibility for the week following the end of the quarter.
4. All incoming Ninth grade students are eligible for the fall sports/activity season if they are not failing more than one class weekly.
5. Students who participate in activities, for which air travel tickets are purchased, other than athletics, such as Honors Band and Choir and Creative Connections, cannot be declared ineligible within three weeks prior to the event.
6. STUDENTS WHO DO NOT MEET THE GPA REQUIREMENT: Students may request reinstatement of eligibility after three weeks of ineligibility. This request must be supported by demonstrated academic achievement, which meets the basic eligibility requirement of 2.0 GPA, and no more than one failing grade.
   (a) The GPA of students who are reinstated will continue to be monitored every three weeks through the end of the semester to ensure students maintain eligibility requirements.
(b) Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the season.

7. Schools may not establish additional eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to monitoring sessions, tutoring, before and after school study halls/instruction, etc. This paragraph is intended to establish equity for all students, to include those transferring to other DoDEA schools and who wish to continue participation.

8. Scholastic eligibility may be waived for students at the discretion of the Principal if the Case Study Committee identifies the student as “special needs” and the Individual Education Program is on file. All other eligibility requirements, i.e., age, number of semesters, etc., must be met.

**EFFECTIVE DATE AND IMPLEMENTATION**

The requirements of the DODEA-Europe ATHLETIC/ACTIVITIES ACADEMIC ELIGIBILITY POLICY are effective on June 1, 2003.

Emergency Health Care Release

Students must have a signed Emergency Health Care Release form before participating in extra and co-curricular activities.
MEMORANDUM FOR AFNORTH INTERNATIONAL MIDDLE/HIGH SCHOOL STUDENTS

SUBJECT: Participation in Athletic Activities at AFNORTH International Middle/High School.

When participating in athletics you are representing your school as well as yourself and your family. You are expected to conduct yourself in a manner that will uphold the pride and honor of your family, school and team. Your conduct must be of the highest standards and exemplary at all times. All athletes, student managers and trainers will abide by the same expectations and code of conduct. Participating in athletic activities is a privilege, not a right.

Athletic Regulations
All athletes will be expected to sign and turn in the AIS-HS Athletics Form with Signatures to the coach or athletic director. The form outlines the school’s policies governing conditioning, use of equipment, and general behavior while representing the school.

Amateur Practice: No student shall be eligible to represent AFNORTH Middle/High School who has received any money or other valuable consideration for participating in any form of athletics, sports, or games, or for officiating in interscholastic competition.

Limited Team Membership: A student who is a member of any given team on the date of the first scheduled contest is ineligible to compete in another school-sponsored sport during that season. Coaches shall give guidance to young athletes concerning which sports they should attempt.

Change of sports team: Athletes may change sports during the season with the permission of both the losing and gaining coaches. If cuts have been made in either sport, changes will not be made.

Decorum: Athletic team coach-sponsors are responsible for the decorum of their team members while participating in athletics. Coaches will advise all student participants of any specific team rules the team members are expected to comply with, especially when teams travel to other schools.

Age: Students who reach their nineteenth birthday prior to 1 September of the current school year will be ineligible for interscholastic competition for the remainder of the school year, unless proper exemption is received.

Eight Semester Ruling: A student shall be eligible for interscholastic athletic competition only during eight semesters after entry into the ninth grade and
prior to graduation. However, if a student should finish the required number of hours for graduation in fewer than eight semesters, he shall not be barred from interscholastic competition while continuing in school until the end of the eighth semester. A student who enrolls and attends one or more classes shall be charged with a semester for eligibility purposes.

Changing Schools: A student whose sponsor’s address changes causing a change of the student’s local school becomes eligible immediately at the new school if the student was eligible in the school from which he or she moved.

Grade Eligibility: Our school has adopted the DoDEA eligibility policy. The basic components are that students lose their eligibility to compete or participate in events when they have less than a 2.0 GPA, and no more than 1 “F”. Participants may practice if (s)he attends seminar with the teacher, coach or athletic director and/or attends Academic Coaching in the library after school.

Student physical: Each student eligible to participate in practice and regularly scheduled contests must have on file with the school principal or his/her designee a valid physical examination form signed by a physician, stating that the candidate is qualified to participate in the designated sport(s). DoDDS assumes no responsibility for the cost of the physical examination.

Expectations of Participation & Code of Conduct
Athletes are encouraged to finish a sport that they begin. Athletes may, however, change sports during a season with permission of both the gaining and losing coaches. If “cuts” have been made in either sport, changes will not be made.

Athlete Conduct:
An important part of the educational aspect of the DoDDS-E IAP is the learning of behavior appropriate to athletic competition. Because athletes perform publicly, their behavior is subject to more than the usual scrutiny. DoDDS-E athletes are expected to know and observe the rules, spirit and customs of their sport in both practice and competition. They should maintain cordial relations with opponents, officials, spectators and members of the press. Displays of bad manners and language are always considered unacceptable.

Hazing: Hazing, or aiding and abetting any other student in the commission of hazing, is unacceptable. Any such behavior will be reported to the appropriate DoDDS-E authority and subject to disciplinary action. A safe learning environment that is free from hazing for students and staff members will be maintained at all times. Hazing activities of any type are inconsistent with the educational goals of the school district and are prohibited at all times.

General Statement of Hazing Policy:
No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in hazing.

No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

The school district will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator or other school district employee, contractor or volunteer who is found to have violated this policy.

"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking or placing a harmful substance on the body.

Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.

Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.
"Student organization," means a group, club or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

Reporting Procedures:
Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school/district/area official.

The building principal is the person responsible for receiving reports of hazing at the building level. Any person may report hazing directly to a school district human rights officer or to the superintendent.

Teachers, administrators, other school district employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the building principal immediately.

Submission of a good faith complaint or report of hazing will not affect the complainant or reporter's future employment, grades or work assignments.

School/District/Area Action:
Upon receipt of a complaint or report of hazing, the school/district/Area shall undertake or authorize an investigation by school/district officials or a third party designated by the Area.

The school/district may take immediate steps, at its discretion, to protect the complainant, reporter, students or others pending completion of an investigation of hazing.

Upon completion of the investigation, the school/district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School district action taken for violation of this policy will be consistent with other school policies and applicable collective bargaining agreements and statutory authorities.

Reprisal: The school/district/Area will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or
hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Athletes using drugs, alcohol or tobacco products, or found in possession of such, will be removed immediately from the team.

Athletes must attend all practices. If a student is absent for the entire day or the last half of the day due to illness, (s) he cannot practice or compete that day or night. Students may participate the following day if the coach is convinced the student is well and able to play. A student suspended the day(s) before a game, will not be permitted to play in that game.

Athletes truant from school will be suspended from one practice, minimum.

Vandalism or stealing will cause recommendation for suspension from school and removal from the team, loss of letter and possible police action. If the offence is during an away game/activity and base or local police at that location detains the student, parents will be called to come to the police station to pick up the student. If for a valid reason parents cannot go to the location
the game, the parents will be responsible for any costs to transport the student home and for any other necessary expenses.

A season has not been completed until the end of the last official competition for that sports season.

All students must have a completed Medical Examination Form, available in the main office, submitted to the school nurse before participating in practice or any competition.

All students must have a completed Limited Power of Attorney, available in the main office, submitted to the activity sponsor before participating or attending any competition activity, and/or not being able to participate in the next sports season.

Any student who breaks a school or team rule(s) during the last week of the season or immediately after the last game or event, and while still a member of the team, is subject to disciplinary action. This may include not receiving a letter/award for the sport or other recognition.

Prior to the Athletic Awards Program of the season in which the athlete competed, all athletic equipment and uniforms must be returned. This is also a requirement for earning a Varsity or Junior Varsity letter and for participating in the awards program.

Any student who is removed from the team, or quits the team at any time prior to the Athletic Awards Program for that Sports Season, will not receive a letter or any certificate of participation for that sport, nor be permitted to attend the Athletic Awards Program for that Sports Season.

Athletes may have no more than one grade of “F.” Grade eligibility will be determined by 1600 hours every Tuesday of each week that interscholastic programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 0800 through the following Wednesday at 0800. The grade for each class will be cumulative to date for that quarter.

A student declared ineligible can practice if (s)he attends seminar with the teacher, coach or athletic director and/or attends Academic Coaching in the library after school. (S)He is not authorized to participate, be in school uniform at a scheduled event, or travel with the team to any away event, until regaining eligibility.

A student participant who has been identified as being ineligible for three consecutive weeks following receipt of intervention assistance may be dropped from the team. A student may request reinstatement of eligibility after 3 weeks of ineligibility.
LETTERING CRITERIA

- The athlete that sustains injury that recovery time is beyond the end of season, will letter.
- The athlete must adhere to the Expectations of Participation, Code of Conduct and eligibility regulations.
- The athlete must complete the season. A student who quits or is removed from the team before the Athletic Awards Program for that sports season will receive no letter or other recognition.
- The season must be completed in “good standing;” this includes returning all uniforms that have been issued in good condition.
- Seniors are only permitted to participate in and/or receive a letter for a varsity sport.
- All letters are awarded subject to specific sport criteria and determination of the activity sponsor.

WE HAVE READ AND UNDERSTAND THE ATHLETIC REGULATIONS, EXPECTATIONS OF PARTICIPATION, CODE OF CONDUCT AND LETTERING CRITERIA FOR BEING A MEMBER OF A SPORTS TEAM AT AFNORTH MIDDLE/HIGH SCHOOL DURING SCHOOL YEAR. MY SON/DAUGHTER WILL COMPLY WITH THEM AND WILL ACCEPT THE CONSEQUENCES FOR NOT DOING SO.

Activities/Study Trips and Events

School trips can be as short as one day or may last up to five days. Excellent behavior is expected of all students on all trips. Smoking and drinking are not permissible on school trips. On all overnight trips, parents and students will be requested to sign a Student Behavior Expectations form that clearly explains the student’s responsibilities in order to be able to participate on school trips/events.

Students are to be in attendance at school no less than one-half of the class periods on the day before the activity, trip, or sport; and they must be in attendance no less than one-half of the class periods on the day of the activity, trip, or sport when departure is on a school day. The Principal must approve exceptions to this policy.

Junior Varsity sports teams may participate in overnight travel when organized athletic competition has been arranged for them. Seventh and eighth graders may participate in overnight travel connected with athletic competition at the discretion of the coach.
AFNORTH HIGH SCHOOL STUDENT
BEHAVIOR EXPECTATIONS
DAY/OVERNIGHT TRIPS
SY 2015-2016

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDD-Europe student activities positive. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours, etc.
4. Students must observe curfew regulations as they pertain to “in the room” and “lights out”.
5. Students will not have electronic music devises “on” during instruction or after “lights out”.
6. Students will turn cell phones off during activity instruction and presentation.
7. Students will be responsible for his/her personal belongings and equipment at all times.
8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
9. Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons”. Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.
10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys room are “off limits” to members of the opposite sex.
12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.

14. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

Minor infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables, etc.)

Serious infractions of any of the above items, as well as those discussed at the activity by the supervisor/chaperones will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.

**BUSES**

The majority of AFNORTH Middle/High school students travel to and from school by bus. It is important that they have their bus pass with them on every journey. Should there be any change to your child’s routine regarding buses you must notify the office in writing. Additional information is available from the Bus Coordinator.

**SCHOOL BUS POLICY, SERVICE AND STUDENT BUS BEHAVIOR**

The school district and/or international office is in charge of school buses. The local school bus office coordinates the buses, implements and enforces the school bus rules. It is the student’s responsibility to meet the school bus on time and to engage in safe and proper behavior while on the bus.

Transportation to and from school is a privilege…. not a right.

Students found in violation of established rules regarding conduct aboard school buses will be subject to disciplinary action to include loss of bus privileges.

**ACTIVITY BUSES**

An activity bus is available to transport students when activities are concluded. The buses operate only on normal school days, and normally will not run on Fridays, the day before a holiday or training holiday. To ride the bus, students must have their bus pass scanned on the day which they plan to ride the bus. (Regular bus passes must be pre-scanned to ride the activity bus).
Activity buses are ONLY for students involved in legitimate, supervised after school activities. Activity buses do not provide added transportation for students who remain after school just to “hang out” at the YS, with friends, etc.... It is not the late bus home. Activity bus stops are at transportation hubs, and a limited number of other central locations. Questions about school bus transportation should be directed to the School Transportation Office (STO) at 0031 (0) 045-527-8228 for the buses in the Netherlands and/or 0031 (0) 45-527-8232 for buses that travel to and from Belgium and Germany.

In the event of an emergency or if you receive no answer; please call the MS/HS Office at +31 (0) 45 527 8260 or the security desk at +31 (0) 45 527 8260 or local Military Police Desk at JFC Headquarters, Brunssum at 0031-(0)-45- 526-2616 or 0031-(0)-45- 526-3200 after 1800.

- Parents, sponsors and family members are not authorized to instruct drivers how to perform services. Please do not ask drivers to drive around the block or change the location of an authorized bus stop. If a change needs to be made, please get in contact with the school bus office.

- Parents wishing to ride the bus and act as bus monitors must volunteer with the Middle/High school at the Main Office before being authorized by the school bus office.

- Parents must agree to serve as a bus monitor when required by the military commander.

SCHOOL BUS RESPONSIBILITIES

STUDENTS are responsible for:
- Obeying the “School Bus Rules”.
- Immediately reporting the loss or damage of the bus pass to the school bus office.
- Providing the school bus office with written notification from parent/sponsor/guardian for any change from the normal authorized school bus transportation.

PARENTS/GUARDIANS/SPONSORS are responsible for:
- Ensuring that their family members know and comply with the “School Bus Rules”.
- Any damage to vehicles that may result from improper behavior of their child.
• The safety and conduct of family members in route to or from and at the bus stop.
• Ensuring that their family members are at the designated school bus pickup point five minutes prior to the bus’ scheduled arrival time.
• Reporting any unsafe actions by drivers or bus riders to the school bus office
• Getting family members to and from school in accordance with school arrival and departure policies if the family member’s bus riding privileges are suspended.
• Providing the school bus office with timely written notification when a student has a change in his/her normal authorized school bus transportation.

PARENTS!! PLEASE TEACH YOUR CHILDREN NEVER TO WALK IN FRONT OF OR BEHIND THE SCHOOL BUS AND TO WAIT SIX FEET BACK FROM THE CURB. IN EUROPE TRAFFIC DOES NOT STOP FOR LOADING AND UNLOADING SCHOOL BUSES. YOUR CHILDREN ARE IN HARM’S WAY WHEN THEY STAND ON THE EDGE OF THE CURB OR ENTER THE STREET IN ROUTE TO OR FROM A SCHOOL BUS

SCHOOL BUS RULES

ON AND AROUND SCHOOL BUSES STUDENTS WILL:
• comply with all school rules with the “Behavior Standards for School Bus Students”;
• board and exit the bus in a safe manner and always show your bus pass;
• present bus pass when boarding the bus, and upon demand;
• remain seated while on the bus;
• talk with other passengers in a normal voice;
• keep all parts of the body inside the bus windows;
• keep aisles, steps, and empty seats from obstruction;
• remain fully and properly clothed;
• treat the driver and fellow students with respect;
• promptly comply with the bus driver’s or monitor’s instructions;
• no food or beverages on the bus;
• treat the bus and other private property with care.

ON AND AROUND SCHOOL BUSES STUDENTS WILL NOT:
• fight, push, shove, or trip other passengers;
• use or possess un acceptable items identified in the school “Code of Conduct”;
• push while boarding, on, or exiting the bus;
• get on or off the bus while the bus is in motion
• make excessive noise, or play electronic equipment without earphones;
• put objects out of bus windows or hang out of windows;
• engage in horseplay  
• obstruct aisles, steps, or seats  
• engage in public displays of affection;  
• eat, drink, or litter on the bus;  
• use profane or abusive language or make obscene gestures;  
• spit or bite;  
• harass, bully, or interfere with other students;  
• disrespect, distract, or interfere with the bus driver;  
• damage private property;  
• sit in the bus driver’s seat, or touch bus operating devices or equipment;  
• open or try to open bus door;  
• throw or shoot objects inside or out of bus;  
• tamper with bus controls or emergency equipment;  
• violate any other school rules, law, or military installation regulations.

Emergency Contact Information

Emergency contact information will be provided to parents of students participating on overnight school sponsored trips. Although estimated return times are reasonably accurate, parents may telephone the Main Office at +31 (0) 45 527 8260 during the school day for updated return-time information, or the coach for weekend return-time.

International students who are NOT members of the EU may require a Visa to travel to DoDDS sponsored athletic trips. Please check with the British Consulate.

INCLEMENT WEATHER OR EMERGENCY PROCEDURES

CONCERN FOR THE SAFETY AND WELFARE OF THE CHILDREN, FAMILIES AND STAFF WILL ALWAYS BE CONSIDERED WHEN IMPLEMENTING THESE PROCEDURES.

Cancellation of Classes: This decision rests with the Director and when possible in consultation with Principals/ Heads. Normally, all classes will be cancelled when the majority of the buses are cancelled by this action and/or the actions of those agencies providing the bus services.

Notification of Cancellation of Classes:
• Parents, pupils and staff will be notified by radio if classes are cancelled or if some bus routes are not operating. AFN, BFBS and CFN are contacted by the Directorate prior to 07.00 hrs. These stations are on the FM (UKW) band as follows: AFN 89.2, CFN 99.7, BFBS 90.2. The announcements will also be carried in the German language wherever possible.
• Notification takes place only when classes are being cancelled or bus
services are being curtailed. Where pick-ups on specific bus routes are definitely known to be considered behind schedule, radio announcements will also be used to minimize the time that children will need to wait outside for their buses.

Procedures related to early dismissal due to inclement weather or other school emergency:
The Director, in consultation with the Principals/Heads, may also decide that, owing to conditions, it is in the best interests of the pupils to return home early. Exact procedures will be worked out by the Assistant Business Manager in coordination with bus officials.

CAFETERIA SERVICE

Please note that MS/HS students are not allowed to leave school grounds during lunch.

SCHOOL LUNCHES
Our school lunches are provided through a contract with The Exchange School Lunch program which is approved by the U.S. Department of Agriculture (USDA). Free and Reduced-Price meals are available for students who qualify under Federal Guidelines. Our school menus follow USDA nutritional requirements.

AAFES LUNCH PROGRAM

http://www.shopmyexchange.com/Community/Schoollunch/

Payment Options:
The Exchange School Meal Program utilizes the Horizon "Fastlane" Point of Sale School pre-payment system in all Exchange operated schools in the Pacific and Europe. Parents or students can place any desired amount of money into their account and set daily spending limits. Once an account is set up, deposits can either be made at the school during cafeteria operational hours (though this is not recommended due to students losing the money and slowing the lunch line) or at the Exchange PX / BX Cashier Cage.

Register for MyPaymentsPlus

http://www.shopmyexchange.com/Community/schoollunch/menusprices.htm

For even easier payment, parents can add funds via MyPaymentsPlus. MyPaymentsPlus also sends emails to notify parents of a low balance and they can view the purchases made in the cafeteria online. New in School Year 2012-13, parents can download a MyPaymentPlus phone app for easier access to
their school meal balance. Please note, you must sign up for a Horizon account before you can register for MyPaymentPlus.

The daily lunch program consists of a set menu and a à la carte menu provided under contract to AIS cafeteria. To determine if your family qualifies for free or reduced price lunch, please contact the Cafeteria Manager.

**BROWN BAG LUNCHES**

Lunch from home? Refer to the DoDEA Health and Wellness site for tips on how to make healthy brown bag lunches at [http://www.dodea.edu/wellness/dodea.cfm?cId=BB](http://www.dodea.edu/wellness/dodea.cfm?cId=BB)

Groups, parents, teachers, and students should ask themselves the following three questions prior to bringing/serving food to/on campus:

1. Does it provide nutrients with relatively few calories?
2. Is it low in fat, sugar and salt?
3. Can the recipe or food obtained be modified to make it more healthful?

Sack lunches may also be brought from home and eaten in the cafeteria. Food will not be eaten in the classrooms, except at the invitation of a teacher in connection with a school activity. As a general rule, food is not to be taken from the cafeteria.

a. All students are to obey the instructions of the cafeteria supervisors, regardless of nationality.

b. Food lines are to be honored.

c. All refuse is to be properly disposed of in the appropriate containers. Each student is required to clean up the area he/she has used.

d. Students on their lunch period should not be present in any part of the building or school grounds where classes are in session.

e. Any student reported in violation of these rules or unacceptable cafeteria behavior will be subject to appropriate disciplinary action.

**COMPETITIVE FOODS AND BEVERAGES**

What is a competitive food? Alliance for a Healthier Generation defines a competitive food as snacks, à la carte items/treats, and desserts offered for sale in school.

We encourage parents, teachers, and students to review the Alliance School Beverage and Competitive Food Guidelines, prior to bringing in any food for sale on campus. You will need to log in to the site first: [https://schools.healthiergeneration.org/_asset/5zj25d/07-141_CFGGuidelinesChart.pdf](https://schools.healthiergeneration.org/_asset/5zj25d/07-141_CFGGuidelinesChart.pdf)

The school nurse also has copies of the guidelines. Our ultimate goal is that these guidelines shall apply to items sold on school grounds or at school
activities during the regular school hours and at after school-sponsored activities such as athletic events, field trips etc...

HEALTHY CELEBRATIONS
We want celebrations/parties at our school to be full of fun but healthy! Homeroom and other parents, teachers, and students are encouraged to refer to the Healthy Celebrations, Promoting a Healthy School Environment link which can be found below.


WATER

Water is the drink of choice for the classroom. Parents are encouraged to send their child with a refillable water bottle to school.

HEALTHY SNACKS

The best snacks satisfy hunger while helping to meet daily dietary needs. AIS strongly encourages parents to choose snacks for their children that pack a nutritional punch. The link below has a list of healthy snack suggestions.

http://www.betterschoolfood.org/files/BSF_Healthy_Snack_List.pdf

FOOD AND DRINK POLICY

Eating and drinking in hallways is not allowed during the school day. Only water may be allowed in the classroom.

Food and beverages are not to be taken out of the cafeteria.

FOOD ALLERGIES

AFNORTH is a PEANUT and NUT AWARE ZONE. Be aware that we have children with food allergies at our school. Please DO NOT bring or send any nut product to the school.
AFNORTH IS
PEANUT &
NUT AWARE ZONE

Food allergies can be fatal

In order to provide a safe environment for all students, staff and other members of our community, AIS has become a Peanut and Nut-Aware School. It must be emphasized that ensuring the safety of people with anaphylaxis in the school at risk for anaphylaxis requires the cooperation of the entire community. While it is impossible to guarantee that the school environment will be completely free of potential hazards, risks can be minimized by compliance with reasonable guidelines. The emphasis is therefore on raising awareness and adopting reasonable procedures regarding nut awareness.

The AIS Peanut & Nut-Aware School regulation is founded on the principles:

**Information and Awareness**
- identifying students and staff with potential life-threatening allergies
- educating students with potential life-threatening allergies in appropriate safety precautions
- sharing information with the school community
- maintaining open communication

**Protection and Prevention**
- banning food products containing the offending allergen from the school and school property
- adopting lunch-time, lunch-room, recess, and party standards and procedures
- taking the necessary precautions when planning field-trips and other activities

All Students, Staff and other Members of the School Community
1. All students, staff and volunteers must refrain from bringing any products to school that contain peanuts, nuts, peanut butter, peanut oil, nut butter, etc.
2. Anyone bringing such products to school will have the food removed from them. In the case of students, parents will be notified.
3. All parents/guardians of students, staff and school volunteers are asked to read product labels as some food products, although not readily known to contain nuts, may be prepared in the same factories as foods containing nuts, and therefore be capable of triggering an anaphylactic reaction.
4. At the beginning of each academic year, parents/guardians of all students at AIS will be informed of our policy through one or more of the following means of communication: website, School Handbook, newsletter or e-mail.

Parent Responsibility:
Parents/guardians of students who have severe allergies are responsible for informing the school, in writing, that their child is at risk of anaphylaxis.

1. They must provide a copy of the medical diagnosis and Care Plan from the medical treatment facility. This must be provided to the Nurse’s Office and the National Office upon registration and renewed at the beginning of every school year.
2. The parent/guardian will provide the Nurse’s Office with any required emergency medication. The medication must be brought to the Nurse’s Office in its original container labeled with the student’s name and prescription.

It is expected that students at risk for anaphylaxis will wear a Medic Alert bracelet and carry their emergency medication with them at all times. A "Permission to Carry Medication" form needs to be completed and kept on file at the Nurse’s Office.

Parents/guardians are responsible for teaching their children who are at risk for anaphylaxis to identify foods that may contain the allergen and to take appropriate action if exposed (i.e. notify teacher, school nurse or other adult staff member).
COMPUTER ACCESS AND INTERNET POLICY

Students, you are responsible for the security of your ID and password. If you give these to someone else and they send a questionable message out under your name, you will be held responsible.

Messages should not contain any language that you would not use in front of your teacher, even if you were responding to a friend. All of our messages are public; what you write reflects on you, your school, and all of distance education. Written messages have a way of seeming much more abrupt. Being sensitive to this will avoid problems.

Chain letters and junk mail are forbidden. If you receive one, notify your facilitator or computer teacher and he/she will take care of the problem.

When you are at school, you are using government-provided computers and are expected to leave the computers in the same condition and configuration you found them. This means that you are not to access directories or make changes in files, make unauthorized changes to the windows set-up, remove school disks, or bring outside disks into the school unless authorized by the computer administrator or an instructor. These rules are not meant to stifle your originality, but rather to protect everyone’s rights to a network, which is not tampered with.

DON'T MESS WITH THE NETWORK!

All students assigned a “computer login user identification”, which provides access to the Internet and the electronic mail system, will be required to sign the Computer and Internet Access Agreement.

A student enrolled in a Distance Education Program who violates the Computer & Internet Access agreement will be withdrawn from the class with no credit.

Acceptable Use Policy for Electronic Communication

AFNORTH American Middle/High School students have the opportunity for increasingly wide access to stand-alone computers, to the school wide network, and to the Internet. With these privileges come responsibilities. Students are expected to use these resources appropriately. Terms and conditions of use are spelled out in the DODEA STUDENT COMPUTER AND INTERNET ACCESS AGREEMENT. DoDEA requires all students and parents to sign this written agreement prior to usage. Parents will sign the document at registration; students will sign it subsequent to instruction and orientation during their first week of school. Consequences for misuse or malicious behavior regarding the use of the school wide network will result in appropriate disciplinary action.
HOMEWORK POLICY

AFNORTH International Middle/High School prepares students for success in a global community by developing knowledge, skills and values needed for lifelong learning.

Parents should set aside a regular study time and provide an environment that is conducive for their children to study. Whereas homework should be completed at home, it can also be done during seminar. Parents and their children should be aware that more rigorous courses will require more study time.

Assignments Upon Return From Brief Illness
A student who is absent due to a brief illness or injury of one or two days is excused for the period of absence and is generally allowed one day of assigned make-up for each day of absence; however, the teacher or administration may make a reasonable adjustment to this allocated time.

Assignments During Extended Illness or Absence
A student who is absent due to extended illness or injury of three or more consecutive days is to be provided assignments on a weekly basis, or more frequently, for the duration of absence if requested by the student or parent. Contact the section office if necessary.

(Parents are encouraged to request Homework if a student misses two or more days of school. Contact the registrar).

Make-Up Work Policy
It is the purpose of this policy to provide administrative guidelines for make-up assignments and tests. Any problem related to make-up work will be resolved by the administration according to the following guidelines:

1. Students who are absent from school due to illness receive excused absences; other valid reasons for excused absences are determined by the administration. This includes, but is not limited to, school sponsored field trips or activities trips, approved extended absences, family trips, and all other excused absences.

2. A student with an excused absence will be permitted to make-up one day of assignments for each day of absence, although in most cases the assignments can be completed in less time. The teacher or administration may make a reasonable adjustment to this allocated time.

3. A student with an excused absence will be permitted one day of grace to take a make-up exam or quiz.
4. Teachers sponsoring trips must inform the other teachers of the participants at least three days before the trip and they should encourage the students to get assignments for the time to be missed.

5. Students are responsible for asking for make-up work before an extended absence.

Previously assigned work with long-standing due dates should generally not be affected by interim absences.

**POSTING OF NOTICES AND OTHER ITEMS**

Permission from the administration or faculty sponsor must be obtained for any form of poster, announcement, advertisement, artwork, etc., to be posted on school property. The item must be seen, approved, and placed in the designated area. Students are not permitted to hang items without prior approval from the administration and the directorate office.

**DAILY BULLETIN**

The Daily Bulletin is read at the beginning of 1 period/5 period each day over the public address system. Copies of the Daily Bulletin also are posted in the main office, and are sent to teachers and students via e-mail every morning. Announcements for the Daily Bulletin must be submitted to the Main Office by 1500 hours the day before they are to be published. Bulletins are located on the Afnorth ePortal at: [http://aishs.idso.eportalnow.net/daily-bulletin.html](http://aishs.idso.eportalnow.net/daily-bulletin.html)

**LIBRARY/INFORMATION CENTER**

While utilizing the library, all students should remember to: (1) be considerate, (2) share reading materials with fellow students by returning books and materials promptly, (3) keep the library and its contents in good condition, and (4) maintain library courtesy. The information center serves as a meeting place while also offering the following services: computer use, on-line Databases CD-ROM, periodicals, newspapers, etc.

The library is open from 0840 to 1600. Pass-free times are before or after school and lunch time. At all other times students will need to show a pass from their teacher. Parents are always welcomed to check out books or other materials. Books are checked out for a 3 week period but may be renewed in person or by using the on-line catalog.

It is recommended that all students bring their student ID for checking out books. Their last name and student PIN number is needed to login intro the
library and database catalogs. A certified teacher with and Information Center endorsement is always available for both classes and individual help.

A link to the DODEA On-line Library Catalog and Data bases may be found on the Home Page of the AFNORTH School webpage.

**LOST BOOKS**

The school supplies textbooks. Students are responsible for books issued to them. A replacement of the textbook or payment for the book must be made as soon as possible when a book is lost.

**TEXTBOOKS**

Because students must sign for issued textbooks they should carefully inspect textbooks before signing an acceptance sheet. Textbooks are school property and are entrusted to students for their use and safekeeping. It is good practice to cover the books. Books lost or stolen will require replacement according to the following procedure:

- Contact the publisher or use an on-line book source (Amazon).
- The replacement book must be the same edition as the one lost. It can be new or used providing it is in serviceable condition.

- Purchase and order the item for delivery to:

  AFNORTH M/HS  
  ATTN: Supply – Lost / Damaged  
  Unit 8100 Box 13  
  APO AE 09714

- Return a copy of the receipt or online order form with this document to the school supply specialist. Once the replacement book has been received your student’s obligation regarding this matter has been met.

**LOCKS AND LOCKERS**

Students are assigned lockers at the beginning of the school year and may use only that locker. Each student is entitled to one locker, and for security reasons, should not share a locker with other students. Open containers with food, drink, etc. should not be in lockers. Students are responsible for furnishing a lock and keeping the locker locked at all times. If requested, the school will cut a student’s lock, but the school is not responsible for replacing the lock. Students are legally responsible for all items contained in their assigned lockers, including physical education lockers. Students will not place any suggestive or questionable writing, pictures, or signs in these lockers, nor
will any form of writing or pictures be placed on the external door of the lockers. Blue-tack or Scotch tape may be used to post pictures.

**LOST AND FOUND**

Students should follow these procedures in reporting lost and found articles:

- The loss of articles should be reported to the main office.
- Found articles such as jewelry, purses, and wallets should be turned in to the main office or the International Office.

Unclaimed articles will be disposed of at the end of the semester.

Lost and found items may be claimed from the office or in the “Lost and Found” boxes located in the cafeteria and gym.

**FIRE DRILLS AND EMERGENCY EVACUATION**

Fire drills are conducted monthly. Directions for the drills are posted in each classroom in addition to instructions from teachers. When the alarm sounds, students, teachers, staff, and visitors will vacate the building in a calm and orderly fashion and reassemble in a designated area for attendance check.

**SCHOOL HEALTH SERVICES**

The School Nurse’s office is located on the ground floor to the right as you enter the school building, next to the phone booth. The phone number for the MS/HS School Nurse is: +31 (0)45-527-8377.

**SCHOOL NURSE AND HEALTH SERVICES**

The School Nurse’s responsibilities include:

- Providing leadership in promoting health and safety, including a healthy environment
  - Provides health-related education to students and staff in individual and group settings
  - Provides consultation to other school professionals, including food service personnel, physical education teachers, coaches, and counselors
  - Monitoring immunizations
  - Managing communicable diseases
  - Assessing the school environment for safety to prevent injuries
  - Development of safety plans to address emergencies that may occur at school

- Providing quality health care and intervene with actual and potential health problems
  - Medication administration and emergency health care procedures for students with chronic or acute health conditions
- Health Screenings (Vision, Hearing, Height and Weight, Blood Pressure, Scoliosis)
- Facilitate annual Sports Physicals conducted at the school
- Providing case management services
- Preparing Individual Healthcare Plans and Emergency Care Plans to direct care for students with acute or chronic health conditions
- Monitoring students on medication and students with chronic conditions to ensure safety and to help them be successful in school
- Collaborating with school-based and community resources
  - Member of Student Support Team to reduce health-related barriers to learning for each student
  - Supports Child Study Committee and the Special Education services
  - Provides families with referral information and information regarding available community resources to improve access to health care
  - Collaborates with community resources to develop school-community partnerships to support academic achievement and student success

HEALTH POLICIES

IMMUNIZATIONS
Students who enroll in DoDEA schools are required to meet specific immunization requirements. These requirements represent the minimum requirement and do not necessarily reflect the optimal immunization status for a student.

It is the parents/guardians responsibility to ensure that their child's immunizations are updated as needed. Please present the most current immunization record at the time of enrollment and when immunizations are updated. Check with the School Nurse/immunization clinic, if you have any concerns/questions. The School Nurse will notify the sponsor for any immunizations requiring updating. Parents of incoming students are allowed 30 days from the date of enrollment for students to obtain the required immunizations, or obtain a waiver of immunizations. (DOD Instruction 6205.1)

Returning students who have immunizations come due during the school year will have 10 calendar days from the due date to receive their vaccine(s) and to submit documentation to the school.

IMMUNIZATION REQUIREMENTS ARE:
- Hepatitis A – 2 dose series
- Hepatitis B – 3 dose series
- Diphtheria, Pertussis, Tetanus series
- TdaP (Tetanus, Diphtheria, Pertussis) - booster at age 11
- Poliovirus (IPV or OPV) series
• Measles-Mumps-Rubella (MMR) – 2 doses.
• Varicella – 2 doses or proof of disease. (Please provide month and year of disease or documentation of antibody titer.)
• Meningococcal Meningitis (MCV4), series initiated at 11 years. Booster dose at age 16.
• The seasonal Influenza (Flu) vaccine - as determined by local medical command.

STUDENTS IN NON-COMPLIANCE AFTER 10 DAYS WILL BE DISENROLLED, UNTIL PROOF OF COMPLIANCE IS PROVIDED.

MEDICATION

AFNORTH International Middle/High School policy does not permit students to carry medications, including over-the-counter, in school. The policy regarding medication is as follows:

• The medication is brought to the School Nurse’s office in the original container from the pharmacy, properly labeled with the student’s name, name of medication and times to be taken.
• A written order from the physician is presented with all medications that are to be administered in school during school hours. Forms may be obtained from the School Nurse’s Office.
• Students are to report to the School Nurse’s office at the appropriate time for medication administration.
• The School Nurse cannot administer any medication without written authorization from the physician and the parent. This includes over-the-counter medications such as Tylenol and cold remedies.

Students may not share medications (including non-prescription medications) at school.

MEDICATION POLICY

Students who require medication (prescription and non-prescription medications) administration while at school MUST have a Medication Consent form completed by the parent. Medications must be properly labeled from the pharmacy including the student’s name, name of medication, duration, and dosage. All medications are kept in the School Nurse's Office.

If a student requires three or four doses of the medication in a day, as in the case of antibiotics, the schedule of medication administration will be set so that one dose is given during the school day and the rest of the doses be
administered at home. This is to reduce the number of class disruptions for
the student in a school day.

In situations wherein students need to be in possession of their medication
while in school or participating in school-related activities, a completed
Medication Consent form completed by the parent as well as a Permission
for Student to Retain Control of Prescribed Medication form completed by the
parent, physician, and student must be on file in the School Nurse’s office. This
is usually reserved for those students who need to carry an Asthma Inhaler, an
Epi-Pen for a life-threatening allergic reaction, or Insulin for Diabetes. A
back-up of these medications must be provided to the School Nurse to be
kept in the School Nurse’s office.

ILLNESS AND INJURIES

ILLNESS
Please do not send your child to school if he or she is ill. Staying home to get
the proper rest, nutrition, and parental care is for your child’s benefit as well
as for the benefit of the other children in the school who may be unnecessarily
exposed to a contagious illness. If your child becomes ill during the school
day, your child’s teacher will send your child to the School Nurse who will
contact you to collect your child. You may go directly to the School Nurse’s
office to pick up your child. The School Nurse will notify the MS/HS office that
your child has left the school with you.

As a general rule, the parent or sponsor will be notified if your child has:
• A temperature greater than or equal to 100 degrees Fahrenheit, or 37.8
  Celsius
• Is actively vomiting or has diarrhea
• An illness which presents with contagious symptoms
• Other symptoms interfering with learning as determined by the School
  Nurse

To return to school your child must be without symptoms for 24 hours, and
fever-free without fever-reducing medications for 24 hours.

INJURIES
In the event of an injury, first aid will be administered by the School Nurse or
designated representative. The parent/guardian may be notified, if necessary,
to take the student home or to the Emergency Room/Clinic. School Nurses
follow clinical guidelines as set forth by DODDS such as:

• Clinical Guidelines in Child Health, 2nd edition, Mary Virginia Graham
  and Constance
  R. Uphold.

In case of extreme emergency, the student will be transferred by ambulance to the nearest receiving hospital and parents will be notified ASAP. The cost for this ambulance service will be the responsibility of the parent or sponsor. _It is very important for the school to have a current address, home phone number, mobile phone numbers, duty phone number, and the phone number of another adult to act as emergency contact in case parents cannot be contacted._

NOTE: Any student who needs to be released from school due to illness or injury will be picked up by a parent/guardian or emergency contact.

**WELLNESS POLICY**

We continually strive for health and wellness in our school. Parents, teachers and students involved in our school take responsibility to help insure health and wellness. Students are taught about healthy living, physical activity and eating in our school at all grade levels. We want to implement what is taught in the classroom through all parts of the school.

Parents are encouraged to talk with their children about eating a balanced meal with different food groups while at school.

We recognize that health and wellness guidelines/policies are comprehensive. The Isles District Wellness Policy and the Alliance for a Healthier Generation, as guides:

[http://healthiergeneration.org](http://healthiergeneration.org)

**DRESS CODE**

AFNORTH International School (AIS) expects all members of its population to dress in an appropriate manner that reflects the values of home, school and community. The guiding principles upon which this code was developed are:

- All students are expected to wear clothing that is appropriate for school and the weather conditions. Clothing that distracts students, disrupts the education process, or poses a health or safety threat to anyone is not acceptable in our school.
- Dress will not interfere with the learning process at AIS. Everyone associated with AIS is a valued member of our community and dress is a reflection of a person’s pride in herself or himself.
- Parents and students are encouraged to review and adhere to the following standards:
  - No bellies, cleavage or bottoms showing-(low-riders or low cut tops).
  - No see-through clothing
  - No undergarments showing (boys or girls)
• No spaghetti strap tops (including camisoles and t-shirts), halters or tube tops
• No shorts or skirts that are too short for school-(minimum hem for skirts and shorts is full length of a student’s arm with fingers extended)-leggings worn with skirts and shorts are the same as bare legs.
• Students know what “too short for school” means (longer than the length of hands down at sides with fingers fully extended). If you are unsure, don’t wear the outfit.
• Leggings and tights are considered the same as bare skin and therefore have the same length requirements for skirt and short length minimums
• No clothing with alcohol, drug, violent or sexual connotations or otherwise inappropriate language or designs
• No clothing with derogatory language or pictures
• No headgear/hats in the school building
• No untied shoe laces or other shoe-related items listed in AFNORTH’s current rules.

If you are in doubt as you look in the mirror, CHANGE THE OUTFIT!

First offense: Teacher will speak with the student. The student will be asked to correct the dress violation. If the student has appropriate clothing to change into the matter has been satisfactorily taken care of between student and teacher. If student does not have appropriate clothing, the student is to be sent to the office.

*If the office cannot provide appropriate clothing (eg. T-shirt, etc.), then the parent will be called to bring the student appropriate clothing. The student will remain in the office until parent arrives with appropriate clothing. Notation will be made in ASPEN conduct module.*

Second offense: Same as first offense.

Third offense: Parents will be called and asked to bring student appropriate clothing. Student will remain in the office until parent arrives.

Fourth offense: Same as third offense and assignment of a Saturday Detention.

Fifth/Continued offenses: Student is suspended (out-of-school).
Effective discipline is an important aspect of the school operation. It is necessary to have discipline in the classroom and elsewhere in the school. The end result of discipline is to stop or change inappropriate behavior and encourage student growth toward self-direction and control. During the time when you are at our school, we will work with you so that you will learn a great amount in a number of school subjects, develop self-discipline, and respect the rights and property of others. As you work towards these goals, you need to know what our behavioral expectations are and what will happen if you choose inappropriate behaviors.

**Behavioral Expectations**

- Treat all people, school and personal property with respect at all times.
- Attend each class regularly and punctually and be prepared when class begins.
- Follow directions the first time they are given.
- Always use appropriate verbal, nonverbal and written forms of communication.
- Respect each individual’s personal space.
- Resolve all issues and conflicts in a peaceful, responsible, and mature manner.
- Wear clothing that is not offensive and does not distract from the educational process.
- Consume food and beverages only in approved/designated areas.
- Limit public displays of affection (PDA) to the holding of hands.
- Be in possession of only those items that are considered safe, legal, and directly support the educational environment.

**Specific Misconduct Behaviors**

The following provides clarification of some of the more typical behaviors observed in schools. This list is by no means a complete listing of behaviors deemed inappropriate by school personnel.

1. Bullying: A mean and one-sided activity intended to harm, where those doing the bullying get pleasure from a targeted child’s pain and /or misery. Bullying can be verbal, physical and or relational: have as its overlay – race, ethnicity, religion, gender (including sexual orientation), physical or mental ability, including cyber bullying. It can be and often is continuous and repeated overtone, however once is enough to constitute bullying. Bullying may result in a warning, detention, suspension, or expulsion from school.

2. Classroom referrals to include minor misconduct, repeated misconduct,
repeated tardiness will result in administrative conference and parents notified or administrative conferences, exclusion from class, detention, behavior monitoring system, or suspension from school.

3. Disrespectful behavior directed at school personnel including sarcasm, argumentative behavior, and/or failure to comply with reasonable instructions will result in administrative conference, detention or suspension.

4. Disruptive behavior to include wrestling, pushing, shoving, and reckless play may result in administrative conference and parents notified or administrative conference, exclusion from class, detention, behavior monitoring, or suspension from school.

5. Fighting: A violent attack of any form, verbal or physical (battery is physical). An unlawful threat to harm another or unsuccessful attempt to do so. Fighting is the conscious act of touching another with the intent to harm another.

6. Foul, abusive language directed at another student or harassment will result in administrative conference (referral to Social Actions as appropriate), official reprimand, or suspension.

7. Gambling: The act of betting or playing games of chance for money.

8. Gross misbehavior, or altercation (fight with exchange of physical blows) with another student will result in administrative conference and suspension.

9. Harassment: Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact.


11. Inappropriate Clothing: Clothing that is offensive, inappropriate for the educational environment and the occasion.

12. Insubordination: The failure of a student to follow reasonable requests by a staff member.

13. Laser Pointers: Students are prohibited from possessing or using laser pointers anywhere on 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.

14. Misuse of School Property or Facility: The intentional destruction or damage to the school, school ground, school property, or the personal property of others. Vandalism, including tampering with fire alarms or fire extinguishers, falls into this category.

15. Personal Music Devices: Use of and visible possession of any device with external speakers such as: CD’s/Walkman/Personal Music Devices during the school day adversely affects the educational process, safety, rights and responsibilities of everyone at AFNORTH International School. Personal music devices, i.e. CDs, Walkman, tape players, etc, and accessories therefore are prohibited from use within school buildings and must be stored in personal bags/backpacks or school locker between 0900-1530. Students who do not adhere to this policy shall, on their first
offense, have the playback device confiscated by any member of the AIS staff. The device will be given to the appropriate National Office for collection after school. On the next offense, the equipment will be removed from the student and the parent will be asked to personally reclaim it from the appropriate National Office. (NOTE: Students are encouraged to leave valuable items at home. AIS is not, and cannot, be held responsible for the loss and/or theft of expensive personal items that disappear on campus.)

16. Prescription Drugs/Medication: Drugs prescribed to an individual by a physician. They must be given to the school nurse. Students may not share any medications, including nonprescription, at school.

17. Public Display of Affection (PDA): Students will use discretion in showing affection towards their friends in the school area and at school sponsored events. Handholding is the limit of PDA.

18. Profanity directed at school personnel will result in administrative conference and suspension.

19. Truancy will result in administrative conference and administrative action.

20. Weapons or replicas of weapons are prohibited and may result in suspension and or expulsion.

21. Dangerous Nuisance Items: Any item considered unsafe or dangerous is prohibited.

22. Disrespectful Behavior Directed at School Personnel: Sarcasm, argumentative behavior, failure to comply with reasonable instructions.

23. Distracting, Disruptive or Unsafe Items or Behavior: Any item or behavior that causes disruption to the education process; e.g. Walkman, iPod, cell phones, skateboards, wrestling.

Other Behaviors

Behavior at Assemblies and School Sponsored Events
The same high standards of student conduct are expected and required at a school assembly, an athletic event, a concert, a drama presentation, a study trip, or any other school-sponsored event. This includes events during school, before and after school, in the evenings, and on weekends, whether at our school or at an off-site location.

Inappropriate behavior will be dealt with in the same manner as inappropriate behavior during the school day. The type of assembly being presented defines appropriate behavior for that assembly. Pep rallies, for example, do not require the same kind of decorum as Awards Assemblies. However, in all cases, student behavior must be appropriate for the occasion.

Behavior in Common Areas
The expectations for appropriate behavior in common areas of the school are the same as for those in classrooms. All students are expected to exhibit
appropriate behavior in all areas of the school. Staff members have the right and responsibility to enforce the school’s rules and insist upon appropriate behavior. Students are expected to abide by reasonable requests and must give their name to a faculty/staff member when requested. Refusals require an administrative referral with appropriate disciplinary action(s) taken.

Bicycles/Motorbikes/Mopeds/Skateboards/Automobiles: Persons will not ride bicycles/ motorbikes/mopeds/skateboards on school grounds or in the parking lot while school buses and students are present, or park such vehicles in any area except the designated area. This designated area is OFF LIMITS to students during the school day. All motorbikes/mopeds must be registered with the Director’s Office.

Bomb Threats and False Fire Alarms
The perpetration of a bomb threat or false fire alarm is a very serious offense. Police will be notified and involved in all investigations of these offenses. In most instances, expulsion proceedings will be initiated for individuals who have committed these violations.

Classroom Behavior: Each teacher has and enforces a behavior plan within the classroom. You will receive a copy of this plan. In most cases, you, your teacher, and your parents will discuss any problems with your behavior. Serious misconduct in the classroom may result in a discipline detention or an immediate referral to the school administration.

Classroom Conduct
In order for the best learning situation to exist, all students must cooperate and give their undivided attention to the teachers' instruction. When entering a classroom, a student should have the books and materials necessary for full participation in class activities. Misbehavior interrupts the learning atmosphere of a classroom and must not be tolerated by the teacher or the other students. Continued failure to observe good classroom behavior will result in a formal action plan involving the sponsor, the guidance counselor, and the school administration.

Classroom teachers will handle most student behavior problems. There are occasions when dismissal from the classroom is appropriate. Students dismissed from a classroom for disciplinary reasons are to report immediately to the Main Office. Action taken will be coordinated among the administrator, the teacher, the parent, and the student. Teachers must inform the office if a student has been asked to report there so the student’s whereabouts can be known at all times. Generally, dismissal from the classroom will NOT be for a full class period, but to serve as a brief “cooling off” period.
Cheating, plagiarizing, and using internet translation services are not acceptable practices at AFNORTH International Middle/High School.

CHEATING
Cheating is behaving in a dishonest way to obtain some form of gain (copy another’s work, cheat on quizzes, tests or exams, etc.). This also includes sharing quiz/test content and answers with another student. Additionally, any use of cameras to take pictures of content will be considered cheating.

Using Internet Translation Services
Using internet translation services is strictly forbidden; not only does this incident reflect a computer doing your work, but often the computer does not translate correctly and this can easily be noted by your teacher.

Plagiarism
Teachers at AFNORTH M/HS frequently assign challenging activities that require independent thinking and competent writing skills. There may be a temptation to plagiarize which is unethical and illegal. Plagiarism is the stealing and passing off of the ideas or words of another as one's own and without crediting the source; (literary theft). Imitation or borrowing by itself is not plagiarism. Drawing on other people’s ideas is perfectly reasonable and, in fact, unavoidable when you write academic essays—but you must acknowledge the borrowing.

Some examples of plagiarizing include but are not limited to the following:
- Quoting without attribution,
- Passing off ideas as your own even if reworded without attribution,
- Imitating a passage’s structure or organization as your own,
- Borrowing unique organization from another source without attribution,
- Submitting someone else’s words or ideas under your name,
- Copying someone else’s work, including homework,
- Concealing the extent to which you've borrowed from a text or other source.

Plagiarism is best described by using Michael Harvey’s ideas in *The Nuts and Bolts of College Writing*: “A final note on plagiarism: When you put your name on academic work and submit it, you are claiming ownership of the work. If through carelessness or design you’ve blurred the lines between what’s yours and what you’ve taken from others, you are stealing intellectual property. Don’t do it. Plagiarism is risky and counterproductive. It harms your intellectual and moral development. It leaves a permanent paper trail that can have devastating consequences, even years down the line. And, most of all, it’s wrong” (2002).
Consequences for cheating, use of internet translation services or plagiarism may include, but not be limited to the following:

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<th>Offense</th>
<th>Penalty</th>
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| 1st     | • A discipline report will be submitted to the assistant principal for information purposes.  
         | • The student will receive a ZERO for the plagiarized work with no opportunity to make it up.  
         | • A conference will be held between the student and the teacher.  
         | • The student’s parents will be notified of the Plagiarism /cheating/academic theft.  
         | • Students in honor organizations (NHS, NJHS, etc.) will receive a warning letter regarding dismissal if another offense occurs.  
         | • Students eligible for honor organizations will be excluded from consideration from 1 full calendar year. |
| 2nd     | • A discipline report will be submitted to the assistant principal for discipline purposes.  
         | • The student will receive a ZERO for the plagiarized work with no opportunity to make it up.  
         | • The student’s parents will be notified of the plagiarism/cheating/academic theft.  
         | • A conference will be held with the student, teacher, parents, counselor, and administration.  
         | • The student will be required to do a Plagiarism Project to reinforce the serious nature of plagiarism.  
         | • If a student refuses to complete the project by its deadline, the student’s final quarter grade will suffer a one-letter grade reduction in the course in which the plagiarism occurred.  
         | • The student will be dismissed from honor organizations (NJHS, NHS, etc.) without possibility for reinstatement.  
         | • The student will be ineligible for honor organizations at AFNORTH |
| 3rd     | • A discipline report will be submitted to the assistant principal for discipline purposes.  
         | • The student will receive a ZERO for the plagiarized work with no opportunity to make it up.  
         | • The student’s parents will be notified of the plagiarism/cheating/academic theft.  
         | • A conference will be held with the student, teacher, parents, counselor, and administration.  
         | • The administration will suspend the student from school as warranted.  
         | • The student’s final quarter grade will suffer a one-letter grade reduction in the course in which the plagiarism occurred. |

Policy courtesy of Menwith Hill American High School, Harrogate, United Kingdom.
ELECTRONIC DEVICES

Electronic devices may be used before 0900, during Lunch and after the dismissal bell at 1530 after the dismissal bell.

Musical devices may be listened to in the building up until the first bell in the morning (8:55am), during lunch time, and after the bell rings at the end of school at 3:30pm. Electronic devices are not to be used at any time during classroom instruction to include no use in seminar. The school is not responsible for damage, loss, or theft.

Usage OR display (headphones visible, etc.) is not permitted in the hallways during transition times from class to class.

Infractions will result in the following consequences:

1st Offense The device will be confiscated and the student may retrieve it from the teacher or administrator after school.

2nd Offense Parent must retrieve the device

3rd Offense Saturday Detention

Teachers will set out individual policies for the usage of electronic items for educational purposes in their classroom.

Students who bring electronic devices to school do so at their own risk.

CELL PHONES

Cell phones are not to be visible inside the school buildings and are to be turned off. Cell phones that are visible or audible are subject to confiscation and also subject to the same consequences as those for electronic devices listed above.

INTERNET POLICY

The DoDEA internet is to be used for educational purposes only. Students may do research, investigation and inquire and compose documents on the computer in support of classroom, teacher assigned or other DoDEA/DoDDS authorized programs/assignments or projects.
Playing unauthorized computer games, using inappropriate language, visiting inappropriate sites, use of the computer to bully or threaten an individual will not be tolerated.

1st Offense          5 days of suspension of use of all school computers
2nd Offense        15 days of suspension of use of all school computers
3rd Offense         Suspension of use of all school computers for remainder of the semester.

Unauthorized Substances

Zero Tolerance Policy Regarding Alcohol, Tobacco, Drugs And Weapons

The consumption/usage, possession, or transfer of alcohol and/or tobacco is strictly prohibited both during the school day and at all school-sponsored activities.

Students whose behavior indicates the influence of alcohol will be denied entry to school or school activities. If a student appears to be under the aforementioned condition(s) after arriving at school or school activities, the student will be turned over to his/her sponsor or medical or police personnel, as deemed appropriate by school officials.

Substance Abuse (Alcohol, Inhalants, and Other Drugs)

Substance abuse by students is prohibited on school property, on school-owned and operated buses or chartered buses, or when participating in school-sponsored or school-supervised activities on or 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 (e.g., over-the-counter nonprescription drugs, sniffing glue, inhalants, taking non-recommended amounts of pills or other substances, or taking medicine prescribed for another person). Violation of this policy will result in disciplinary action. The principal should refer violations of this policy to the law enforcement authority and, when appropriate, refer the student to counseling.

SMOKE FREE CAMPUS

In accordance with DoD regulations, AFNORTH M/HS maintains a smoke-free environment. This means the possession or use of tobacco products is prohibited on campus at any time, to include attendance at any school-sponsored function. Any student that violates this policy will be suspended.
This rule applies to all school activities whether they are on or off campus.

- Students are prohibited from possessing or using tobacco products during the school day, enroute to or from school, 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 to be determined by the principal which may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus.
- There will be no designated smoking areas defined or condoned by DoDDDS-E schools.

**DRUG FREE SCHOOL**

AFNORTH International High School establishes policies and procedures ensuring drug-free schools and learning environments for students by instituting clear and specific rules regarding drug possession, use, and/or distribution. In the event of an infraction the following consequence table will be implemented. In addition to the following automatic action, each student must meet with the school’s Alcohol and Substance Abuse Counselor before returning to school. The drug-free regulation directs the following consequences:

**Consequence Table**

<table>
<thead>
<tr>
<th>Nature of Offense</th>
<th>Instance</th>
<th>Action</th>
</tr>
</thead>
</table>
| Possession and/or use of illegal drugs | First    | • Suspension 10 Days
• Parent Conference
• School Work may be made up and Credit Earned
• Student Counseling
• Exclusion from School Activities for remainder of the School Year |
| Possession and/or use of illegal drugs | Second   | Expulsion |
| Distribution/Sale of Illegal       | First    | Expulsion |
ASACS (Adolescent Substance Abuse Counseling Service)

The Adolescent Substance Abuse Counseling Service is a contracted confidential service available to assist and support students and parents who are concerned about substance abuse. If you have a question, problem, or concern, contact the ASACS counselor at +31 (0)45-527-8269.

Military & Family Life Consultants (MFLC)

Due to the unique challenges faced by military families, the Department of Defense has contracted professional licensed consultants to provide non-medical counseling services to Service members and their families. AFNORTH M/HS is fortunate to have consultants assigned specifically to us. They are designed to provide anonymous, confidential support to Soldiers and their family members, especially those returning from deployments. Call the Main Office (045-527-8260) to contact the MFLC at AIS.

WEAPONS

DoDSS maintains a strict, zero-tolerance policy toward weapons. Simply stated, weapons—as well as toy or fake weapons—are not allowed at school or school activities under any circumstances. USAREUR Reg. 190-6 and USAFE Reg. 125-17 describes items which are considered weapons.

Students are prohibited—while on school property, on school-owned and operated buses or chartered buses, or when participating in school-sponsored or school-supervised activities on or 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.

The following non-inclusive list provides examples of items covered by this regulation:

- Switchblade knives;
- Locking blade knives, (regardless of length);
- Other knives with blades 3 inches or longer;
- Club-type hand weapons (e.g., blackjacks, brass knuckles, nunchaku, and locks);
- Gas pistols and shooting pens;
- Destructive devices;
- Any gun (e.g., pistol or revolver), 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 (e.g., a starter gun), or any stun gun or laser;
- Any knife (e.g., dirk, bowie knife, switchblade knife, or any knife having a metal blade of three inches or longer);
- Any razor, slingshot, spring stick, metal knuckles, or blackjack;
• Any flailing instrument consisting of two or more rigid parts connected in such a manner as to allow them to swing freely (e.g., nunchuck or fighting chains);
• Any studded accessory or article of clothing (e.g., a studded collar or chain belt);
• Mace, pepper spray, or similar propellants;
• Any disc, of whatever configuration, having at least two points or pointed blades, which is designed to be thrown or propelled (e.g., a throwing star or oriental dart);
• Any explosive device (e.g., a firebomb, explosive material, a hoax explosive device, a chemical bomb, poison gas, a grenade, a rocket or other incendiary device); or
• Any weapon of like kind as those enumerated above.

Unregistered or registered firearms;
Any of the following, if carried in a concealed manner, or if displayed openly, brandished, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety: straight razor, razor blades, or weapons made from razor blades; ice picks, daggers, bolo knives, machetes, swords, spears, bows and crossbows of any size, or any similar instrument; clubs, or any object that may be used as a club to inflict bodily harm (for example, pieces of wood or pipe, stones, bricks, bats, locks); authentic-appearing replica of a firearm, for example:
• toy guns
• BB guns
• Water pistols
• Blank cartridge pistols

Other object(s) that might be used readily to inflict bodily harm, for example:
• bicycle chains
• canes with retractable blades
• Any object that is used to threaten and/or frighten others.

Violation of this policy will result in disciplinary action up to and including expulsion. The use and/or possession of weapons in any way, shape or form, while on school grounds or at any school-sponsored activity, by any student regardless of the reason will result in automatic suspension and recommendation for expulsion. The sponsor’s unit commander will be notified as well as the District Superintendent, and NATO and local police.

Contact your local security police or provost marshal’s office for a more complete listing and/or for questions.
DISCIPLINARY CONSEQUENCES

DETENTION

For various reasons such as misbehavior, disruption in class, tardiness, etc., students will be assigned detention at lunch, after-school, and/or on Saturdays.

There are two types of detentions: teacher-assigned and administrator-assigned. As a general rule, sponsors are notified when detention is assigned. Students assigned a detention are expected to be in attendance. An administrator must approve exceptions.

Students missing detention with an unexcused absence - regardless of the type – will be assigned double detentions and repeat offenders may face the severe penalty of in-school suspension and/or Saturday School.

Detentions are held every Tuesdays and Thursday from 1545-1730.

IN-SCHOOL SUSPENSION

Students are suspended from attending all classes and interaction with their peers. They sit in an isolated area doing their school work from 0900 to 1530. They must bring a bag lunch.

SATURDAY DETENTION

This innovation is very effective. It was designed to keep students from missing school. In other words, rather than being suspended from school, students are required to attend school an extra day "to get it right."

Depending on the violation involved, students must attend school on Saturday, from 1000-1400.

Students must work in upright positions at tables in absolute silence in the designated area under the watchful supervision of a teacher-monitor. Failure to report to Saturday School may result in more severe penalties, such as in school suspension, out of school suspension, and referral to the sponsor's commanding officer.

Students will receive a Saturday School notice from either the principal or assistant principal. Parents will be notified via email, written note, and phone call at least one week (5 school days) prior to the scheduled Saturday School. A student who does not serve the Saturday School will be suspended from school on the Monday following the scheduled Saturday Detention.
SUSPENSION FROM SCHOOL

A student who persistently violates school rules or regulations or has committed a serious breach of conduct may be suspended by the school administration. In almost all cases school suspension is used as the means of last resort to correct inappropriate student behavior and/or actions. The student's sponsor will be promptly notified of such action and the reasons for it, and will be asked to meet with the school administrator regarding the student's infraction.

Students suspended from school may NOT participate in school-sponsored activities for the duration of the suspension. The duration of the suspension lasts from the time it is imposed until the reinstatement conference. A reinstatement conference includes the administrator, parent, and student, and will take place following each suspension.

Several offenses that may result in suspension:

1. truancy
2. smoking
3. repeated tardiness
4. refusal to follow school policy, requirements, regulations, and
5. unacceptable conduct, which includes, but is not limited to fighting, use of profanity, disrespect, stealing, vandalism, carrying and/or using weapons, indecent exposure, intoxication, and illegal drug use.

EXPULSION

The authority to expel a student from school rests solely with the Isles District Superintendent. The recommendation for expulsion comes when the Principal determines that a student's misconduct is so offensive and of such a magnitude that it requires expulsion. A student may be expelled from school if adverse behavior persists after local corrective actions have taken place. All expulsions are initiated by the administration, reviewed by the Disciplinary Review Board, and then acted upon by the Isles District Superintendent.

Referral to Unit Commander

If a student manages to work through all the above-listed penalties, the sponsor and student will be referred to the Commanding Officer or Unit Commander for counseling. If the student's discipline history is severe enough, it is possible that the result may be an early return of dependent and/or sponsor.
AFNORTH

“Lions in Pursuit of Excellence”