

# ALCONBURY MIDDLE HIGH SCHOOL

Parent-Student Handbook  
2018-2019



Michael Jimerson, Principal

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## Welcome from the School Administration

Welcome to Alconbury Middle High School! We look forward to another great year of academic and personal excellence. We offer a student-centered approach and both welcome and encourage parent/community participation in the life of our school.

Maintaining high academic standards that prepare students for college and the workplace is our central focus. A variety of coursework challenges students as they meet the requirements for graduation. We offer many opportunities for students in sports, the arts, and other events throughout the year and strongly encourage students to take full advantage of these offerings. We celebrate the individual talents and collective efforts of our students and know that each student will find a place both to thrive and to contribute to the spirit that makes Alconbury special.

We appreciate the opportunity to serve this military community and look forward to another rewarding, successful, and enjoyable school year. Again, welcome to Alconbury Middle High School, Home of the Dragons!

**School Information** Alconbury Middle High School RAF Alconbury  
Unit 5609  
APO AE 09470  
Huntingdon, CAMBS PE28 4DA

Principal .....Michael Jimerson.....01480 844 301  
Assistant Principal .....TBD.....01480 844 302  
Administrative Officer.....Gary Hester .....01480 844 305  
Counselor/Psychologist ....Robin Gunderson .....01480 844 306  
Registrar.....Natasha Hook .....01480 843 769  
Nurse.....Rachel Caverly .....01480 844 307  
CSC Chairperson .....Sheri Black .....01480 847 100

### School Hours

The administration office is located in building 691 and is open Monday through Friday from 0800-1600. Classes begin at 0820 and end at 1500. Students may remain on the school campus after hours to take part in school-sponsored activities. The activity bus departs AMHS at 1730 and requires a school bus pass.

### Bell Schedules

#### Monday, Tuesday, Thursday, Friday

Time	Day 1	Day 2
0820-0945	Period 1	Period 5
0945-0955	Break	Break
0955-1120	Period 2	Period 6
1125-1250	Period 3	Period 7
1250-1335	Lunch	Lunch
1335-1500	Period 4	Seminar

#### Wednesday Early Release

Time	Day 1	Day 2
0820-0935	Period 1	Period 5
0935-0945	Break	Break
0945-1100	Period 2	Period 6
1105-1220	Period 3	Period 7
1220-1305	Lunch	Lunch
1305-1420	Period 4	Seminar

Except for instances of bad weather and those other emergencies outlined below, school will not be dismissed during the normal periods of operation without approval of the Superintendent, Isles District.

### Emergencies

Under emergencies declared by the Base Commander for such reasons as alerts, epidemics, inclement weather, bomb threats, demonstrations, and facility deficiencies that could endanger the health and safety of student and school personnel, schools may be closed.

### Inclement Weather

In cases of inclement weather, the Support Group Commander coordinates school closure with the school principal. When school is canceled because of inclement weather, or when the school will experience a two-hour delayed start in the morning, parents may call the RAF Alconbury command post recording at 01480-844636, the school bus office at 268-3891 or 268-3313 or commercially at 01480- 843 891 or 01480-843 313, regarding emergency and inclement weather closures or delays.

## History

Alconbury Middle High School is located at RAF Alconbury, 70 miles north of London, near the junction of A14 and A1 motorways in Cambridgeshire, England. The nearest local community is Huntingdon.

The first dependents school in the Alconbury area was opened at RAF Molesworth in 1951 and enrolled students in grades 1-9. Grade 10 was added in 1960. The RAF Molesworth school closed in June 1974 and its activities relocated to the present site at RAF Alconbury. Students from RAF Chicksands began attending Alconbury Junior High School in 1976 and ended their tour in 1995. Additional buildings for Automotive Technology, Business Education, and Physical Education were added in 1981. Grades 11 and 12 were added at the start of school year 1981-82, at which time Alconbury became a full high school. Students in grades 6-12 from RAF Alconbury, RAF Molesworth, and RAF Wyton now attend Alconbury Middle High School.

School Mascot– Dragon

School Colors– Green and Gold

## Accreditation

All Department of Defense Education Activity schools are accredited by AdvancEd, which includes the North Central Association (NCA) of Colleges and Schools and the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI).

## Safe Schools

School security is a serious concern. Throughout the United States, youth crime and violence threaten to undermine the safety of our students' learning environment. Since the Department of Defense Dependents Schools (DoDEA) represent a cross-section of America, all partners in our community education process must understand and support the principles underlying a safe and secure learning environment, as applied to creating a safe school. The underlying principles all relate to student rights to a safe and secure learning environment.

- Free from the threat or fear of physical violence.
- Free from drugs, alcohol. Weapons and other prohibited items.
- Free from hazing, bullying or intimidation.
- Free from bullying, gang or criminal activity.
- The Department of Defense Education Activity (DoDEA) follows guidance for the Department of Defense and also issues instructions and policies concerning our school.

DoDEA Regulation 2051.1, Disciplinary Rules and Procedures (August 16, 1996) outlines student conduct expectations and disciplinary consequences that may be invoked when the conduct of a student poses an immediate threat to his/her safety or the safety of others in the school. These student conduct expectations apply to student conduct that is related to a school activity and while en route between school and home, to include school buses, during or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and evening school related activities.

Violence, threats of violence, prohibited items, gang or criminal behavior, and bullying or intimidation will not be tolerated.

Perpetrating a bomb threat or complicity in the act is grounds for expulsion. Additionally, local military regulations or host nation laws may authorize criminal prosecution for such actions. Therefore, it is incumbent upon all community education partners (students, parents, military leaders, administrators, faculty and staff) to understand the serious nature of actions violating the principle student freedoms and the scope of authority over infractions as outlined in DoDEA Regulation 2051.1.

## Curriculum

Alconbury Middle High School follows a regular United States curriculum of approved and published goals for language arts, math, social studies, science, foreign language, health, physical education, art, music, and career and technical education. To view curricular standards for each area, please visit the website for the Department of Defense Education Activity (DoDEA) at [www.dodea.edu](http://www.dodea.edu).

## ASACS Counselor

The ASACS program is a comprehensive community- based program that provides prevention and education, identification and referral, and assessment and treatment to 12-18-year-old ID card holders in the military community. ASACS enables command and active duty personnel to concentrate on their mission, increase military readiness, strengthen family life, and reduce early returns and costly international and community incidents.

## **Child Find**

Child Find is a DoDEA program designed to help our schools and parents identify students with special needs. Students with physical, emotional, communication, and/or learning impairments have a legal right to receive comprehensive and appropriate educational services. Child Find will help identify problems obstructing learning.

Child Find is the process used to identify any condition that would interfere with a child's ability to learn and any child who could benefit from the services offered by DoDEA or AFSEC staff. It is for children of military and civilians from birth to 21 years of age. The kind of services provided include: Developmental Pediatric Evaluation, Occupational Therapy, Special Education, Physical Therapy, Speech Therapy, and Counseling. You can get involved by discussing any concerns regarding your child's growth and development with your family doctor or pediatrician, contacting the nurse or the special education teacher at our school, or attending community parenting classes. You may also meet with Social Work Services representatives through the AFSEC program. If an evaluation by the AFSEC Staff is needed, your physician or the school staff may make a referral.

## **Guidance and Counseling Services**

AMHS is staffed with a school guidance counselor who provides a wide range of services. Students and parents can make appointments to review the student's school records, to discuss concerns, and/or to schedule teacher conferences.

Students attending DoDEA Schools may have additional needs for psychological and mental health services. Families are characterized by frequent reassignments, extended deployments, demanding work hours, prolonged details to the field, and other unique demands that tax their cohesiveness and well-being. The overarching goal of the psychological services program is to increase student capacity to overcome academic, personal, and social problems that may hinder their attainment of educational success and a satisfying and productive life. The school psychologist provides psychological evaluation and facilitates mental health service delivery in the schools, while simultaneously supporting the learning process, child development, and the understanding of educational systems. School psychologists serve as a vital part of the student support team and work closely with school counselors, nurses, and administrators in the delivery of services to address the educational, emotional, and social needs of students.

## **School Health Services Immunizations**

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

Official proof of immunization (i.e., DS Form 121 Certificate of Immunization) must be provided to school officials at the time of initial registration and upon request of school officials to verify immunization compliance. Immunization compliance is based on the age-appropriate immunization schedule established by the Advisory Committee on Immunization Practices (ACIP). Information on immunizations and dosage scheduling provided by ACIP can be found at <http://www.cdc.gov/vaccines/schedules/easy-to-read/index.html>, the American Academy of Pediatrics located at <http://aap.org>, and the American Academy of Family Physicians located at <http://aafp.org>.

Failure to present proof of immunization compliance may result in the disenrollment of the child until proof of immunization compliance is presented to school officials.

## **Medical Care**

The Alconbury Middle High School nurse number is 01480-844307. The school nurse is located across from the main office in building 691. Students desiring to see the nurse must have a pass from their assigned teacher or the main office. Students who become ill or are injured during the school day are to report to the school nurse who will administer the necessary treatment and/or contact the parents to take the student home or to the hospital. Ill students should call parents from the nurse's office before requesting a parent pick them up from school. Because of the inherent dangers associated with ill students who are dismissed to go home, it is required that sponsors or an authorized adult sign out ill students to ensure safest arrival home. It is imperative that sponsors ensure that current telephone numbers are on file at school. Sponsors should keep students who are ill at home. Sponsors should also inform the school of any known student health problems.

At the time of registration, parents are asked to complete USAFE Form 420 (Consent and Authorization for Medical Care). This form designates the school official (principal or designee) to authorize medical care in the absence of parents.

## **Medical Emergencies**

1. AMHS will request an ambulance in instances of life-threatening injury, illness, serious fracture, or suspected fractures of large bones, where transportation requires a litter or backboard. Normally students will be taken to Hinchbrooke Hospital, located between the Huntingdon train station and Brampton.
2. The Alconbury base ambulance will also be contacted for true emergencies including serious eye injuries, chemical burns, or symptoms of severe shock.
3. For routine treatment of injuries and illnesses not considered a true emergency, AMHS will contact the parent/sponsor.

### **Student Use of Medication during the School Day**

Based on the DoDEA Health Service Guide, DS Manual, the school nurse may not administer medication (to include aspirin, Tylenol, cough drops, etc.). The only exception is the specific individually prescribed medication for chronic conditions such as asthma, heart conditions, bee sting allergy, and attention deficit hyperactivity disorder. In these cases, the following are needed:

- Written permission from parent (forms available from the school nurse)
- Written order from the physician
- Medication in a pharmacy labeled bottle, marked with the student's name, time to be taken, amount to be taken, and the name of the medication

When short-term illness requires the use of prescription or non-prescription medications, parents should make arrangements for the students to take the medication before or after school.

### **Physical Examinations**

Students must have a physical examination before participating in school-sponsored athletic events. The physical may be obtained at the hospital or from a host country doctor and must be accomplished before the beginning of the athletic activity. The Athletic Physical forms are available in the main office.

### **Academic Information**

#### **Academic Letters**

To earn an academic letter, students must meet the following criteria:

- Earn at least a 3.4 grade point average (GPA) on a maximum scale of 4.0 for three consecutive quarters.
- Any final grade of a D or an F prevents the student from receiving an academic letter regardless of the overall GPA.
- Credit must be earned in a minimum of six full-credit courses each semester.

Students in grades 9-12 who meet these criteria will earn an eight-inch chenille letter "A." Students in grades 6-8 who meet these criteria will earn a six-inch chenille letter. Second and additional awards will consist of a gold "lamp of knowledge" device that can be attached to the letter.

#### **Class Rank**

Final class rank is determined on 8 semesters of work and is recorded as a fraction (for example 16/124). This means that a student is ranked number 16 from the top in a graduating class of 124 students. AMHS computes class ranking using a weighted GPA for each senior student. At the end of each semester, current class ranks are computed and shared with students.

#### **Class Rank and Academic Honors for Graduation**

Class rankings for graduation will be determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades for 8 semesters in grades 9-12 will be averaged to determine class rankings for graduation honors. Students who are graduating early (i.e., after completing 7 semesters of high school) are eligible to compete for graduation honors. However, students must have been enrolled in a DoDEA school during the first semester of the graduating year to be eligible.

#### **Credits**

A student who comes to AMHS from another accredited school receives the credits as shown on the transcript from the previous school. If a student transfers during the school year, the grade to date of leaving the former school is averaged with the grade received at AMHS to determine the grade in the subject for that marking period. Students who fail to finish the previous year or semester at another school and receive no credit from the previous school will also not receive credit from AMHS for work from the previous school. AMHS will administer final exams from another school if asked to do so by the school officials.

Home-schooled students should provide documentation in the form of an official transcript from an accredited program.

With approval of the principal, a correspondence course may be substituted for a course that is not available. A maximum of four units of such credit may be accepted unless such courses are authorized for students with disabilities, or for students residing in locations where an accredited high school is not available for resident study.

#### **Repeating a Failed Course**

Courses that have been failed may be repeated to earn credit. The student's permanent record will show that the course was "failed" and repeated. If the course is "passed," credit will be given for the course. Grade point average and class ranking will reflect only the last entry.

### Repeating a Course when Credit has Already been Earned

Credit may not be granted for a course that is repeated and credit has already been given. With the principal and teacher's permission, on a space-available basis, a course for which credit has been granted may be repeated for grade improvement, content, or skill mastery.

The student's transcript will show the course was repeated for no credit and the most current grade will be used for GPA calculation.

### Graduation Requirements

#### Class of 2019 and Subsequent School Years

Content Area	Course Requirements	Standard	Honors
Career & Technical Education	<input type="checkbox"/> 0.5 credit computer technology <input type="checkbox"/> 1.5 credits CTE electives	2.0	2.0
English Language Arts	<input type="checkbox"/> 1.0 credit English 9 <input type="checkbox"/> 1.0 credit English 10 <input type="checkbox"/> 1.0 credit English 11 <input type="checkbox"/> 1.0 credit English 12	4.0	4.0
Fine Arts	<input type="checkbox"/> 1.0 credit fine arts elective (visual arts, music, theater and/or humanities)	1.0	1.0
Health Education	<input type="checkbox"/> 0.5 credit Health	0.5	0.5
Mathematics	<input type="checkbox"/> 1.0 credit Algebra I <input type="checkbox"/> 1.0 credit Geometry <input type="checkbox"/> 1.0 credit Algebra II (or identified equivalent) <input type="checkbox"/> 1.0 math electives code 400 or above Note: Three credits must be earned in grades 9-12. Note: Honors Diploma requires math course code 600 or above (1.0 credit).	4.0	4.0
Physical Education	<input type="checkbox"/> 0.5 credit Lifetime Sports <input type="checkbox"/> 0.5 credit Personal Fitness <input type="checkbox"/> 0.5 credit Activity and Nutrition Note: Two years of JROTC taken in a DoDEA school fulfills the 0.5 credit requirement for Lifetime Sports.	1.5	1.5
Science	<input type="checkbox"/> 1.0 credit Biology <input type="checkbox"/> 1.0 credit Chemistry; <b>or</b> 2.0 credit Physics <input type="checkbox"/> 1.0 credit science elective	3.0	3.0
Social Studies	<input type="checkbox"/> 1.0 credit World History 9 or 10; <b>or</b> 1.0 credit Honors World History 9 or 10 <input type="checkbox"/> 1.0 credit US History <input type="checkbox"/> 0.5 credit US Government <input type="checkbox"/> 0.5 credit	3.0	3.0
World Language	<input type="checkbox"/> 2.0 credits any single world language	2.0	2.0
Honors Diploma	0.5 credit (Economic literacy in CTE, Social Studies, Science, and Mathematics. The following courses meet this requirement: Economics, AP Human Geography, Financial Literacy, Environmental Science, AP Macro or AP Micro Economics, AP Environmental Science, Business Personal Finance, Management & International Business, and Marketing and Entrepreneurship).	-	0.5
Minimum Total Credits		26.0	26.0
AP Courses and Exams			4.0
Minimum GPA		2.0 GPA	3.8 GPA

## Early Graduation

A student may be considered for early graduation if:

- He/she has clearly demonstrated a scholastic aptitude or vocational readiness;
- Health or family concerns would be best served; or,
- There is a financial need for early entry into the workforce.

An application for early graduation, with parental approval, must be received in writing. The application for early graduation must be submitted prior to course selection for grade 12 students who desire to graduate at the end of the first semester of the senior year. Students are expected to complete an eight-semester high-school program to prepare for graduation. In individual cases with extenuating circumstances, the principal may request waivers of graduation requirements if, in his/her opinion, such action is considered to be in the best interest of the student.

## Early Withdrawal Policy

Four (4) weeks before leaving school, students should bring to the main office a letter from his/her sponsor stating the last day of enrollment at Alconbury Middle High School. Sponsors must also provide a copy of their PCS orders. The student will take a clearance form to all classes THREE days before leaving. All class materials, books, laptop computers, calculators, etc. must be turned in and all school obligations met before each teacher signs the release form. The student will return the completed form to the Registrar on the last day of attendance. Given the nature of our block schedule, THREE full days must be allowed for the clearance process in order for students to see all teachers.

## Acceleration

Students withdrawing from school before the end of the semester FOR PCS MOVES ONLY may be granted credit for an ACCELERATED study program outlined by the teachers involved, provided that the withdrawal date is no earlier than 20 school days before the end of the semester. Students meeting conditions of the accelerated program are to be granted semester grades and credits. Written requests for acceleration must be received four (4) weeks in advance of the departure date. Please remember that the accelerated credit program is only for students who are PCSing. Credit and acceleration will not be granted for any reason other than a PCS move. This is a DoDEA policy.

## Education for Students with Disabilities

In November of 1978, Public Law 95-561 established that DoDEA would operate programs designed to meet the special needs of the handicapped. Alconbury Middle High School has adopted procedures to ensure compliance with the law and to provide for the needs of students with disabilities. Questions on any provisions of this program should be directed to the principal at DSN 268-4400.

## Exams

Teachers may administer tests, exams, or quizzes at their discretion during the school year. If more than two tests are scheduled on the same day, students may request that any third test be rescheduled. The teachers will do their best to honor these requests. All examinations, tests, term papers, and major assignments handed in by students will be corrected and returned by the teacher in a timely manner. Students are expected to take all tests and exams when scheduled. This is particularly important for semester and final exams. Parents are encouraged to be sure children are in school during exam week, which is usually the fourth week in January and the second week in June.

## Grades

The following marks are authorized by the Director of DoDEA for use in DoDEA Schools.

Mark	Meaning	Pct Equivalent	Credit	Grade Point	Weighted Grade Point
A-, A, A+	Excellent	90-100%	Yes	4	5
B-, B, B+	Good	80-89%	Yes	3	4
C-, C, C+	Average	70-79%	Yes	2	3
D-, D, D+	Poor	60-69%	Yes	1	2
E	Passes on basis of effort		Yes	1	1
P	Passing	60-100%	Yes	Not Used	Not Used
F	Failing	0-59%	No	0	0
WF	Withdraw Failing		No	Not Used	Not Used
I	Incomplete		No	Not Used	Not Used
WP	Withdraw Passing		No	Not Used	Not Used
N	No Grade		No	Not Used	Not Used

**Grade Point Average**

Cumulative GPA is calculated using all classes. Only AP classes have weighted grades. Completing the AP exam is required to earn the weighted grade points. Credit classes taken prior to entering high school will not be used for cumulative GPA calculations. The credit earned in these classes will count towards meeting graduation requirements but not overall GPA.

**Grade Level Classification**

It is the policy of DoDEA that each student will be provided an appropriate program of studies designed to foster academic and personal success. Placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student.

Recommendations to consider a student’s grade placement, program, or course adjustment may be made to the principal (or designee) by the classroom teacher, counselor, or other concerned person including the student and sponsor.

Freshman Grade 9	Student must have satisfactorily completed Grade 8 and/or have been previously enrolled in Grade 9 and earned fewer than 6 units of credit
Sophomore Grade 10	Student must have successfully completed Grade 9 and earned at least 6 units of credit
Junior Grade 11	Student must have successfully completed Grade 10 and earned at least 12 units of credit
Senior Grade 12	Student must have successfully completed Grade 11 and earned at least 19 units of credit

**Incomplete Grades**

The grade of incomplete (I) may be given to a student in a subject, at the discretion of the teacher, when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school.

If the work is not completed within two weeks (10 school days) of the end of the quarter, the “I” grade should be changed to a grade representing the value of the work accomplished in the course. The grade “I” will not be recorded on the transcript. In preliminary computations of the student’s grade point average, the grade of “I” is equivalent to zero grade points.

A grade of “I” will not be given in the 4th quarter or for a final exam.

**Progress Reports**

Progress reports will be mailed each mid-quarter for students receiving grades of D or F. Others may be sent at the discretion of the teacher. Teachers will inform students who are at risk of failing that a progress report is being mailed to the parents. A copy will be given to the student upon request. It is imperative that teachers, students, and parents communicate clearly and frequently to ensure the success of Alconbury students.

**Report Cards**

Report cards are sent home four times per year during the week following the end of the quarter. School newsletters include information on marking periods and when report cards will be issued.

**Weighted Grades**

Beginning in the SY 2004-2005, DoDEA calculates the weighted grades of Advanced Placement (AP) courses for students transferring into DoDEA schools on the grade scales used in all DoDEA schools. Students entering DoDEA schools with College Board recognized AP courses on their transcripts and proof of completing the respective AP examinations will receive the weighted points for the AP courses consistent with those points awarded to AP courses in DoDEA. Please note that honors courses are not weighted.

**Home/Hospital Instruction**

DoDEA students who are unable to attend any school-based program for the duration of a short-term (3 months or less) convalescence due to illness or injury are authorized home or hospital-based instruction. Placement in this program is dependent upon either written verification from a licensed physician that the student is at home or hospitalized with a non-contagious health condition. After a physician has attested to a physical disability that precludes school attendance, services will begin within 15 days.

Students with long-term illnesses or injuries of over 3 months duration are not covered under this program.

## **Honor Roll**

- 3.0+ GPA for any one quarter - Honor Roll
- 4.0+ GPA in any one quarter - Principal's Distinction
- 4.0+ GPA in any two consecutive quarters - Bronze Command Distinction
- 4.0+ GPA in any two consecutive semesters - Silver Command Distinction
- 4.0+ GPA in any two consecutive years - Gold Command Distinction

## **Schedule Changes**

Changes in students' schedules are discouraged and will be done only when well justified. All schedule changes must be approved by the principal. Students cannot change or drop a class after 10 days of the semester.

## **Special Education**

Alconbury Middle High School has a Case Study Committee (CSC), which meets frequently to determine the special needs of students through assessment results. Members of this committee include qualified teachers, consultants, and other specialists. Parents are always an integral part of the process. Special Education staff is employed at Alconbury Middle High School to plan and provide for identified needs. Questions may be addressed to the administration.

Students transferring to Alconbury Middle High School should present their IEP's to the Registrar upon enrollment. Students with disabilities as defined by DoD 1342.12, may qualify for graduation by either satisfying the requirements outlined by DoDEA by earning the necessary Carnegie Units and maintaining above a 2.0 GPA or meeting the objective for graduation in their IEP.

## **Transcripts**

Transcripts may be requested through the guidance office by filling out a request form. A minimum of 3 working days is required in order to process a transcript request. All graduating seniors will receive a copy of their transcripts with their diploma.

## **Extra-Curricular Academic Eligibility Policy**

A student athlete must have a minimum 2.0 GPA for the previous semester prior to the start of the activity and have no more than one "F" in order to be eligible for extracurricular activities. If a student is ineligible by the previous semester standard, see section B below.

- A. All students eligible at the start of the season will be monitored on a weekly basis for D's and F's.
  - 1. Any student that earns more than one failing grade in the classes in which they are enrolled is ineligible to participate in all activities, scrimmages, competitions, be in school uniform at a scheduled event, or travel with the team/club to any away event. The ineligible period commences on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
  - 2. Grades during the period of monitoring will be cumulative from the beginning of the quarter.
  - 3. A student can regain his/her eligibility on a weekly basis.
  - 4. A student who has been identified as ineligible for three consecutive weeks will be dropped from the team.
- B. If a student does not meet the GPA/1 "F" requirement then the student must adhere to the following.
  - 1. The student is ineligible for the first three weeks of the season and will continue to have his/her GPA checked every three weeks through the end of the season. These three-week checks must be done every three weeks even though the student may meet the GPA requirement at the end of the first or second three-week period.
  - 2. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester.
  - 3. Students may still practice/attend during the ineligible three-week period, but participation in all scrimmages, scheduled games, or official activities is prohibited.
  - 4. Coaches/Advisors should encourage tutors and additional study time for these students so they may regain and maintain their eligibility through the end of the semester.
- C. Official transcripts from previous schools will be used to determine eligibility for transfer students by the same rules outlined above. If a student enrolls in school without a transcript or any previous school record:
  - 1. The student must be monitored on a weekly basis. If the student has more than one "F" at the end of the weekly monitoring period, then the student is ineligible for that week.
  - 2. Because there is no previous semester GPA available to determine if the GPA requirement has been met (for students in grades 10-12), this student must also meet the three-week GPA check. If this student has a 2.0 or higher GPA and no more than one failing grade at the three-week check, the student will be eligible for the next three-week period, but must pass weekly checks from then on. If no official transcript is available by the sixth week of the season, another three-week check must be done. If the GPA requirement is not met, the student will be ineligible for the next three weeks.

### **Activity Bus**

The purpose of the activity bus is to provide transportation for students who need to stay on the school campus after normal bus departure time in order to participate in school-sponsored meetings, activities, practices, or athletics. Students who are not on a school sponsor's list as being involved in such activities are not allowed to ride the bus. The activity bus route has been planned by the Bus Office to serve the areas in which the majority of AMHS students reside. The activity bus departs AMHS at 1730 hours.

Students may also ride the bus if they stay after school to work in the media center or in after school detention. Students should obtain a pass from the teacher with whom they were working. Riding the activity bus is a privilege, not a right. Students who misbehave will be barred from riding the activity bus.

### **Athletics**

Alconbury Middle High School has a comprehensive interscholastic athletics program. This program is open to all students in grades 9-12. To participate on an athletic team, a student must meet all criteria established by DoDEA, DoDEA Europe, and Alconbury Middle High School. Sportsmanship and personal fitness are two of the goals of the athletics program. All participants and parents must sign the "Athletic Code" before participants may begin. The Athletic program provides the opportunity for young men and women to participate on an equitable basis in the school's sports program.

AMHS athletic guidelines promote and maintain a proper balance between the athletic and academic programs of the school and high ideals of good school behavior and sportsmanship.

7th and 8th graders are allowed to practice with Cross Country, Tennis, Wrestling, and Track, but may only compete at in-country events.

All participating students are required to have a current physical examination/parental consent form on file prior to participation in practice or events. Athletic teams train five days a week in addition to the competition schedule. Athletes are expected to meet this time commitment if they are to be members of the AMHS athletic teams. For further information, see the Athletic Handbook.

### **College/University Athletics**

Seniors who aspire to join a sports team at the university or college they will be attending must arrange to send a copy of their SAT scores and a final high school transcript to the NCAA Clearinghouse. Please see the Guidance Counselor for more information.

### **Insurance for Athletes**

DoDEA schools do not purchase insurance with respect to students being injured in an athletic/extracurricular event. Parents should be aware that the sole responsibility for medical coverage is that of the parent. The school will not be responsible for any medical expenses not covered by the parent's private insurance companies.

### **Student Council**

The Student Council is the official student government organization. The council sponsors programs to promote school spirit, social and civic responsibility, and better faculty-student relations.

### **Non-School Sponsored Activities**

Non-school sponsored activities will not take place in the school building during the day. Students will not be dismissed to attend non-school sponsored activities during the day except under teacher supervision or upon written parental request with administrative approval.

### **Attendance**

The DoDEA Attendance Policy/DoDEA Regulation 2095.01 is the Alconbury Middle High School attendance policy.

Senior Skip Day- Senior skip day is not recognized or permitted by DoDEA or Alconbury Middle High School and will be considered an unexcused absence.

Truancy is skipping school, cutting classes, or leaving class without the permission of the sponsor and school officials. Any student who leaves and/or does not sign out will be considered truant. Truancy is an unexcused absence and will result in appropriate discipline.

### **Leaving School Grounds**

Students are not to leave school grounds for any reason during the school day without prior parental permission arranged through the Main Office. Students who leave without permission and do not sign out will be considered truant. This does not include lunch (or those students who go to their home for lunch), unless the student will not return after lunch due to an appointment.

### **Requesting Approved Absence**

The DoDEA Attendance Policy/DoDEA Regulation 2095.01 denotes the criteria for an excused absence. Requests for excused absences, other than illness, must be sent in writing to the principal. Absences will be approved and recorded as excused or unexcused in accordance with the DoDEA Attendance Policy/DoDEA Regulation 2095.01.

### **Signing In and Out**

Students must sign in or out at the Main Office when arriving or departing at unscheduled times. Students that depart school early with sponsor and school permission must sign out in the Main Office. A note or verified phone call from the sponsor is required for departing early.

### **Unauthorized Trips**

Student organized trips during the extended holiday period for recreational purposes are not authorized by the school. The school does not promote these trips and assumes no responsibility for them.

## **Policies and Rules**

### **Alcohol and Drugs**

The use, possession, or being under the influence of alcohol is strictly prohibited. Disciplinary action will be taken and a mandatory referral to the alcohol and substance abuse counselor will be initiated before the student is allowed to return to school. A second offense will result in a disciplinary hearing.

Possession of illegal or abuse of prescription or over the counter medication by students on the school campus, prior to coming to school or any school functions, whether on or off school property, is prohibited. This includes round-the-clock applicability when students are involved in activities away from the school, or when AMHS or individual students are hosting home events, regardless of the location of the overnight stays.

### **Arson**

Any student starting an unauthorized fire will be suspended and a disciplinary hearing will be conducted.

### **Behavior at Assemblies and School-Sponsored Events**

The expectations for appropriate behavior in common areas of the school are the same as for those in classrooms. All staff members have the right and responsibility to enforce the school rules and insist upon appropriate behavior in the common areas of the school. Students are expected to abide by reasonable requests. Students are required to give their name to a staff member upon request. Failure to do so will result in an administrative referral with appropriate consequences for the nature of the offense.

### **Bomb Threats/False Fire Alarm Threats**

Bomb threats and false fire alarm threats are serious crimes and will be dealt with severely.

The British Police (or MOD) will routinely assume authority over a bomb threat suspect. If it is determined a student has initiated a bomb threat to the school, the school will immediately begin expulsion proceedings. The student will be suspended until the expulsion process is complete.

### **Cheating**

Cheating and plagiarizing are not acceptable practices at Alconbury Middle High School. Students found engaged in either activity will not receive credit for the examination, project, or homework assignment and will be subject to progressive discipline.

### **Classroom Behavior**

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Plans are designed to encourage appropriate behavior and to keep parents informed of disciplinary matters. When preventive measures, including parental involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate disciplinary action. Serious misconduct in the classroom may result in immediate referral to the administration.

### **Dress/Personal Appearance Policy**

The dress code at Alconbury Middle High School exists to contribute to the creation and maintenance of a productive learning environment. Students are expected to dress in compliance with the dress code and the intent of the dress code. Appropriate modest attire is expected of all students during school and at school events. Students should use good judgment when choosing their clothing for school and should note that modern fashion does not always have a place at school.

Clothing should be in good repair and of an appropriate size. Clothing, hair, and accessories must not cause distraction or disruption to the educational process, or health, sanitation, or safety hazards.

Regular dress will be in effect unless otherwise announced. In general:

- All clothing should be worn for the purpose it is intended and in a fashion that appropriately covers the body without being either form-fitting or sagging.
- All pants must be worn appropriately around the waist to not show undergarments and/or skin.
- Tops must cover midriffs and cleavage.
- Clothing, accessories, and backpacks should be free of inappropriate writing, pictures, or any other insignia.
- Jeans that have intentional rips/holes are acceptable if the holes are below the knees only.
- Headwear is prohibited inside school buildings, except for approved medical and/or religious reasons cleared by the school administration.
- Shoes are required. Bedroom slippers are not allowed.

The physical education teacher or appropriate school representative (sponsors and coaches) will monitor appropriate attire for physical education classes and extra-curricular activities. Students who fail to comply with this dress code are subject to disciplinary action.

The school staff reserves the right to determine if clothing is appropriate. Students in violation of dress code will be asked to change immediately, which may require the student to contact parents to bring a change of clothes. Continued violations of the dress code policy may result in disciplinary action including but not limited to detention or suspension.

Acceptable clothing for boys includes:

- Slacks, corduroys, athletic pants, or jeans
- Kilts (no higher than one inch above the knee)
- Shorts (below fingertip length)
- Sweaters, vests (shirt underneath), blazers, sweatshirts, collared shirts, t-shirts, and sleeveless tops/tank tops (that have at least 4-fingers width at the narrowest point on the shoulder)

Acceptable clothing for girls includes:

- Dresses or skirts (no higher than one inch above the knee)
- Slacks, corduroys, athletic pants, or jeans
- Shorts (below fingertip length)
- Sweaters, vests (shirt underneath), blazers, sweatshirts, blouses, tops, t-shirts, and sleeveless tops/tank tops (that have at least 4-fingers width at the narrowest point on the shoulder)

### **Dress Code for Formal & Semi-Formal Events**

Boys

- Formal/Semi-formal attire includes a jacket or vest, dress pants, dress shirt, tie, and dress shoes.
- Kilts are acceptable if a traditional kilt ensemble is worn, the kilt is no higher than the knee, and appropriate undergarments are worn.

Girls

- Formal/Semi-formal attire includes a cocktail-type dress, formal dress, or formal pantsuit and dress shoes.
- Dresses/skirts may be no shorter than 4" above the knee, including any slits, at the shortest portion of the dress/skirt.
- Spaghetti straps/sleeveless dresses are acceptable.
- Cleavage must be fully covered.
- Backless dresses may not dip lower than the mid-back.

As a safety precaution, any time we have school sponsored trips, whether they are field trips, study trips of athletic events, students are not to wear any type of clothing when en-route that identifies them as an American. This includes letterman jackets and sweatshirts. It would be acceptable to wear this clothing when on a military base. In addition, students who participate in extracurricular activities (sports, clubs, etc.) may be asked to sign a form that denotes their understanding of specific dress codes for

traveling and representing the school.

### **Fighting**

Fighting in school or at school-sponsored events will result in suspension from school and a referral to the Security Police (or the MOD) for all involved parties.

### **Gambling**

Gambling on all school grounds is prohibited. Students involved in gambling activities will be referred to the administration for disciplinary action.

### **Insubordination**

The failure of a student to follow a reasonable request by any staff member is insubordination. Normally, insubordination results in detention. If the insubordination is accompanied by profanity or disrespect, disciplinary action may increase.

### **Internet Access Agreement**

Any inappropriate use of the computers may result in the cancellation of the student's computer and internet privileges. It is required by DoDEA to have a signed agreement in each student's record, before he/she is allowed access to the LAN system.

### **Off-Limits Areas**

Areas of the base that are "OFF LIMITS" to students are:

- Private homes unless invited by a parent who will be in attendance. (Requires prior school approval and sign out procedure.)
- The dormitories of military personnel at any time, and walkways in between.
- Elementary school, unless school related.
- Farmers' fields.
- Military offices and clubs unless accompanied by a parent.
- Any other "Off Limits" areas as defined by base personnel.

### **Profanity**

Students using profanity in common areas or in a classroom will be asked to refrain from further use of inappropriate language and referred to the administration.

### **Public Display of Affection**

Public display of affection at school is not appropriate. Failure to comply with the request to stop or a disrespectful response will result in a referral to the administration.

### **Sexual Harassment/Bullying**

Sexual harassment and bullying in a school are defined as: "repeated unwelcome verbal or written comments, gestures, or physical contact of a sexual nature or of a threatening manner."

Alconbury Middle High School will enforce a "ZERO TOLERANCE" policy for acts of sexual harassment or bullying. All students have a right to attend school without fear of physical or emotional bullying, hazing, or intimidation. Some examples of sexual harassment and/or bullying are listed below.

- Jokes: A way to express hostility, makes someone a fool, or put down a group of people. Comments on someone's body or dress.
- Sexual Remarks: From subtle hints to direct proposition.
- Physical Harassment: This may include bumping, touching, stroking, cornering, pinching, kissing, hugging, or grabbing.
- Extortion: The practice of threatening another student for money, food, or any other item.
- Other types may be: Leaving notes, displaying sexist cartoons, pictures or magazines, or cyber bullying.

### **Procedure and Guidelines for Reporting Sexual Harassment**

The student should:

- Report the offense immediately to an adult at school.
- Be prepared to write a statement of exactly what happened.
- Tell his/her parents within 12 hours.
- Not make a frivolous charge. All reports will be treated seriously and thoroughly investigated.

### **Sexual Invasion of Privacy**

Any individual who makes an unwanted deliberate sexual contact with another person, which is offensive to that person, is guilty of sexual invasion of privacy. This is different from sexual harassment in that it does not have to be repeated for the offender to be guilty. The same procedure and guidelines should be followed as in sexual harassment.

### **Smoking**

Students are prohibited from possessing or using tobacco products during the school day, en route 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.

There will be no designated smoking areas defined or condoned by DoDEA-Europe Schools.

### **Threatening a Staff Member**

The safety and security of our students and staff is necessary to ensure the proper educational environment to maximize teaching and learning. Threatening a staff member will not be tolerated. A student who threatens a staff member will be suspended. Expulsion proceedings will be initiated for physical actions taken against a staff member.

### **Vandalism**

The intentional destruction or damage to school property or the personal property of others is vandalism. Incidents of vandalism will be dealt with harshly. Serious incidents will be reported to the MOD, the Security Police and/or the Base Commander. Students will be expected to reimburse the United States Government or the person for all damages incurred. Students damaging or destroying school property or the personal property of others accidentally will not incur punitive action, but the student will be expected to reimburse the United States Government or person for the cost of the damage or destruction caused.

### **Weapons**

Weapons are not allowed at school under any circumstances. DoDEA-Europe has a "ZERO TOLERANCE" weapons policy. A student possessing a weapon will be suspended and expulsion proceedings will be initiated. Possession of knives, sharp or pointed objects, guns, clubs, explosive devices or ammunition, or any other dangerous item will result in immediate disciplinary action and reporting to the parent/sponsor, Base Commander, Security Police, MOD, DoDEA District Superintendent, DoDEA Area Superintendent, and the sponsor's major unit commander. Disposition of weapons and prohibited items is at the discretion of the administration and the Security Police. Incidents involving weapons are of the most serious nature. Any item when carried in a concealed manner, or if displayed openly, brandished or used in a threatening manner, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety, can be considered a weapon. Realistic look-alike items will be included in this category.

USAREUR Reg. 190-6 and USAFE Reg. 125-17 provide the following lists of weapons as examples of prohibited items. This is not a complete listing; in the case of situations not specifically addressed, please contact your local Security Police.

- Club-type hand weapons (for example: blackjacks, brass knuckles, nunchaku).
- Strangulation, barbed wire flails, bicycle chains (chains of any type including those in wallets or keys), canes with sharp points, broken bottles or glasses, small knives with retractable blades.
- Tanto, karma, tofu, yawara or other like martial art weapons or practice devices.
- Guns of any type and ammunition.
- Blank cartridge pistols.
- Locking blade knives, regardless of length, and other knives with blades 3 inches or longer.
- 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, sling shots, switchblade knives, razor blades or weapons made from razor blades, authentic appearing replica of a firearm (for example: toy guns/bb guns).

### **Laser Light Pointers**

All categories of laser light pointers are prohibited from DoDEA student possession or non-staff supervised use in school or during school-sponsored activities. The Food and Drug Administration has determined that hand held laser pointers can cause serious eye damage.

### **Unapproved/Inappropriate Items**

Possessions of items that are disruptive to the school environment are not permitted at school. These items include, but are not limited to lasers, skateboards, video games, radios, water guns, and toys.

Normally, the first time an item is brought to school, it will be confiscated and given to the administration; the student will be allowed to obtain his/her confiscated property at the end of the school day. Further occurrences will result in the confiscation of the item, and it will be retained by the administration. It will only be released directly to the sponsor. Water guns will not be returned to students.

Items that are dangerous to the safety of others or have the potential to cause damage to personal or school property, such as, but not limited to, fireworks, smoke and stink bombs, eggs, aerosol sprays, silly string, lighters, matches, and shaving cream will be confiscated and will not be returned. When appropriate, these items will be given to the Security Police or the MOD. Students bringing these types of items to school could face disciplinary action.

AMHS teachers reserve the right to allow iPods, MP3 players, headphones, video games, radios, etc. in their individual classrooms only. Possession of these items in any other location is not permitted and is subject to confiscation by the administration.

Skateboards, roller blades, skates, and “wheelies” are forbidden on school grounds 24 hours per day, 365 days per year. A skateboard on campus will be confiscated and kept by the administration until picked up by the sponsor. Refusal to surrender a skateboard may result in disciplinary action.

### **Snowballs**

Throwing snowballs at school is dangerous because of the threat to student safety and the potential for property damage. Throwing snowballs are not allowed and disciplinary action will be taken.

### **Discipline**

Our goal is to develop and maintain positive self-discipline, whereby each individual AMHS student conducts himself/herself in a manner that respects the rights and property of others while building his/her own self-esteem. The ultimate goal is for all students, while attending AMHS, to display a positive attitude and to exhibit the proper decorum without direct intervention by adults. As we work towards this goal, it is our commitment to administer the policies regarding student discipline with integrity in a calm, fair, and consistent manner.

We very strongly believe in the rights of the other students to be able to learn in an environment that is free of distractions from their peers. Thus, it is sometimes necessary to remove a student temporarily or permanently from a class of the school. We realize some of the consequences listed on the following pages may not necessarily eliminate inappropriate behavior by some individual students.

### **Corporal Punishment**

Corporal punishment is defined as the intentional use of physical force upon a student or any alleged use of intentional force as an attempt to modify the behavior of, thoughts, or attitude of a student. Corporal punishment is NOT practiced or condoned at Alconbury Middle High School. Permission to administer corporal punishment will not be sought or accepted from any parent or guardian.

### **Student Rights and Responsibilities**

DS Manual 2050.1 Student Rights and Responsibilities in DoDEA provides for an understanding of the rights and responsibilities of all students in the Department of Defense Dependents Schools. Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this document is the concept of mutual respect between faculty and students. The school staff, parents, or sponsors, installation commanders and students have the responsibility to work together so that all students have the opportunity to develop to their full potential. Students have the right to free inquiry and expression of ideas. Free expression is not to interfere with the rights and freedoms of others. Students have the responsibility to avoid libel, slander, obscenity, profanity, falsehoods, or distortion of the truth.

### **Due Process**

In enforcing attendance and discipline policies, it is essential that due process be followed. The Student Responsibilities and

Privileges manual, (DoDEA Manual 2051.2, February 26, 1997), as well as the Disciplinary Rules and Procedures regulation, (DoDEA Regulation 2051.1, August 16, 1996), define the DoDEA policies on student responsibilities, discipline and due process. In essence, due process affords students the right to protection from conspiracy, capricious, and unreasonable decisions.

### **Interrogation and Search**

Students have a right to personal privacy and to be informed of their rights with regard to cooperation with investigative

agencies.

Reasonable cause searches of students or their personal effects in school facilities or on school time may only be made in the presence of a school official or by an authorized individual of the same sex as the person being searched.

### **General Search**

The principal or designee may conduct unannounced general inspections of student lockers, and storage spaces provided to students by the school, which spaces are the property of the school, when there is a general notice that such searches may be undertaken. This manual hereby provides notice to all parents and students that principals may undertake unannounced inspections of the school spaces.

Unannounced searches may be undertaken with the cooperation of the host installation military police. Dogs trained to detect contraband and weapons may be used in these inspections.

### **Targeted Search**

When there are reasonable grounds to believe that an individual is storing, or is allowing another to store, illegal drugs, contraband, weapons, stolen property, or other similarly prohibited items; school officials may conduct targeted searches of individual lockers and/or students. Reasonable efforts to locate the student and to have him/her present shall be made prior to the search. If the student is present, the school official shall advise the student of the circumstances justifying the search and seizure. Searches of a student's person while on school facilities or on school time may only be made by an authorized individual of the same sex as the person being searched and in the presence of a school official.

During inspections, or incidental to a reasonable suspicion search, the principal will open desks, lockers, or storage spaces in the presence of a witness and examine the contents, including personal belongings of students.

The school official conducting the search may seize any stolen items and items that are specifically prohibited by law, school policy, applicable regulation, or local law. The student shall be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded. School officials or the pertinent police authority (Security Police and/or MOD) will keep seized items in a safe place until their utility, as evidence, has been exhausted.

### **Detention**

A classroom teacher, a specialist, or an administrator may assign a detention for violation of class or school rules. Detentions may be scheduled prior to school, during lunch, or after school. Detentions may vary in time depending on the offense.

All teachers and support staff have the authority and the responsibility to correct misconduct at any time. Therefore, a teacher might assign detention to a student who is not in any of his/her classes. Teachers must inform parents of assigned detentions either by telephone or email.

### **Detention Rules**

For teacher assigned detentions, individual teachers will establish the rules and regulations of their detention. For administrative detentions the students are expected to bring enough work to complete during the allotted detention time. If the student reports to detention and fails to bring an adequate amount of school work, the administrator or adult in charge may assign additional activities to be completed. These may include but are not limited to writing papers, watching educational videos, or completing assigned readings. Failure to work diligently during detention may result in further disciplinary action. Students serving detention will be available to teachers and community members for supervised work service during detention.

Attendance at assigned detentions has priority over participation in extra-curricular activities.

- Participants in extra-curricular and co-curricular activities will not participate in practices, activities, or athletic contests on dates assigned after school. Students may be barred from competition and team/club travel if outstanding detentions have accumulated.
- After school employment is not an acceptable excuse for failing to serve detention.
- Students who feel they have been assigned a detention unfairly should discuss the concern with the teacher or the individual who assigned the detention.
- A student who continues to feel unfairly treated should discuss the detention with the administration. Generally, a conference involving the student, teacher, and parent will be held to resolve the situation.

### **Suspension**

Suspensions are determined by the school administration. The length of the suspension may vary from one to ten days.

Suspensions may be in-school or out-of-school and are considered excused absences. During the time students are suspended, they may not be present at school or attend any school-sponsored activities. Students who violate this prohibition from being at school or at school activities will have their suspension extended for one day for each violation. A parent conference must be held prior to re-admission of the student to school. A written summary of the case will be provided to the parents, unit commander (for JAC personnel), base commander, and District Superintendent. Chronic or very serious offenses may be referred to the base's family misconduct review board. All students who are suspended from class or school are required to complete all assignments of work and exams during that period. If the suspension period coincides with an exam period, the principal has the option to suspend and offer make-up examinations or to defer the suspension until after the exam period (including deferment to the start of the next semester).

### **Expulsion**

When a very serious act of misconduct occurs, or total disregard of DoDEA policies/rules occur, expulsion may be necessary to protect the safety and rights of other students. When a principal determines an expulsion is necessary, a letter will be sent to the sponsor informing them of the charges against the student and inform the sponsor of the right to a formal hearing prior to the school requesting the expulsion. All students expelled from the DoD schools will be provided the opportunity to use correspondence courses or other appropriate educational programs for the duration of expulsion.

### **Bus Services**

Daily student bus transportation is a privilege provided for students living off base. Bus service is available to and from school within the school bus commuting area. If your student needs transportation, please contact the School Bus Office (SBO). After enrolling your student for school, sponsors with school-age dependents living off base must personally register their student(s) at the SBO.

For more information please contact the Alconbury SBO at DSN 268-3891/01480-84-3981.

### **High School Activity Bus**

Activity buses provide limited transportation for students participating in AMHS sponsored activities and will not be used as a late bus home for students not enrolled in after school programs. Activity buses are not authorized for Alconbury Elementary School students or any student participating in a non-DoDEA sponsored activity (e.g. AYA or off-season individualized sport preparation). Students may request an Activity Bus Pass through their AMHS teacher, coach, or sponsor.

School bus discipline is enforced IAW DoDEA regulation. Please contact the SBO to see if your bus stop is a designated activity bus stop.

### **Late Arrival of School Bus at the Pickup Point**

Sometimes through breakdown or traffic delays, the buses may arrive late at the pickup point. In most cases, it takes some time to get this information to the SBO. As a general rule, students are advised to remain at the pickup point 30 minutes after the scheduled departure time. A bus WILL run, but it is uncertain how long it will take the delayed bus to reach your stop.

### **Bus Transportation for School Delays and Cancellations**

The 423 ABG/CC determines school delays and cancellations when unsafe road conditions exist, etc. Delays and cancellations are announced through unit recalls and will be posted on the website.

If a two-hour delay has been declared, students riding the school bus will be picked up two hours after the normal designated time for example, if the bus is scheduled to depart the bus stop at 0730, the bus will depart at 0930.

### **Only Riders with Bus Passes Allowed**

For safety and security reasons, only students with a valid bus pass may ride on their own bus. For example, a student that does not ride the daily school bus, spending the night at a friend's house, wants to ride home on their friend's bus. This is not allowed; spending the night/going home with a friend is a private matter and transportation arrangements should be made between sponsors.

The school/teachers cannot accept letters from sponsors allowing their student to ride on a bus. Each rider must have a valid school bus pass and only ride on his/her assigned bus.

### **Seat Belts on School Buses**

Our school buses are fully equipped with seat belts and students must comply with British law and DoDEA requirements by wearing their seat belts on the bus.

Please tell your children about this and emphasize that wearing seat belts is for their own safety. Wearing seat belts contributes to good behavior, discipline, and the overall safety on the bus.

### **Procedures for Lost Child**

When your child does not arrive home at their usual time and you are concerned for their safety, you should:

- Contact your spouse or other family members to see if the child is with them.
- We suggest you contact neighbors and known friends of your child.
- If you cannot locate your child, please call the SBO at DSN 268-3891/01480-84-3891 and the school principal at DSN 268-4400/01480-84-4400.
- If you are unable to contact the SBO or the school principal, please contact the Security Forces Military Police at DSN 268-2400/01480-84-2400.

The Alconbury SBO will make every effort to locate your child as quickly as possible. You will be updated regularly; your assistance and patience will be greatly appreciated. If you should locate your child before the SBO does, please notify the SBO so they can terminate their efforts.

### **School Bus Behavior**

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. Therefore, violations of school bus rules and regulations may result in disciplinary action.

### **Bus Schedule**

During registration, students must contact the school bus transportation office to be assigned a bus to and from school. All school bus related questions and concerns should be reported directly to the bus office and the school.

### **Address and Telephone Information**

Frequently, during the registration process, local quarter's addresses, home and/or work email addresses, and home and duty telephone numbers are not known or change. It is essential this data be provided to the school and/or updated at the earliest possible date. Please provide the school with your updated information anytime it changes, the school should be promptly notified. You may send changes to the Main Office or phone the school at DSN 268-4400/01480-84-4400.

### **Agenda Planners**

Every middle school student is required to have an agenda planner at the beginning of the school year. This "planning calendar" has proved effective in helping students organize and plan work, set personal deadlines for task completion, and track academic achievements. Your teachers will encourage you to record homework assignments and test dates in you planners. Take advantage of this opportunity to learn time management techniques that will help you throughout your lifetime. In addition, the planner may also be used to communicate between the school and home, as well as serving as a method of tracking hall passes.

### **Binders-Middle School**

One of the goals in Middle School is to instruct and assist students with organization skills for academic success. Students should have one binder for use across all classes. The minimum content will include loose leaf paper, dividers/folders for each class, container with writing utensils, and the student's agenda planner. Some teachers may require additional class specific materials.

### **Book Bags**

Students are not permitted to have book bags in the classroom. The allotted passing period provides time for students to retrieve necessary learning materials from their lockers. Backpacks/book bags should be kept in the student's locker throughout the school day.

### **Books, Calculators and Other Issued Items**

All required textbooks are supplied by DoDEA without charge to the students. Classroom teachers or coaches may issue calculators, educational materials, sports uniforms, and sports equipment to students. The student and his/her sponsor are legally responsible for returning books, calculator, or other items in good condition at the end of the course or season. Allowances will be made for normal wear and tear. Writing in textbooks is beyond normal wear and tear. It is expected that students will cover all hardbound books with non-permanent material (e.g. paper, paper bags, etc.) and record their name either inside the book or on the protective cover.

Replacement costs for damaged or lost books, calculators, or other issued items (sports equipment, etc.) will be charged to the student. Students who have lost an item should check with the Main Office or supply clerk for replacement costs and instructions.

Students or parents can obtain a payment form in the school supply office. Payment checks should be made to the US Treasury.

### **Cafeteria**

AAFES operates a hot lunch program for all students of Alconbury Middle High School. The cost of the lunch is paid in US currency. There are also a limited number of a la carte items, individually priced, available for those not wanting a hot lunch.

- Parents are welcome to join their child for lunch.
- Sack lunches may be brought from home and eaten in the cafeteria.
- Advance payment of school lunch maybe made at the Base Exchange.
- Reduced price lunches are available for students of families who qualify. Contact the School Liaison Officer (SLO), at DSN 268-3232/01480-84-3232, to determine if your family is eligible for reduced price or free lunches.
- Students are responsible for clearing their own table and placing dishes, utensils, trays, and refuse in the designated places. The school staff monitors students' behavior in the cafeteria.
- The AMHS staff reports infractions when observed during lunch. Failure to use appropriate mature behavior will result in disciplinary action by the administration.
- Disciplinary action can include, but is not limited to detention, community service, or suspension of cafeteria privileges.
- Students from grades 9-12 may eat offcampus.
- Middle School students, 6-8 graders, are required to remain on campus during lunch (they may not leave campus).
- Questions or concerns about the AAFES school lunch program should be directed to the school principal or the UK School Lunch Program Manager at DSN 226-2500/01638-52-5200.

### **Child Abuse**

DoDEA employees are required by law to report all suspected or alleged cases of child abuse or neglect to the local Family Advocacy Program Officer (FAP).

### **Communication**

Open and frequent communication between the home and the school is one of the most important factors in minimizing concerns and preventing misunderstandings.

- The school encourages communication between students, parents, teachers, and administrators.
- Email is a convenient way to communicate with the teachers, principal, and assistant principal.
- If you have trouble scheduling an appointment with any staff member, please call the counselor's office at DSN 268-3221/01480- 84-3221.

### **Parent-Teacher Conferences**

Parents are encouraged to bring their questions and concerns to the attention of their student's teacher and/or appropriate school personnel. To make an appointment, parents can contact the teacher or counselor via email. During the first and second semesters, full-day parent teacher conferences will be held at Alconbury Middle High School. The school administration is also available for parent conferences; however, these conferences should only be arranged after you have first taken the opportunity to talk with the teacher.

### **Daily Bulletin**

In an effort to provide a source of current information, a daily bulletin containing student and faculty information is read over the school PA system every morning at 0825 hours. The daily bulletin contains current announcements regarding class schedules, assemblies, activity meetings and policy reminders. Announcements should be sent to the registrar by 1200 on the day preceding the announcement. No personal items will be added to the bulletin.

Students are reminded that notices in the daily bulletin constitute official notification and must be heeded. A copy of the daily bulletin is posted outside the Main Office. Please ensure that all students are aware of their obligations.

### **Dances**

Dances are open to Alconbury Middle High School students and guests who have been approved by the administration and the activity sponsor. Guests must have a signed permission slip for admittance and are expected to follow school rules. All guests must be age appropriate and approved at least 3 days before the dance.

- Students will not be admitted during the final hour of the dance.
- Upon arrival at the dance, students will be required to sign in and note the time of arrival. Upon leaving, students will be required to sign out and indicate the time they are departing the activity.

- Once a student leaves the dance, he/she will not be re-admitted.
- Students who do not abide by school rules will be asked to leave the dance. Parents will be called and asked to take their student home.
- Students and faculty sponsors will ensure that the facility is clean and secure following conclusion of the dance.
- Students may be denied access to school dances by sponsors and the administration for valid reasons. High School Dances
- These dances are open to all AHS students in grades 9-12 with the exception of the Junior-Senior Prom (grades 11-12 only).
- Grade 9-10 students may attend the Prom only as the date of a Junior or Senior.
- High school dances will generally take place between 1900-2300.
- Individuals more than one year past high school graduation will not be permitted as guests at school dances. Middle School Dances
- Middle school dances are open only to grades 6-8.
- Middle school dances will take place between 1505-1715 or 1900-2100.
- Middle school students are not allowed to attend the Homecoming Dance, Cotillion or Prom.
- Middle school students may not attend High school dances. However, throughout the year, some 6-12 grade activities may be held.

### **Student Guidelines for School Dances**

- All school rules apply at the dance including conduct and appearance with a reminder that:
- Smoking is not allowed on campus at any time.
- No use or possession of alcohol or drugs is permitted.
- Possession or use of dangerous or potentially dangerous items including weapons, squirt guns, aerosol cans, etc. are prohibited.
- All school rules regarding PDA and sexual harassment apply.
- Guests may only attend with written permission approved in advance.
- Middle school students may not attend high school dances.
- No kissing at any time.
- Keep all hands outside of clothing.
- No removal, unzipping, unbuttoning, etc. of clothing.
- No sitting on another person's lap.
- No simulated sexual acts while dancing.
- Dress should be modest and appropriate for the occasion.
- Remember no hats inside the building.
- Homecoming, Cotillion, and Prom are semi-formal dances at which gentlemen are expected to wear a coat and tie or suits and ladies are expected to wear dresses, gowns or formal pantsuit and dress shoes.
- Students who are not planning to attend the dance should not be loitering on the campus.
- Students who do not conform to accepted dance behaviors might be asked to leave without a refund.

NOTE: All rules are to be enforced at the chaperone's discretion. That means that the chaperones, not the students, will determine what is provocative and inappropriate.

### **Driving**

Students are authorized to drive privately owned vehicles (POV) to school. Students must register their car with the Main Office and park their cars in designated parking areas. Students will not drive their POV during school hours, including lunch. Students who drive to and from school are not allowed to transport any student. Failure to follow these guidelines may result in disciplinary action and a petition for loss of base driving privileges.

### **Eating/Drinking In School**

Students are allowed to eat or drink in the cafeteria, outside the building, in the library and/or with permission in a classroom or in uncarpeted areas of the halls.

### **Study Trips**

- Sponsor and/or parent permission will be required before a student goes on a field trip. Students are expected to participate in school related field trips.
- All school policies and regulations governing student conduct are in effect during field trips.
- Sponsors may be required to pick up their student(s) from a field trip if the student(s) conduct warrants such action.
- Parents are notified in writing in advance of the trip regarding times, details, and are asked to sign and return a mandatory consent form for each student prior to the trip date.
- Students are responsible for completing assignments in classes missed during field trips.

- When a student knows that he/she will be absent, every effort should be made to coordinate assignments with teachers before the trip. Overnight field trips require more extensive preparation for parent, student, and teacher.
- Parents and students should read all information carefully and contact the teacher/sponsor if there are any questions or concerns. Be sure you know before your child leaves, the exact itinerary, departure and return times, and how much money they will need.
- The sponsors have been instructed by the administration to be extremely vigilant on overnight trips and to take all precautions to avoid student alcohol abuse, curfew violations, and students being in the wrong room.
- Chaperones should discuss with the trip sponsor exact their responsibilities, and be provided an itinerary of the trip. Sponsors must let the chaperones know where they will be at all times.
- Please advise your son/daughter to be cooperative and follow the rules as stated by the person in charge. Students and parents must sign the Student Behavior Expectations form prior to departing on any school-sponsored field trip.

### **Gifted Education Program**

The Department of Defense Education Activity (DoDEA) provides exemplary education programs that inspire and prepare all students for success. Gifted students measure their success through the challenges they are able to receive, meet, and often surpass. The goal of DoDEA Gifted Education Program is to identify students with high potential and exceptional performance and to offer challenges that match their strengths.

Please contact the Main Office for more information concerning Alconbury Middle High School's Gifted Education Program at DSN 268-4400/01480-84-4400.

### **Graduation Exercise**

- Senior students who have fulfilled all requirements, academic and otherwise, will be allowed to participate in the June graduation exercises.
- Those students failing to meet the requirements will be notified prior to the ceremony and their privilege of participating withdrawn.
- Students will be required to purchase the selected cap, gown and tassel.
- All graduation rehearsals in are MANDATORY in order to participate in the graduation ceremony.
- The graduation ceremony is a privilege not a right.
- Students are expected to conform to the graduation protocol in order to be eligible to attend the graduation ceremony.

### **Graduation Protocol**

It is the policy of the Department of Defense Education Activity (DoDEA) that the graduation ceremony at each Department of Defense High School be an occasion, which will be conducted with dignity and decorum. Students will be assured that this ceremony is held to honor them, but it also is a ceremony, which honors their parents and families, their communities, and all of the educators who have assisted them in reaching this milestone in their lives.

All graduating seniors must meet all graduation requirements of DoDEA. Exceptions to this requirement may be determined at the local school by the school administration.

Graduates and guests will observe appropriate decorum in a dignified manner. This policy is to be publicized by the school principal, supported and coordinated with the installation commander.

Students participating in the graduation ceremony MUST:

- Wear authorized caps and gowns, and school approved appropriate recognition of scholastic achievement; e.g., National Honor Society (NHS) cords.
- Wear appropriate footwear; e.g., dark dress shoes, closed toe shoes, (sandals, sneaker, shower shoes, or being barefoot are not permitted).
- Dress shirts and dress slacks or skirts shall be the appropriate apparel underneath the cap and gown. There will be no defacing of the cap and gown for the exercise.

The school principal (involving students, parents, and school staff) should plan the specific ceremony. Once the plan has been completed and accepted by the organizing group, students who desire to participate in the ceremony will agree to do so base on the established planed and DoDEA policy.

### **Hall Passes**

Students are not to be out of their scheduled class without a hall pass. It is the joint responsibility of the student and thee teacher to adhere to this policy. Students who need to leave class during instructional time MUST BE IN POSSESSION of their agenda

planner, which will be used for recording hall passes.

### **Information Center (Library Media Center)**

The library provides students with resources for academic research, study, and recreational reading. The Internet section supports the school curriculum in all areas, offering a variety of print and non-print materials covering a variety of topics and interests. The media center or library is open and staffed from 0820-1600. Students may use the library before school, during the lunch period, during the school day with a pass from their assigned teacher, and after school. Eating/drinking in the library is allowed in many areas. Visitors must register with the office before visiting the media center. Media center resources include:

- An up-to-date reference collection.
- A variety of on-line CD-ROM resources to include News Bank, SIRS and World Book Encyclopedia.
- School-wide internet access.

### **Lockers**

At the beginning of the school year, lockers are assigned by a faculty member and available for each student's use.

- Lockers may not be shared without prior approval from school administration.
- The defacing of lockers (i.e., writing, marring, scratching, pictures or applying stickers) is considered vandalism and is prohibited.
- Students should use only a combination lock that is issued by the school. Combinations must be kept on file in the office and with the locker monitor in case of emergencies.
- Lockers should be kept locked at all times. Students who leave their lockers unsecured will have the contents removed and a keyed lock will be placed on the locker. The school assumes no responsibility for lost or stolen items left in unsecured lockers.
- Repeat offenders will lose locker privileges.
- Do not leave valuables in your locker!
- Do not share your locker or combination with anyone!

### **Parent Organizations**

#### ***School Advisory Committee (SAC)***

DoDEA Instruction 1342.15, November 5, 1986, outlines the establishment and function of the Local Educational Advisory Committee. The union of the local committee is to advise the principal on matters affecting the operation of the school. The Alconbury Middle High School Advisory Committee (SAC) consists of two parents and two professional school employees elected for two years by those eligible to vote. A member of the student council is a liaison member. The school's principal, faculty representative, an installation commander (or designee) also serve as liaison members but do not vote. Meetings are held a minimum of once per quarter.

The Department of Defense encourages professional employee and family participation in the formation and operation of overseas local school advisory committees. Committee members, elected from the community and the schools, are responsible for advising the principal on education related matters. SAC members advise the principal on school policies, program staffing as it relates to the instructional program, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, and the school meal program.

#### ***School Advisory Board of Alconbury School Complex***

The School Advisory Board is an elected body consisting only of parents and full-time professional school employees for the schools located on the installation. The High School Student Council President is also a voting member.

The purpose of the School Advisory Board is to make recommendations to the installation commander and/or DoDEA-E District Superintendent; the School Board does not address matters pertaining to personnel policies or the internal management of DoDEA. The School Advisory Board meets publicly at least four times per school year. All parents are welcome and encouraged to attend regularly.

#### ***AMHS Parent Teacher Organization (PTO)***

The Alconbury Middle High School Parent Teacher Organization (PTO) is an organization made up of parents, students, faculty, and community. The PTO is committed to supporting the entire academic and extra-curricular programs of the school. The PTO meets on the third Wednesday of each month in the school library at 1730. To contact the PTO, please email: AMHSPTO@gmail.com.

### **Registration**

- DoDEA requires annual registration for all students.
- Sponsors or spouses must have a current and valid ID card.

- ALL personnel must present a copy of orders or proof of status to determine eligibility categories.
- Students must have a current Certificate of Immunization, DS Form 121, to verify certification of immunization.
- Records from the previous school, including the last report card or a copy of the transcript, should be brought to registration for newcomers.
- Sponsors must complete and sign the DS Form 600 each year.
- DoDEA-E Online Registration: <http://www.eu.dodea.edu/schoolregister.htm> (note: local paperwork must still be completed!)

### **Seminar**

All full time students will be enrolled in a seminar period on Day 2 (Gold) from 1335-1500. It is important that everyone understands what seminar is and is not.

- The purpose of the seminar is to provide students an opportunity to get assistance where they may need additional help.
- It is a time when they can work on special projects with teachers, study for a test, catch up on homework, complete make-up work following an absence, work in the media center/library, and meet with counselor, etc.
- Seminar is NOT a social hour. Students are not allowed to sleep, listen to music, or eat during seminar.
- Normal attendance and tardy procedures will apply during the seminar period if a student is truant from seminar, he/she will be disciplined just the same as any other class.
- All students are assigned to a specific teacher and will report to that teacher at the beginning of the seminar period.
- Students must report to their assigned seminar class. Students who have made prior arrangements to work with a teacher other than their seminar teacher MUST present a pass from that teacher in order to be dismissed from seminar.
- Special assemblies, pep rallies, concerts, and other programs will be scheduled during seminar to avoid the loss of class time.
- Seminar might be scheduled in split sessions over a two day period in order to accommodate special schedules.
- Bring study material or work to the seminar class.
- Students may work quietly in pairs or in small groups if the seminar teacher agrees.
- The most important aspect of the seminar period is the freedom of the students to work with teachers. Students are encouraged to use their time wisely.

### **Theft**

Students are reminded to safeguard their own property and respect the property of others. Book bags and other materials should not be left unattended. Valuables should not be brought to school. Lockers should be secured when not in use. Students who continually leave their lockers unsecured or leave backpacks, book bags, etc. in common areas will lose their locker privileges. Students who are caught stealing from others will be suspended and reported to the community authorities.

High value items and significant sums of money should not be brought to school.

### **Visitors**

- Students who wish to bring a visitor to school must complete a visitor's pass at least four days prior to the requested visit.
- Students may bring only one guest (with administrative approval), for no more than one day, to visit AMHS.
- The host student is responsible for the guest throughout the visitation time.
- Parents who wish to visit the school are requested to sign in at the Main Office.
- If a parent wishes to see a teacher, principal or counselor, it is necessary to make an appointment in order to avoid interrupting a class or another appointment.
- Parents who wish to visit classrooms: Please notify the Main Office 24 hours in advance of your proposed visit so that the necessary arrangements can be made to accommodate your request.

### **Athletic Code**

The Student Athletic Code for Alconbury High School (AHS) is provided as a means of establishing uniformity in requirements for conducting the interscholastic athletic programs. All persons involved in the program must support the regulations of DoDEA-Europe and the Isles District (Department of Defense Dependents Schools DSG Manual 2740.2 "Inter-scholastic Athletic Program).

#### **A. Requirements for Participation**

1. Be a student in good standing for the entire week and meet all academic eligibility criteria. (See Academic Eligibility Section).
2. Have a current physical examination on record in the school; a signed power of attorney for Medical and Dental Card; AHS player information sheet on file; a signed parent and student Agreement for Student Athletic Code and Student Behavior Expectations, a valid passport, visa, and ID card.

#### **B. Area of Student Responsibilities**

1. All AMHS student athletes, managers, and coaching staff are expected to represent themselves, their teams, and the

school positively, both in and out of the sports environment. An athlete must abide by school policies and AHS Athletic Standards/Training Rules. Serious misconduct by the athlete may eliminate further participation for part or all of that sports season with forfeiture of the athletic letter and awards. They must also keep in mind that bringing dishonor to the team impacts the overall success and public perception of the team and Alconbury High School. Good sportsmanship is a primary concern of all AHS athletic representatives. AHS is a member of the National Federation of State High School Associations, who encourages good sportsmanship through a commitment to fair play, ethical behavior, and integrity. In perception and practice, sportsmanship is defined as those qualities that concern others. These ideals of sportsmanship apply equally to all athletic disciplines. All individuals from AHS, regardless of their role in the activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

Some examples of acceptable and expected behaviors from our athletes are:

- Applauding the introduction of players, coaches and officials.
  - Sharing handshakes between participants and coaches after each contest, regardless of outcome.
  - Showing genuine concern for injured players, regardless of team.
  - Encouraging others to display only sportsmanlike conduct.
  - NEVER to boo, heckle or outwardly criticize officials' decisions.
  - Avoiding disrespectful or antagonizing yells, chants, gestures, or "trash talking"
2. Students participating in the AHS Athletic Program agree they will not have in their possession and/or will not use tobacco, drugs, or alcohol during the current season of participation. Student participants found to be involved in the use of these substances will be removed from the team for the remainder of the season with forfeiture of the athletic letter and awards.
  3. All student athletes must have a current physical and must attend ten practices before competing/practicing interscholastically.
  4. All team members are required to travel and return on the team bus unless written arrangements have been made with coach, parent and/or sponsor prior to the trip.
  5. No stereo or radio equipment will be allowed on away trips unless used with personal headphones and with the coach's permission.
  6. AHS athletes must demonstrate focus and commitment to their team by attending ALL practices. Knowledge and skill development can occur only through determination and practice. All athletes demonstrate their commitment to the team and themselves by attending ALL contests. Each student athlete's approach to participation reflects the AHS belief in the "team first, me second" attitude. An athlete should be unselfish in his attitude and actions, encouraging the success of teammates toward the overall success of the team and school.
  7. Dismissal from one athletic team for rules infractions will eliminate an athlete from all sports for that season.
  8. Athletes may transfer between teams during a season only if prior to the first competition. Both head coaches must agree to any roster changes and the "ten practice rule" must be used.
  9. New students may join during a season at the discretion of the coach, but the "ten practice rule" must be used. The coach may waive this rule for new students if they have already been participating in the sport at their previous school.
  10. The school will issue team uniforms and equipment to the team coach. Each athlete must subsequently sign for individual uniforms and equipment issues. These items are the responsibility of each athlete. Loss or damage to school uniforms and equipment will be assessed and the full value of the item charged. If hand receipts are not cleared or debts paid in full within one week after the season conclusion, the athlete will be ineligible to participate in the next sport season and awards will be withheld. Only authorized uniforms and athletic equipment may be worn for any AHS competition.
  11. Practice, regulations, training rules and awards are the jurisdiction of the coaches, AD, and subject to approval by the principal. Lettering policies for each sport will be provided by the team coach and approved by the Athletic Director at the beginning of the season. Final authority for awarding any athletic recognition is a specific responsibility of each sport's head coach.
  12. It will be the responsibility of the sponsor to provide transportation and/or other associated costs for a student-athlete who does not return to Alconbury with the team bus for reasons of accident, illness, or for reasons of military/civilian restraint in the case of illegal activities.
  13. Any athlete or team participating for Alconbury High School is expected to participate in all DoDEA events and practices. Participating in a non-DoDEA event in lieu of a scheduled DoDEA practice or event is not permitted. Any athlete or team who does so forfeits the privilege of continued participation for that season.
- C. A student athlete has the right to:
1. Compete for a position on a team providing he/she meets all the guidelines.
  2. Be properly equipped and to be provided coaching.
  3. Try for a school letter award according to standards recommended by the coach.

4. Use the proper chain when addressing a problem/issue, first to the DoDEA Coach or Sponsor, then to the Athletic Director.

If the problem/issue is not resolved by the Coach and the Athletic Director, it will then go to the Assistant Principal. If still not resolved the Principal will make the decision.

### **DoDEA Student-Athlete Behavior Expectations**

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDEA-Europe student activities positive. Alconbury Students are expected to meet DoDEA student behavior expectations and those expectations outlined in the Alconbury Athletic Code from the time of departure to the time of return from the activity.

- Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
- Students are not to move facility furniture unless authorized to do so by the activity sponsors.
- Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
- Students must observe curfew regulations as they pertain to "in the room" and "lights out."
- Students will not have electronic music devices "on" during instruction or after "lights out".
- Students will turn cell phones off during activity instruction and presentations.
- Students will be responsible for his/her personal belongings and equipment at all times.
- 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).
- Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDEA-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.
- Students will dress appropriately for the activity. Dress should always be proper and in good taste.
- Students will respect that girls and boys rooms are "off limits" to members of the opposite sex.
- Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times.
- 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.
- 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 supervisors/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.