

STUDENT – PARENT HANDBOOK

AVIANO MIDDLE HIGH SCHOOL



SAINTS SCHOOL YEAR 2018-2019

AVIANO MIDDLE/HIGH SCHOOL

UNIT 6210
APO AE 09604-6210
DSN 632-5877 or 632-5877
CIV 0434-305877 or 0434-305877
FAX 0434-652410

The handbook guidelines, calendar and school information may be adjusted/revised throughout the school year. Updates are posted on our school website:

<http://www.dodea.edu/AvianoMHS/index.cfm>

The handbook also provides information that applies throughout DoDEA. It notifies parents and students and stakeholders of specific rules, regulations and procedures governing DoDEA schools. The authorities pertaining to these rules, regulations, and procedures may be found on the DoDEA Web site. Policies can change throughout the school year. The most current policies can be found at:

<https://www.dodea.edu/Offices/PolicyAndLegislation/Offices.cfm>



**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY
EUROPE – SOUTH DISTRICT
AVIANO MIDDLE/HIGH SCHOOL
UNIT 6210
APO AE 09604**

10 August 2018

Welcome Parents and Students

The first day of school is quickly approaching and we wanted to be sure you have all the information you need to make the transition back to school easy for everyone. A new school year is always exciting. Our focus will be on providing each student with new challenges that will result in a rewarding school experience. Academic emphasis on student skills in math and literacy will remain a priority as well as providing a learning program that builds each year to enable your student to reach DODEA standards and graduation requirements. Instruction in the fine arts, foreign language, technology, host nation, and physical education complete our program, providing each student with the opportunity to develop areas of interest and skill.

This handbook was designed to better help you learn what Aviano Middle/High School (AMHS) is all about. We ask that you use this guide as a resource throughout the course of the school year so that you will have a basic knowledge of some of the policies, procedures, practices, and programs that will affect you and your student. Information regarding student expectations, progress reporting, academic schedules, extra-curricular programs, health services, and bus safety are just some of the many entries you'll find within this handbook. Parents are asked to review its contents and to discuss items with students.

Since this handbook offers only a snapshot of our school, students, parents, and visitors are encouraged to ask questions of school staff at any time so that individual needs can be addressed and met.

In collaboration between the school and home, we invite you to work with us so that the educational programs at the school will be enhancing, fulfilling, and rewarding for all involved. We encourage you to join us for school activities, establishing strong foundations and being positive role models for your children.

On behalf of the entire Aviano Middle/High School staff, we welcome you! If you have any questions, please do not hesitate to call or email us at DSN: 632-5877 or 39-0434-305877 kenneth.harvey@eu.dodea.edu or mufstapha.kahlouch@eu.dodea.edu we look forward to working with you and your student throughout the school year to provide a productive and safe learning environment that supports student success.

We will do all we can to make it a great year for your student,

Ken Harvey
Principal

Dr. Mustapha Kahlouch
Asst. Principal

DODEA and AMHS MISSION AND VISION

MISSION:

Educate, engage, and empower each student to succeed in a dynamic world.

VISION:

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

CORE COMMITMENTS OF OUR SCHOOL

- We commit to being productive and organized by focusing on what is important and encouraging each other in positive ways.
- We commit to creating a stimulating environment in which we take time to talk to one another and collaborate for the good of our students.
- We commit to sharing our ideas, listening to each other, and striving for consensus.
- We commit to building a positive, trusting work environment in which we support and trust each other.

ACCREDITATION

Aviano Middle/High School is accredited through AdvancEd and the North Central Association (NCA) of Schools and Colleges. Aviano Middle/High School has been accredited since 1975. NCA approves only schools whose teaching staff, curricular standards and equipment and materials standards meet or exceed the criteria for certification. Our most recent Quality Assurance Review, SY 10-11, resulted in the maximum number of commendations. Results have been published to the community. Our next accreditation by AdvancEd will be with all of the schools in the Europe South District.

CHAIN OF COMMAND

Assistant Principal of Aviano Middle/High School, Dr. Mustapha Kahlouch

e-mail: mustapha.kahlouch@eu.dodea.edu

Principal of Aviano Middle/High School, Mr. Kenneth Harvey

e-mail: Kenneth.Harvey@eu.dodea.edu

Aviano Community Superintendent, Mr. David Rudy

e-mail: david.rudy@eu.dodea.edu

Superintendent of Europe South District, Dr. Michelle Howaard_Brahaney, Vicenza, Italy

e-mail: Michelle.Howard-Brahaney@eu.dodea.edu

Director of DoDDS-Europe Area, Dr. Dell W. McMullen
Sembach, Germany

e-mail: Dell.McMullen@eu.dodea.edu

Director of Dependents Schools, Mr. Thomas Brady
Arlington, Virginia

e-mail: Thomas.Brady@hq.dodea.edu

ADMINISTRATION

PRINCIPAL: Mr. Ken Harvey
ASSISTANT PRINCIPAL: Dr. Mustapha Kahlouch

SCHOOL PHONE NUMBERS

POSITION AND/OR REASON FOR YOUR CALL	DSN PHONE	CIVILIAN PHONE	FAX NUMBER
General Inquiry	632-5877	0434 305877	0434 652410
Principal	632-5322	0434 305322	
Asst. Principal	632-5358	0434 305358	
10-12 Counselor	632-5619	0434 305619	
6-9 Counselor	632-5917	0434 305917	
Nurse	632-5821	0434 305821	
Administrative Officer	632-5474	0434 305474	
School Bus Office (TOS)	632-5152	0434 305152	
Secretary	632-5313	0434 305313	
Administrative Assistant	632-5293	0434 305293	
School Registrar	632-5292	0434 305292	
Supply & Logistics	632-5089	0434 305089	
Student Transportation Specialist	632-5152	0434 305152	

Please use military numbers whenever possible.

PARENT & COMMUNITY PARTNERSHIPS

AVIANO BOOSTER CLUB

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

SCHOOL ADVISORY COMMITTEE (SAC)

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

STUDENTS' RIGHTS AND RESPONSIBILITIES

Rights: All students, in kindergarten (K) through 12, are entitled to an educational program comparable to those offered in public schools in the United States, in accordance with pertinent directives and regulations governing eligibility for enrollment.

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

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

For more information, see the parent section of the DODEA website at <http://www.dodea.edu/parents/index.cfm>

SY 2018-2019 Calendar
First Semester (87 Instructional Days)

2018	
Monday, August 27, 2018	Begin First Quarter and First Semester
Monday, September 3	Labor Day: Federal Holiday
Monday, October 8	Columbus Day: Federal Holiday
Thursday, November 1	End of First Quarter (46 days of classroom instruction)
Friday, November 2	No school for students -- teacher work day
Monday November 5	Begin second quarter
Monday, November 12	Veterans Day: Federal Holiday observed
Thursday, November 22	Thanksgiving Day: Federal Holiday
Friday, November 23	Friday: Recess Day
Monday, December 17	Begin Winter Recess (17 December - 1 January 2019)
Tuesday, December 25	Christmas Day: Federal Holiday
2019	
Tuesday, January 1, 2019	New Year's Day: Federal Holiday
Wednesday, January 2	Instruction Resumes
Monday, January 21	Birthday of Martin Luther King, Jr.: Federal Holiday
Thursday, January 24	End of Second Quarter and First Semester (41 days of classroom instruction)

Friday, January 25	No school for students -- teacher work day
Second Semester (88 Instructional Days)	
Monday, January 28	Begin Third Quarter and Second Semester
Monday, February 18	Presidents' Day (Washington's Birthday): Federal Holiday
Thursday, April 4	End of Third Quarter (45 days of classroom instruction)
Friday, April 5	No school for students -- teacher work day
Monday, April 8	Begin Spring Recess (8 - 12 April)
Monday, April 15	Instruction Resumes - Begin Fourth Quarter
Monday, May 27	Memorial Day: Federal Holiday
Thursday, June 13	End of Fourth Quarter and Second Semester (43 Days of classroom instruction)
Friday, June 14	No school for students -- teacher work day. Last day for non-administrative educator personnel

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SECTION I: ACADEMICS / RECORDS

ACCELERATION & PCS

- If families are PCSing, and the date is near the end of semester, students may have the option of accelerating and completing the semester early.
- The acceleration process begins with a request initiated at least four weeks before the student's final school day. To initiate a request, the sponsor, spouse or student informs the school office with a copy of orders and a letter indicating the student's last day in school and the date records will be picked up.
- After this is completed, the student will get a "Request for Acceleration" form from the school counselor. At that time, the counselor will explain the specifics of the process for the student. Be aware this requires additional work for the student in order to meet the semester requirements. Follow procedures for the last day of attendance in Early Departure/PCS.
- Only students whose sponsors have permanent change of station orders will be eligible for local granting of acceleration within the last 20 school days of first or second semester.
- DoDEA sets a specific date after which accelerations can take place. Check with the school for the exact date.

AP POLICY

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

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

CREDIT BY EXAMINATION

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

DROPPING AND ADDING COURSES

Courses may be added or dropped prior to the completion of ten (10) instructional days at the beginning of each semester. Courses dropped within this time period will not appear on the transcript. Any course changes after that time must have the principal's approval. Any courses dropped after 6 weeks will automatically be classified as "withdraw failing" (WF) on the transcript. All work from the beginning of the term must be made up in the new course for credit to be earned.

DUAL ENROLLMENT

(information to come)

EARLY DEPARTURE/NON-PCS

- A request for students to leave early must be in writing to the principal. Teachers will give withdrawal grades only; not final grades.
- CREDIT WILL **NOT** BE GRANTED TO STUDENTS WHO DO **NOT** ACCELERATE.
- See procedures for final days of attendance below in Early Departure/PCS.

EARLY DEPARTURE/PCS

- For non-acceleration PCS moves, at least ten (10) school days before their last day of school, sponsors should report to the office with a set of PCS orders, the exact date of the student's final day, and notification of when school records will be picked up.
- **Two days before the last day of attendance**, students will report to the office for their clearance form, which must be completed by all of their teachers and other school personnel before they will be cleared from school. Any indebtedness owed to the school must be paid as well.

EARLY GRADUATION

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

ELIGIBILITY FOR ACADEMIC HONORS

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

GRADE CLASSIFICATION

Grade 9	Satisfactory completion of 8 th grade
Grade 10	6.5 units of credit earned
Grade 11	13 units of credit earned
Grade 12	19 units of credit earned

GRADESPEED/ASPEN REPORTING SYSTEM

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

GRADE POINT AVERAGE (GPA)

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

GRADUATION REQUIREMENTS According to Graduation Year

<u>Curricular Area</u>	<u>14/ and beyond**</u>
Language Arts	4
Social Studies	3
Mathematics	4
Science	3
*** Foreign Language	2
Fine Arts	1
Physical Education	1.5
Health	0.5
Professional Technical Studies (.5 Computer)	2
<u>Electives</u>	<u>5</u>
TOTAL	26*

* A 2.0 cumulative GPA is required to graduate.

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

*** Foreign Language classes must be two consecutive of the same language

GUIDANCE AND SUPPORT SERVICES

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

GUIDANCE COUNSELORS

- **ACADEMIC OBJECTIVES:** The counselors are available to help students achieve their educational objectives and complete their academic plans.
- **PERSONAL PROBLEMS:** Counselors are available to help students with personal problems and issues.

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

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

HIGH SCHOOL COURSES TAKEN IN GRADES 7 AND 8

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

HOMEWORK & MAKE-UP WORK

DoDDS policy is to assign homework as appropriate to all students capable of completing assignments. Homework is a part of a student's school requirement. The purpose of these assignments is to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

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

HONOR ROLL

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

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

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

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

INCOMPLETE GRADES

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

RANKING FOR GRADUATION

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

REPEATING A CREDIT COURSE

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

Courses taught at **Aviano Middle/High School** in each curricular area and their descriptions are available in the Course Description Guide in the Counseling Center, or on the school's website at: <http://www.dodea.edu/AvianoMHS/index.cfm>

A complete list of courses offered by DoDEA can be found at:

<http://www.dodea.edu/Curriculum/index.cfm>

HOME-SCHOOL STUDENTS

DoDEA recognizes that home-schooling is a sponsor's right and may be a legitimate alternative form of education for the sponsor's dependents. Home-school students who are eligible to enroll in a DoDEA-Europe and DoDEA-Pacific and DoDEA-Americas students on a tuition-free basis are eligible to utilize DoDEA auxiliary services without being required either to enroll in or register for a minimum number of courses offered by the school. Eligible DoD home-school students using or receiving auxiliary services must meet the same eligibility and standards of conduct requirements applicable to students enrolled in the DoDEA school who use or receive the same auxiliary services. Any student, including eligible DoD dependent home-school students, who has not met the graduation requirements to earn a DoDEA diploma may not receive DoDEA commencement regalia, the DoDEA diploma, nor walk to participate in a DoDEA commencement ceremony.

REPORT CARDS

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

STANDARDIZED TESTING

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

TRANSCRIPTS

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

- To obtain a copy of an official transcript up to four years after graduating, write to:
Aviano Middle/High School
Unit 6210
Attn: Registrar
APO AE 09604-6210
- Please go the following link for directions to obtain any transcripts older than 4 years.
<http://dodea.edu/students/transcripts.cfm>

WEIGHTED CREDITS

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

SECTION II: HEALTH AND SAFETY

CHILD ABUSE/NEGLECT

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

EMERGENCY PROCEDURES

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

HEALTH SERVICES

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

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

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

Vision and hearing screening will be done throughout the school year by referral from parents, teachers and the Child Study Committee. Vision screening and height & weight measurements are done on all students at the beginning of the school year. Parents will be informed of any problems noted. Scoliosis screening will be done on grades 6-7-8 as allowed by scheduling with the PE classes. Height and weight screening will be requested of students for statistical records; it is not required. Parents will be notified if there is a problem with any of the screenings. In addition, screening will be done throughout the school year if requested by teachers and/or parents.

Notify the school nurse of any current or special medical problems that students might have. This will help in monitoring any potential problems.

SECTION III: GENERAL INFORMATION

BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

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

BULLETINS

A daily bulletin is read to each first period or broadcast by the video productions class to inform the students of upcoming activities. Following the DoDDS policy of keeping parents informed of school activities, a weekly newsletter with a calendar of activities is e-mailed to each parent.

The Aviano M/HS Webpage at <http://avianomhs.weebly.com/> is available to keep the community informed about school activities. More information can also be found on the School's FB page, <https://www.facebook.com/Avianoschools/>.

DISTANCE LEARNING

Students have the opportunity to enroll in a course through the DoDEA Virtual School if (1) AMHS cannot offer it locally; or (2) there is a scheduling conflict that cannot be resolved for a course that is required for graduation. Students can get a list of virtual course offerings from their counselor or from the DoDEA website. It is important to note that these courses require a student to be self-motivated, show initiative, and have time-management skills. If a student decides to enroll in one of these courses, it will fill one of the 7 time blocks in his or her schedule. The instruction and grading will be completed by the teacher of record who will not be onsite.

FIRE DRILLS

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

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

LOCKER RULES

Student lockers are available for issue to each student. School officials may conduct general and targeted searches of lockers. Searches may be coordinated with the military police or community officials.

Students are advised to use lockers for storage of books. **THEY ARE NOT INTENDED FOR STORAGE OF VALUABLES, SUCH AS IPODS, E-READERS, MONEY, CELL PHONES, ETC. THE SCHOOL WILL ACCEPT NO RESPONSIBILITY FOR VALUABLES STORED IN SCHOOL LOCKERS.** These types of items are not required or necessary in an educational environment and should be left at home. Students are also advised **not** to leave personal property such as book bags, gym bags, purses, etc. unattended in the halls or lobbies. All book bags must have identifying information on them.

Locker rules:

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

LOST AND FOUND

Students who find lost articles are asked to take them to the office. Items not claimed that day will be taken to the Multi-Purpose room, where the owner can claim them. Small items, including, glasses, jewelry, wallets, and other valuable items should be turned into the office. If identified, identification cards and wallets are returned to the owner immediately. At the end of each quarter, unclaimed items are donated to a charity.

LUNCH

The school cafeteria has a hot lunch program and a la carte items for sale provided by AAFES. Accounts can be set up through www.Mypaymentsplus.com, the Cash Cage at the Exchange or in the cafeteria. Sixth through eleventh grade students must remain on campus during lunch. The lunch room seating is divided by middle school and high school and students are expected to sit in their respective areas. Eleventh and twelfth graders are permitted to leave campus for lunch. **This privilege may be revoked if students are tardy after lunch; GPA falls below a 2.5, or for any other reason deemed appropriate by the administration.**

PARENT-TEACHER-STUDENT CONFERENCES

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

PARTIAL SCHEDULES

All students are encouraged to enroll in seven (7) courses every year. AMHS feels this will best prepare students for their future endeavors; however, if a senior (only open to seniors) wishes to apply for a partial schedule, he or she must begin this process in the spring of the year preceding the senior year. The process includes a conference with the counselor, written justification from the student, written support from the parents, and an interview with the principal. All of this must be accomplished before any senior is granted a partial schedule. If and when a partial schedule is granted, the senior **MUST BE OUT OF THE BUILDING** during those time blocks that are unscheduled.

PLEDGE OF ALLEGIANCE / SALUTE TO THE AMERICAN FLAG

Students are ensured by the administration the opportunity to recite the Pledge of Allegiance and to salute the American flag on a daily basis.

Students may decline to recite the Pledge of Allegiance and salute the American flag as long as they do not disrupt or distract others.

SCHOOL DANCE POLICY

Students wishing to bring a guest to school dances must have written permission from their parents and the prior approval of the administration. This form must be given to the sponsor of the dance one day before the dance. School rules apply at all dances. Once a student has entered a dance, they may not return if they leave the site. Special dress codes may be defined for certain dances.

SCHOOL SUPPLIES

Parents are expected to provide the following supplies for their children as needed: (check with individual teachers)

- 8x11 lined loose leaf notebook paper with 3 holes
- 4 single subject spiral notebooks
- Scissors
- Erasers
- Glue
- Gym shoes
- 1-3 prong folder w/pockets
- 5 dividers with 3 holes (plastic lasts longer)
- NO. 2 pencils
- 2 Ball point pens (blue or black ink)
- Color pencils
- Yellow highlighter
- 1 box of tissues
- 3 ring binder

SEMINAR

The main purpose of seminar is academic: reading, studying, tutoring, advising, test or assignment make-up, research, and writing. Seminar will be divided roughly into three parts, one twenty-minute period and two thirty-minute periods. During the first 20 minutes all students will remain in their original seminars and engage in sustained silent reading or PSAT practice. Students will be allowed to travel to other teachers for tutoring and assignment completion during the two thirty-minute periods. Any student who does not report to the correct class, wanders during seminar, or does not behave properly during the seminar period may lose the privilege of traveling during seminar.

SEMINAR LOCKDOWN

Beginning the third week of school through the end of the school year, students will be monitored for academic standing. Any student who receives two (2) "F's" or more will attend Seminar Lockdown in a class specific for this tutorial need. During Seminar Lockdown, students will be required to work tutorially in order to bring up their grades. Any student who remains in Seminar Lockdown for three (3) consecutive weeks will be required to attend after school homework club until "F's" are brought up to a "C" average or better.

STUDY TRIPS

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

TELEPHONES/MESSAGES

Students will not be called from classes for messages unless an emergency exists. Students needing to use the telephone during the school day may request permission to use an office phone. **Additionally, students' cell phones are to be turned off and out of sight at all times.**

VISITORS

All visitors, including parents, **must sign in** at the main office and obtain a visitor's pass before visiting classrooms.

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

Parents Visiting Classrooms

Parents are welcome to visit classrooms with prior coordination with the classroom teacher; they can do that by contacting the individual teacher(s). Occasionally parents will 'shadow' their student, which also requires coordination with teachers—if the shadowing is at the request of parents. When the shadowing is a result of an administrative consequence, arrangements will be coordinated by the administrator(s).

SECTION IV: ATTENDANCE & DISCIPLINE

Attendance records are maintained for each student. Chronic absences affect a student's school progress. It is the school's policy that students come to school and remain in school until the school day is over. School officially begins with the first period at 0755 and ends at 1435. For more information regarding the attendance policy visit, <http://www.dodea.edu/attendance/index.cfm>.

Parents should come to school to check students out of school. If parents are unable to come to the school, **high school students only**, must have a valid note from a parent, or parents may call the office. **Students must sign in/out at the office.**

For **middle school students**, parents are required to come in and sign the student out of school. Students who leave school grounds without signing out are considered truant. All students are required to sign in at the office when they arrive late.

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

SCHOOL ATTENDANCE AND ACTIVITY PARTICIPATION

In accordance with the DoDEA Manual 2740.2 and Memorandums of Understanding between DoDDS and Youth Services (YS) students are required to be in school the full day on the day of a weekday game. If a student is absent from school on Friday due to illness, he/she may not play on Friday, but could play on Saturday with a doctor's clearance. The only exception to this policy is a scheduled medical appointment, which may not exceed three hours of absence from school. The administrator will determine approval for the student to participate in the scheduled event. For more details of the attendance policy related to extracurricular activities visit: : <http://www.dodea.edu/AvianoMHS/upload/sportshandbook1516.pdf>

ATTENDANCE PROCEDURES

On a day that a student misses school, parents are required to call 632-5877 (civ 0434-30-5877) between 0700 and 0800 to inform the school of the student's absence and the reason for the absence per USAFE directive. When the student returns to school, he/she should bring a note to the main office, signed by the sponsor or a parent, to verify the reason for the absence.

EXCUSED ABSENCES

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

Absence from school is granted to students participating in school-sponsored activities including athletics, tournaments, and other interscholastic events held away from the school. School principals are authorized to determine the benefit to the student if it is proper to excuse an absence for a non-school activity and if there is no detriment to the school program.

A parent/sponsor must provide a written explanation to the school for any other student absence. Academic penalties will not be given for excused absences. Students are responsible for making up the classroom work missed during excused absences. Students are given time to make up class work equal to the number of days absent from the class.

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

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

Excused absences include:

- Illness of student (Students who are ill for three consecutive days or more must present a doctor's excuse upon return).
- Family emergency
- Religious holiday
- Medical, dental or legal appointments (If possible, schedule these appointments before or after school).
- School-sponsored or approved events
- Pre-Arranged Absences – see below
- Special opportunities at community leadership conferences.
- Promotion and change of command ceremonies for a member of the immediate family
- Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

STUDENT EDUCATION PRE-ARRANGED ABSENCE PLAN

Extended absences for a student require two weeks' notice at the school, in accordance with DoDEA Regulation 2095.01. A **Student Education Pre-Arranged Absence Plan** (formerly Family Trip Form) is required, except for Emergency Leave or when a unique family circumstances warrants absence. When sufficient notice is not given, parents will need to meet with the principal or vice principal.

One of the key reasons for providing two weeks' notice is to allow adequate time for teachers to prepare, post, and communicate with the student all assignments and/or projects that will need to be accomplished during the absence. The New School Attendance Policy has been implemented with the intent of establishing solid communication between parents, teachers, and school administration with the overall objective of ensuring academic success for the students.

UNEXCUSED ABSENCES

A student absent from school without the permission of his/her parent/sponsor is unexcused. Any instance of truancy will result in disciplinary consequences.

Examples of unexcused absences:

- Oversleeping
- Missing the bus or ride
- Seeing friends or relatives off at the terminal
- Non-school sponsored functions without pre-
- Not attending school on down days
- Leaving school to attend non-participatory tournaments
- Moving/Packing out
- Babysitting

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

ATTENDANCE VIOLATIONS

Truancy

Students cannot learn effectively if they do not attend class. Students who fail to bring a note or fail to have parents contact the school within three days of an absence will be considered truant. Incidents of truancy are maintained in a student's record for the entire year. Disciplinary consequences are invoked in the case of truancy, and command support for student attendance may be requested by school administration.

Tardiness

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

Students may be referred for disciplinary action with regard to tardies. When a student has received two (2) tardies, the parent or guardian will be notified by telephone or e-mail, and reminded of the school policy. If these tardies continue, the students may be referred by the teacher for disciplinary action which could include detention. Further consequences, as outlined in the Europe South District Middle High School Disciplinary Matrix will apply.

For more information please see the discipline consequence matrix at the end of this handbook.

DISCIPLINE

It is DoDDS policy to maintain a high level of discipline. Students are encouraged to use self-control, develop a sense of regard for fellow students and teachers, and take pride in their school and community. One of the goals of education is self-discipline; parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

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

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

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

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists
- Arrangements for a parent conference
- Referral to administration, at which time a discipline referral form is completed by the teacher and given to the administration (form available on Dashboard).
- Discipline referral forms are tracked by the administration (*See end of handbook for copy)

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

For more information please see discipline consequence matrix at the end of this handbook.

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

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

Students will NEVER be permitted to stop the flow of instruction or prevent learning for others.

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

Aiding and abetting

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

Banned Items

Laser pointers are non-educational items that are detrimental to the health and safety of other students.

Skateboards, roller blades, and Heelys may not be ridden anywhere on school property at any time to include before and after school. Students who bring them to school are asked to leave these in the front office at the beginning of the school day and pick them up before leaving in the afternoon.

Violations will result in confiscation of the banned items until a parent/sponsor retrieves them.

Bomb Threat

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

Bullying (including cyber bullying)

Aviano Middle/High School is committed to providing all students with a safe and supportive school environment. We believe that actions meant to hurt someone's feelings or devalue them are bullying/harassing behaviors. Bullying is a form of harassment. The terms "bullying/harassment" refer to behaviors such as saying hurtful things to someone about their appearance or ability, posting disrespectful comments about someone online, hurting someone by physical actions, or treating someone badly or making a point of excluding them because of who they are. Such behaviors are often directed repeatedly against the same person or group, they can happen on or off school grounds, and there is always an imbalance in power between the bully and the victim. Bullying/harassment is not accidental. Although some students may feel pressured by their peers to bully or harass someone, they are still participating in behavior that is meant to hurt or upset another person or group of people.

Forms of bullying:

- Physical (Pushing, tripping, hitting, damaging or stealing someone's property);
- Verbal (Name-calling, hurtful teasing, insulting, humiliating, or threatening someone);
- Social (Excluding someone from "the group" or from an activity, making sure others don't associate with someone, displaying images or materials that are offensive or disrespectful, making someone look foolish, or gossiping or spreading rumors about someone)
- Electronic (Using the Internet or a cell phone to e-mail or send text messages or pictures in order to threaten someone or hurt their feelings; single them out, embarrass them, or make them look bad; or spread rumors or reveal secrets about them)

Types of bullying include: Racial/ ethno cultural, Sexual, Gender role-based, Homophobic, Religion-based, Disability-based, Income-based

AMHS will follow the MED-DSO discipline matrix with regard to bullying; in addition, restitution, counseling, and consequences are all part of the anti-bullying program.

Cafeteria Behavior

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

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

Any food taken out of the cafeteria must be properly disposed of, and trays returned before the end of the lunch period.

Coffee and high energy drinks are not allowed in the school building.

Cell Phones and personal items

Students are not permitted to use any personal items that interfere with the learning environment or endanger the health and safety of other students. **Students are responsible for their personal property and therefore strongly advised not to bring items to school that are high-value and/or non-education related.** If students choose to bring electronic devices such as cell-phones, I-pads, I-phones, headphones, cameras, and personal computers, they may only use them outside the building during lunch, or before and after school. (Teachers may grant exceptions for their use in the classroom.) The same policy on personal items not to be used in school applies to dice, toys and cards. When students enter the building, electronic items, including cell phones, are to be completely turned off and out of sight. If used inappropriately and/or seen, these may be confiscated by administrators, support staff, or teachers, and turned into the office. Sponsors may be contacted to come to school and pick up the item. Confiscated items not claimed by the sponsor will be donated to charity. The school is **NOT** responsible for any personal items that are lost or stolen.

Cheating

Aviano Middle/High School has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Behaviors commonly associated with cheating include talking during a test, copying answers, being in possession of answers for assignments, or giving answers for assignments to another student. (This list is not all-inclusive.) The term "cheating" also includes plagiarism: copying information from a text or downloading information and submitting it as original work. Additionally, students involved in cheating will receive a "0" grade for the assignment. Parents will be notified by the classroom teacher of the incident, and the student will be referred for disciplinary action.

Dress Code

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

- Offensive (drug, alcohol, sex) related words on clothing or jewelry
- Spaghetti straps, backless, halter-tops, strapless or one shoulder, or see-through tops
- Low-cut blouses or dresses that reveal cleavage.
- Tank tops or deep cutouts under the arms.
- Basketball jerseys without t-shirts underneath.
- Sleeveless undershirts.
- Midriff shirts or tube tops.
- Skirts (including slits in skirts or dresses), shorts, short trousers, and pants must be longer than your longest fingertip (when hands are held to your side).
- Wearing hats, hoods, bandanas, and/or sunglasses in the building.

- Combs or brushes worn as exterior hair accessories.
- Visible underwear/undergarments, or these being worn as exterior clothing.
- Spikes in jewelry, articles of clothing, neckbands and piercing.
- Chains, including wallet chains.
- Pajamas, slippers or any type of sleepwear at school (except when allowed during spirit days).
- Revealing or see-through leggings, spandex pants, or bottoms only permitted if worn under a dress. The dress must be the length of the longest fingertip (when hands are held to your side).
- Skin should not be visible between bottom and top clothing.
- Bulky winter coats are to be stored in lockers, NOT worn in the classroom.

In addition to the school dress code, students will be required to wear prescribed clothing for PE classes. Specific dress requirements for PE will be provided during the first day of classes.

Fighting

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

Fire False Alarm

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

Forgery

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

Gang-like behavior

Within DoDDS-Europe schools, gang-like activities are not tolerated. Any form of initiation, assault, or bullying may result in suspension for those participating. Our military communities fully support our discipline actions, and this is particularly true with gang-like behavior.

Gang-like, or “wannabe” activities normally include but are not limited to: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

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

Hall Conduct/Passes

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

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

Inappropriate language

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

Insubordination

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

Internet/computer violations

Student computer and Internet access through the DoDEA network is a privilege not a right. Student computer and Internet access shall only be used for educational and research consistent with DoDEA's educational objectives.

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

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

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

Plagiarism

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

Public Display of Affection

Kissing or embracing on campus, during school, or at school functions is not allowed. Handholding is permitted. Violation of this rule is subject to disciplinary action.

Substance Abuse (Alcohol, inhalants, and other drugs)

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

Substance abuse includes using, possessing, selling, dispensing, or being under the influence of illegal drugs or alcohol and/or any abuse or misuse of legal substances (examples: over the counter medicine non-prescription drugs, glue, inhalants, taking non-recommended amounts of pills or other substances, or taking medicines prescribed for another person). The security police will be notified of any suspected illegal drug involvement. Students will be suspended pending a disciplinary board hearing.

Theft

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

Tobacco Products

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

Truancy

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

Vandalism

Students found responsible for vandalism be required to pay for or repair damages. Consequences will depend upon the severity and intention.

Weapons

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

- **Any gun or look-alike gun**, ammunition or look-alike ammunition, any object designed or intended to propel a missile of any kind, any weapon that can expel or can be readily converted to expel a projectile by the action of an explosive, or any stun gun or laser.
- Any knife (examples: dirk, bowie knife, switchblade knife, or any knife having a metal blade)
- Any razor, slingshot, spring stick, metal knuckles, or blackjack
- Any studded accessory or article of clothing (example: studded collar, chain belt)
- Mace, pepper spray, or similar propellants
- Any explosive device (examples; firebomb, explosive material, a hoax explosive device, a chemical bomb, poison gas, or other incendiary device).

DISCIPLINARY CONSEQUENCES

Only school administrators assign students disciplinary measures:

- **Due Process:** in enforcing attendance and discipline policies due process will be followed. The Department of Defense Education Activity Disciplinary Rules and Procedures (DODEA Regulation 2051.1.April 4, 2008) defines the DODEA policies on student discipline and due process. In essence, due process affords students the right to protection from conspiracy, capricious and unreasonable decisions. Four important elements in due process procedures are that students have the right:
 - ❖ to be informed in writing of the rules which regulate behavior, as well as situations, which result in disciplinary measures.
 - ❖ to an informal hearing in all disciplinary actions.
 - ❖ to a formal hearing for suspensions of more than 10 days or expulsion.
 - ❖ to appeal all decisions and be informed of all appeal procedures available to them.

Students also have a right to personal privacy and to be informed of their rights with respect to cooperation with investigative agencies for interrogation purposes. Reasonable cause searches of students or their personal effects in the school may be made by school officials. Officials may search personal effects (such as backpacks) and lockers for any reasonable cause. (Please see below for more information.) For students in our school, jurisdiction for civilians falls under the authority of the Italian police.

A. SEARCH AND SEIZURE

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

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

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

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

B. DETENTION

Teacher Detention

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

Administrative Detention

Detention may also be assigned by the administration on an as-needed basis. Students placed on detention must report with materials necessary to do homework. Unless given a work detail while on detention, the student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, suspension may result.

C. SUSPENSION

Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. The student and his/her parents will be notified of the reason for the student's suspension. ***A student who is suspended is ineligible to participate in extra-curricular events, trips, competitions, etc., for the remainder of the week in which the suspension begins. A "week" is defined as the period of Monday through Sunday. Students may NOT enter the campus area or enter any DoDDS Sanctioned event/area during suspension. Students may practice with the team after they have completed their suspension.***

Out-of-School Suspension

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

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

D. SUSPENSION AND EXPULSION

DoDDS has a Zero Tolerance for weapons in schools. (Please refer to page 25 of this document.)

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

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

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

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

SECTION VI: TRANSPORTATION

BICYCLES/WHEELIES/SCOOTERS/SKATEBOARDS

Students riding bicycles to school are to park them in the area near the gym. Bicycles should be locked to the rack.

Bicycles are not to be ridden on campus during school hours. Security of bicycles is the responsibility of the owner. DoDDS or Aviano M/HS is not liable for any item brought on school grounds.

Skateboards, if brought on campus, are to be kept in the front office for the student from the beginning of school to the end of the day. Skateboards taken into the school hallways or classrooms will be confiscated and parents will be contacted to come to school to pick them up.

BUS TRANSPORTATION

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

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

PRIVATE VEHICLES

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

SECTION VII: EXTRA-CURRICULAR ACTIVITIES

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

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

Eligibility

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

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

SCHOOL BASED ACTIVITIES

• ATHLETICS

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

districts are scheduled at the end of the regular season of play. Students may not be 19 or older on September 1 to be eligible to play interscholastic sports. Seventh and eighth graders may participate, on an exhibition basis, in Cross-country, Tennis, Wrestling and Track and Field. Overnight travel for middle school students is not allowed. Any community- sponsored athletic team must adhere to all DoDDS-E athletic policies & regulations in order to letter in that sport.

Please note: ALL STUDENTS PARTICIPATING IN A SCHOOL-SPONSORED ATHLETIC ACTIVITY MUST HAVE A CURRENT (WITHIN A YEAR) SPORTS PHYSICAL ON FILE IN THE SCHOOL NURSE'S OFFICE. STUDENTS MAY NEVER MISS A DODDS ATHLETIC PRACTICE OR EVENT IN ORDER TO PARTICIPATE IN A HOST NATION EVENT.

Fall Season

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

Winter Season

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

Spring Season

- Soccer
- Track and Field
- Baseball and Softball

The following activities/organizations are available to students during the school year. The students are advised to talk to the sponsor of the activity or organization for more information:

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| <ul style="list-style-type: none"> • Drama • Future Business Leaders of America (FBLA) • Future Educators of America (FEA) • Junior Reserve Officer training Corps (JROTC) | <ul style="list-style-type: none"> • Math Counts • Music • NHS-NJHS • Photography • Student Council |
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DoDDS-EUROPE STUDENT ACTIVITIES

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

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| <ul style="list-style-type: none"> • Academic Games • Berlin Seminar • Future Business Leaders of America (FBLA) • Future Educators of America (FEA) • International Student Leadership Institute (ISLI) • Robotics Competition | <ul style="list-style-type: none"> • Junior Leadership Seminar (JLS) • Junior Reserve Officer Training Corps Summer Camp(JROTC) • Junior Science & Humanities Symposium (JSHS) • National History Day • Technology Fair |
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GLOSSARY

- Alcohol:** Mind-altering or mood-altering beverages, including but not limited to beer, wine, wine coolers, vodka coolers, liquors etc. Possession, use, sale, or distribution of alcohol or controlled substances will result in corrective actions at school and may lead to arrest and criminal penalties.
- Consumption of excessive alcohol can cause death.
- Arson:** Willfully, or while committing any felony, causing damage to a building, structure, or dwelling by fire or explosion.
- The girl was arrested for arson and expelled because she started a fire in the restroom.
- Assault/ Threat:** An intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, or doing some act which creates a well-founded fear in the other person that violence is imminent.
- The students assaulted another girl by sending her notes saying that they would beat her up right after class.
- Battery:** Actually and intentionally touching or striking another against his or her will, or intentionally causing bodily harm to another.
- The student battered the teacher by pushing her against the wall.
- Bullying/ Harassment:** Repeatedly using hostile, intimidating, domineering, or threatening behavior with the intent or purpose of physically or mentally hurting another individual. Bullying occurs within an interpersonal relationship characterized by an imbalance of power (physical or psychological). Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment.
- Students should report bullying to an adult whom they trust so that it can be addressed.
- Cheating:** Using unauthorized answers or sources to receive credit for schoolwork. Examples include looking at someone else's paper, copying from your notebook when you are supposed to use only your memory, or copying someone else's homework because you did not complete yours.
- The teacher accused him of cheating when she found answers to the test written on his desk.
- Plagiarism is a form of cheating when you present another person's words or ideas as your own without giving the originator credit for the information. Some common examples of plagiarism are copying information from a book without using quotation marks or without including a bibliography at the end of the assignment listing the sources used. Written work that is copied and pasted from the internet without citation constitutes plagiarism. All information in academic assignments that is not common knowledge must be cited and documented. (An example of common knowledge is: Miami is a city in Florida.)
- She plagiarized the information in her report by not giving credit to the author for his ideas.

Controlled Substances: (Drugs)	<p>Mind-altering or mood-altering drugs, including but not limited to marijuana, cocaine, heroin, various pills, etc. Possession, use, sale, and/or distribution of controlled substances will result in corrective action at school and may lead to arrest and criminal penalties.</p> <p><u>Use of controlled substances can be deadly.</u></p>
Detention:	<p>A corrective action wherein a student must spend extra time at school, either before or after the regular school day or on a Saturday.</p> <p><u>The student served detention for one week after school for breaking a window.</u></p>
Disruption:	<p>Behavior that disrupts the learning and/or safety of others in class, on the school bus and at the bus stop.</p> <p><u>The math class could not focus on preparing for the test because the girls' constant chatting was disruptive.</u></p>
Distribution:	<p>Giving out, sharing, or dispensing to others.</p> <p><u>She was expelled for distributing pills to other students.</u></p>
Drugs:	<p>Mind-altering or mood altering beverages or substances, including but not limited to alcohol, marijuana, cocaine, heroin, pills, etc. Possession, use, sale, or distribution of controlled substances that results in corrective actions at school may lead to arrest and criminal penalties.</p> <p><u>Drugs are sometimes deadly, especially for young people.</u></p>
Electronic Devices:	<p>Any device that is powered by electricity or a battery with is not required by the curriculum. These include items such as (but not limited to) compact disc players, MP3 players, headphones, cellular phones, PDAs, and cameras.</p> <p><u>Unauthorized use of electronic devices can disrupt the learning process.</u></p>
Expulsion:	<p>A corrective action that means that you are no longer allowed to attend your current school.</p> <p><u>The student was expelled for carrying a knife.</u></p>
False Fire Alarm:	<p>Any action that causes people to believe that there is a fire or a threat of fire when there is not.</p> <p><u>The boys received a suspension for reporting a false fire alarm, even though they meant it as a joke.</u></p>
False report/ Bomb threat:	<p>Any action that causes people to believe that the school is under a serious threat, including but not limited to explosives and weapons of mass destruction.</p> <p><u>Students who make an illegal false bomb report could be expelled and receive serious criminal penalties.</u></p> <p><i>*Making a false report requires a mandatory recommendation for expulsion for not less than one year and may lead to arrest and criminal penalties.</i></p>

Fighting: Two or more students trying to physically hurt each other. Fighting often begins with a minor disagreement between students that can be solved without fighting. (See Fighting Horseplay and Fighting Serious)

Fighting (horseplay): Occurs when two or more students engage in physical force against each other and

- They stop when an authority figure gives them a verbal command to stop, AND
- There are no injuries that require medical attention as a result of the fight.

The students began to engage in a horseplay fighting incident, but they calmed down when the teacher told them to stop.

Fighting: Occurs when two or more students engage in (serious) physical force or violence against each other and

- They become so enraged that they do not stop when given a verbal command to do so, OR
- Physical restraint is required, AND/OR
- Someone is injured to an extent that requires immediate first aid or medical attention.

Serious fighting must be reported to school police.

Any serious fighting incident that causes injury or requires medical attention would result in a suspension.

Firearms: Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any such firearm muffler or firearm silencer; any destructive device; or any machine gun.

Students shall be expelled for bringing firearms to school.

Forgery (written misrepresentation): Making, altering, or signing a document with the intent to defraud or signing another person's signature without the person's consent.

The student was not permitted to go on the field trip because she forged her mother's name on the permission slip.

Gambling: Participation in games of chance for money and/or other things of value.

Throwing dice for money is gambling.

General Classroom Misconduct: Misconduct related to classroom behavior to include (but not limited to) failure to be attentive, being unprepared for class, talking when asked to be quiet.

Harassment: Conduct directed at a person that causes him/her to feel intimidated or verbally, mentally, or emotionally abused, or that causes him/her substantial emotional distress. Repeated harassment is considered bullying.

What some people think is "just joking around" might constitute harassment if the person at whom it is directed is distressed by it.

Hate crime: A crime committed by someone who is motivated by hatred of someone else's personal or perceived characteristics, such as religion, color, sexual orientation, ethnicity, ancestry, and/or national origin. Hate crimes are similar to harassment, but they involve other serious crimes committed against someone. See "Other Major Crimes/Incidents."

The students committed a hate crime when they beat up a student because of his religious beliefs.

Inappropriate Items: Items unsuitable for school because they tend to disrupt the learning environment.

Magazines that feature violent video games are inappropriate items for school.

Inappropriate public displays of affection: Engaging in unsuitable, intimate, sexually- suggestive behavior (like kissing and touching) in agreement with someone else, in places where others are likely to be present, such as hallways, stairways, classrooms, school buses, etc.

Kissing in the hallway and stairwells is an example of an inappropriate public display of affection.

Engaging in this type of behavior in hidden places is also inappropriate, and depending on the circumstances, may constitute a more serious infraction. See Sexual Offenses (other) in this glossary.

Infraction: The breaking of a school rule; a violation; an infringement.

Every infraction in the Code of Student Conduct has a range of corrective responses.

Instigative Behavior: Behavior that incites or urges others to do something wrong.

The student instigated his classmates by daring them to fight.

Intimidate: To make another person afraid.

Intimidation can sometimes be considered harassment or bullying.

Insubordinate Actions: Refusing to follow the directions of authority figures within the school, such as administrators, teachers, office workers, custodians, volunteers, parents/guardians, cafeteria workers, and others.

He received detention for defying the cafeteria manager by refusing to pick up his lunch tray when she told him to do so.

Offensive Material: Material that is offensive, indecent, lewd, and improper for school.

Students should not bring offensive materials, like adult magazines, to school.

Profane: Vulgar, crude, indecent.

Swearing is considered profanity.

Provocative: Disrespectful conduct or words that tend to cause anger, rage, or humiliation in the

person at whom they are directed.

The student's provocative words "I hate you" upset the teacher.

Reprimand: An explanation of how a behavior is inappropriate and a warning of the future consequence for doing it again.

The assistant principal reprimanded the student for using profane language.

Responsibility: An expectation, duty, or obligation to behave a certain way.

As a student, I have a responsibility to respect the property of others.

Sexual battery: Using force or the threat of force to touch, feel, or hurt someone in a sexual way against his or her will, or to use force to attempt to do so.

Touching another person's private body parts without his/her consent is sexual battery.

Sexual Harassment: Displaying unwanted and repeated conduct of a sexual nature that substantially interferes with a student's academic performance and/or creates an intimidating, hostile, or offensive school environment, or causes discomfort or humiliation for that student.

The student was suspended for sexual harassment because he repeatedly talked about a female student's private parts, making her feel uncomfortable.

Sexual Offenses: Sexual contact in a lewd manner. A variety of actions can be characterized as sexual offenses at school.

Examples include, but are not limited to:

- Possessing and/or distributing obscene or lewd materials at school;
- Exposing or touching private body parts in a lewd manner;
- Touching someone else's body in a lewd manner;
- Voyeurism (e.g., secretly looking at someone in the restroom or locker room without his/her knowledge);
- Consensual sexual activity on school grounds between students who are 16-years-old and older;
- Any type of sexual contact with a student who is under age 16-years-old.

Smoking: Holding a lighted cigarette (cigar, etc.), drawing in and exhaling the smoke of tobacco, or use of any tobacco product.

Smoking cigarettes is unhealthy.

Stealing/Theft: Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit.

He stole the library book when he slipped it into his backpack and left the library.

Student Government: A group of students chosen by other students to represent the entire student body.
The Student Government Association should present their yearly plan of activities to the school administration.

Suspension: A corrective response for serious misbehavior where the student is not permitted to attend the regular school program.

Serious behavioral infractions at school result in suspension.

- Theft:** Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit.
- He committed theft when he slipped the library book into his backpack and left the library.
- Threat/Assault:** An Intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.
- The student was suspended for making a threat to slap the teacher.
- Tobacco Product:** Any product made from tobacco, including but not limited to cigarettes, cigars, and chewing tobacco.
- Tobacco products are unhealthy.
- Trespassing:** Entering and/or remaining upon a school campus, school transportation, or at school-sponsored events off campus or other school property without authorization or invitation to enter or remain, including students who are suspended or expelled.
- The student was trespassing when he entered the school after being warned by the principal that the school was closed.
- Vandalism:** The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.
- Major: resulting in damages over \$1,000.
Minor: resulting in damages under \$1,000.
- The student committed vandalism when he spray-painted graffiti on the school.
- Violation/ Infraction:** The breaking of a school rule; an infringement.
- For every behavior violation there is a recommended corrective strategy.
- Violence:** Physical force used to injure, damage, or destroy.
- We try to keep our schools free of violence.
- Weapons:** Any instrument that can be used to inflict serious harm on another person or that places another person in fear of serious harm. Examples include but are not limited to all types of firearms (weapons used to shoot with, such as guns), dart-guns, stun guns, daggers, knives, clubs, tear gas guns, chemical weapons, bombs, aerosols, and other destructive devices (any item that can explode or cause destruction, such as grenades, rockets, or missiles). This definition excludes simulated weapons. Everyday objects can become weapons if they are used to seriously harm or attempt to seriously harm someone.

Europe South District

Middle High School Disciplinary Matrix

Category I: Minor Infractions

All sanctions for Category I infractions will start over at the beginning of the second semester.

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Tardiness (to class or to school) ➤ General classroom misconduct ➤ Failure to follow general instructions ➤ Public display of affection /Improper show of affection ➤ Eating/drinking in class (gum included) ➤ Loitering in an unauthorized area ➤ No hall pass ➤ Running, playing, or horseplay (hall or grounds) that may endanger self or others ➤ Unauthorized sale of items (candy, etc.,) ➤ Dress code violations which the student refuses to correct ➤ Minor disrespect (talking back, rolling eyes, etc.) ➤ Other minor offenses 	Referral 1:	Warning and/or contact with the parent/guardian
	Referrals 2 - 4:	Warning, parent contact, and/or detention, Saturday School; 1 day In-School Suspension
	For Referral 5 and each additional referral.	Warning, parent contact, and/or detention, Saturday School; 1 day In or Out of-School Suspension. Once a student has accumulated a minimum of 5 referrals, a behavior plan may need to be created to address behavioral concerns.
<p style="text-align: center;">An administrator may offer the following alternatives to Out-of-School Suspension:</p> <ul style="list-style-type: none"> • A parent may opt to shadow his/her child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only. • The Principal at each school may limit the number of times that shadowing is allowed instead of Out of School Suspension (OSS). <p><u>NOTE:</u> If the offense has taken place in the teacher’s classroom (with the exception of tardies), all teachers are generally expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator (including parental contact and referral to guidance).</p> <p>The consequences listed above come into effect only after the student has been referred to an administrator.</p>		

Category II: Intermediate Infractions

Category II: Intermediate Infractions	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, Blackberry's, iPhones; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities. <i>(Individual principals will determine the locale for keeping such devices during the school day.)</i> ➤ Minor Vandalism (\$25 or less) (Restitution required) ➤ Minor Theft (\$25 or less) (Restitution required) ➤ Leaving school grounds without administrative permission (also includes failure to sign out) ➤ Falsifying, forging, cheating, or plagiarizing the work of others. (written or verbal) ➤ Abusive, profane, or obscene language, gestures, or material (student to student): This includes, but is not limited to the following references: race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or matters 	Referral 1:	After School Detention
	Referral 2:	Detention or Saturday School or Work Detail <i>Examples of work detail: working the booster tent, help setting up the football field; assisting at the track meet, etc.</i>
	Referral 3:	1 day In or Out of School Suspension

<p>pertaining to sexuality.</p> <ul style="list-style-type: none"> ➤ Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed). ➤ Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, <i>and/or</i> the violation of <i>other rules</i> and guidance established for an orderly educational atmosphere. ➤ Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut or related paraphernalia (lighters, matches, rolling paper, etc.) ➤ Any activity that endangers self or others while at school ➤ Violating attendance regulations or policies (i.e., truancy). 	<p>Referral 4:</p>	<p>2-3 Days of the combination of Saturday School, and/or In or Out of School Suspension</p>
	<p>Referral 5:</p>	<p>3-5 Days of the combination of Saturday School, and/or In or Out of School Suspension.</p>
<p>An administrator may offer the following alternatives to Out-of-School Suspension:</p> <ul style="list-style-type: none"> • A parent may opt to shadow their child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only. • The Principal at each school may limit the number of times that shadowing is allowed instead of OSS. 		

Category III: Serious Infractions

A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

- Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h) (3) of 18 U.S.C. (reference (k)).
 - Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (j))), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. *A minimum 1-year expulsion is required for the possession of firearms.*
 - Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.
 - Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in enclosure 2. *A mandatory expulsion recommendation is required for a second offense.*
 - Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.
 - Robbing or extorting, or attempting robbery or extortion.
 - Damaging or vandalizing school, U.S. Government, contractor, or private property.
 - Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.
 - Gambling in any form.
 - Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.
 - Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
 - Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, burn, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).
 - Possessing or using fireworks or other explosive devices.
Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.
 - Violating any law, rule, regulation, or policy of the military installation or the school.
- Failing to report or otherwise be complicit in the above-described acts.

Europe South District

Disciplinary Matrix for Electronic/Internet Resource Use Actions

SUBJECT: Computer Access and Internet Policy *DoDEA AI 6600.01*

POLICY: It is DoDEA policy that:

- a. The use of DoDEA IT resources shall be permitted for official and authorized purposes including communication, research, and educational or professional development in support of the DoDEA mission.
- b. Internet use for educational, administrative, and research purposes will be encouraged and supported in agreement with the terms and conditions contained in the **DoDEA Technology user agreement policy**
- c. All use of DoDEA IT resources will be accomplished through individual user accounts, except as specifically authorized by the Designated Approving Authority (DAA).

If a student violates the DoDEA Technology user agreement policy, the following actions will be imposed.

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Misuse of email ➤ Using inappropriate language ➤ Being abusive or impolite ➤ SPAMMING ➤ Contacting inappropriate persons ➤ Using e-mail at inappropriate times 	Referral 1:	Warning, Parent contact, and/or Detention,
	Referral 2:	Suspension of email for 10 Days
	Referral 3:	Termination of email for SY and Administrative Action
	Referral 4:	**Administrative Action
Category II: Intermediate Infraction	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Sending or receiving offensive materials ➤ Violating copy right ➤ Using computer resources without permission 	Referral 1:	**Administrative Action
	Referral 2:	Suspension of LAN and email for 2 weeks
	Referral 3:	Termination of LAN & email accounts RESTRICTION of computer usage
	Referral 4:	**Administrative Action
Category III: Serious Infraction	Referral	Possible sanctions for Category III infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Damaging Hardware, Software, or network ➤ Changing configurations ➤ Accessing another users private Files (i.e. H:drive files) ➤ Modifying using , deleting or misusing public files (K: or common drive, teacher files) ➤ Using another user's account or allowing him/her to use yours ➤ Attempting to get around safety and security measures (i.e. web filters, virus scan, etc.) ➤ Sexually Offensive behavior ➤ Insubordination with disrespect and profanity 	Referral 1:	Suspension of LAN and email for 2 weeks
	Referral 2:	Termination of LAN & email accounts RESTRICTION of computer usage
	Referral 3:	Termination of ALL Computer privileges
	Referral 4:	**Administrative Action

Category IV: Severe Infractions	Referral	Possible sanctions for Category IV infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Using electronic means to threatening, bullying, harassment and/or abuse others ➤ Accessing restricted private data 	<i>Immediate termination of all computer privileges and suspension from school</i>	
<p>** Administrative Action may include, but is not limited to the following: Warning and Counseling Session, Detention, Parent Notification, Suspension or School Work Detail</p> <ol style="list-style-type: none"> 1. Restriction of computer usage means stand-alone computer workstations with no access to the internet or network resources OR a special log-in. 2. Termination of computer privileges necessitates removal from computer courses for the semester or year. <p>ALL actions should be resolved at the classroom (Teacher/Parent/Student) level when possible. <i>In all cases, the administration reserves the right to determine the severity of consequences based on education impact on student.</i></p>		