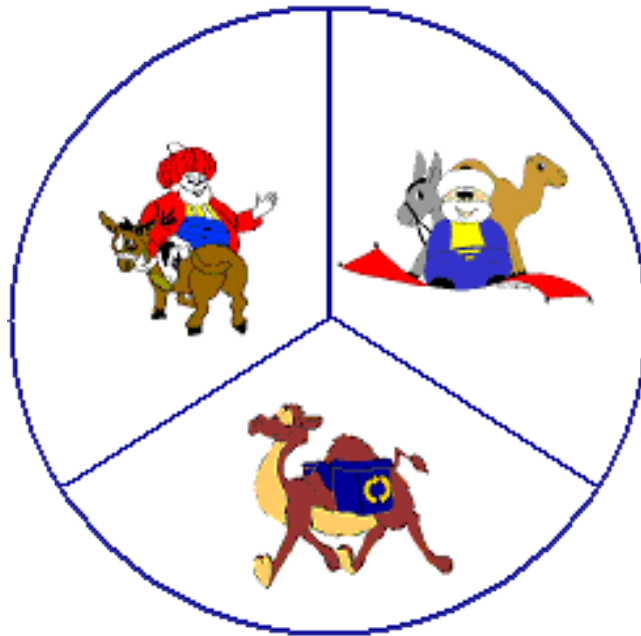


İncirlik Unit School



Parent/student Handbook

(SY 2012-2013)

Table of Contents

| | |
|--|----------|
| Mission, Goals, and Accreditation | p. 4-5 |
| Superintendent's Letter | p. 6 |
| School Contact Information | p. 7 |
| Chain of Command | p. 8 |
| Address to Parents | p. 9 |
| Attendance Policy | p. 9-11 |
| Birthdays | p. 12 |
| Bullying Awareness and Prevention | p. |
| Case Study Committee (CSC) | p. 12 |
| Child Find | p. 12 |
| Computer Policy | p. 12 |
| Continuous School Improvement Leadership Team (CSILT) | p. 13 |
| Current Sponsor Information | p. 13 |
| Discipline and School Conduct | p. 13-14 |
| Dress and Appearance of Students | p. 14 |
| Electronic Items | p. 14 |
| Emergency Evacuation | p. 14 |
| Enrollment Ages | p. 15 |
| GradeSpeed | p. 15 |
| Guidance and Counseling | p. 15 |
| Health and Medication | p. 16 |
| High School Information | p. 17-18 |
| Homework | p. 18-19 |
| Leaving School During the Day | p. 19 |
| Lunch Program | p. 19-20 |
| Lunch/Recess Schedule | p. 20 |
| Parent Teacher Student Association (PTSA) | p. 20 |
| PCSing Procedures | p. 21 |
| School Advisory Committee (SAC) | p. 21-22 |
| School Bus and Traffic Safety | p. 22 |
| School Cancellation and Unscheduled Dismissals | p. 23 |
| School Office Hours | p. 23 |
| School Pranks | p. 24 |
| School Supplies | p. 24 |
| School Visits | p. 24 |
| Sexual Harassment Policy | p. 24 |
| Sports | p. 25 |
| Student Behavioral Expectations | p. 25 |
| Student Support Team (SST) | p. 26 |
| Study Trips | p. 27 |
| Volunteers | p. 27 |
| Weapons | p. 27 |

Table of Contents (cont'd)

Disciplinary Matrix

Violations of DoDEA Zero Tolerance Weapons Policy Chart

Pre-arranged Absence Forms

School Tardy Policy

School Dress Code

Appendix A

Appendix B

Appendix C

Appendix D

Appendix E

IUS Mission Statement

The mission of IUS is to **empower** students to become **problem solvers** and **productive citizens** who make **informed choices**. Through conferences, observations, and **communication**, **student success** will be evaluated and differentiated instruction will be regularly used to address student needs.

Defining Terms

Empower – Equip students with the tools necessary to achieve.

Problem Solvers – Students who can dissect a problem and creatively implement a solution.

Productive Citizens – Students who make positive contributions to their society.

Informed Choices – Students who Analyze information to make appropriate decisions.

Communication – Students who exchange information.

Student Success – Mastery of learning standards both academic and social.

Questions to Answer

1-What is it we want students to know?

All students will know how to be productive citizens who make informed choices and solve problems.

2-How will we know they are learning it?

We will know through conferences, observations, and communication between all stakeholders.

3-What will we do when they don't?

We will continue to differentiate their curricular and instructional programs to meet the individual needs of students.

4-How will we engage students in their own learning?

We will empower students with opportunities to make informed choices for their own learning.



Continuous School Improvement Incirlik Unit School

Goal One (Pre K through 5)

By 2015, all students in grades PK through 5 will increase their understanding of non-fiction text by determining important information as measured by a 6% point gain (2% annually) by students as noted on Terra Nova and local assessments.

Goal One (6th through 12th grade)

By 2015, all students in grades 6 through 12 will demonstrate an improved ability in their knowledge of writing conventions as measured by a 6% point gain (2% annually) by students as noted on Terra Nova and local assessments.

Goal Two (PK through 12th grade)

By 2015, all students will increase their understanding of fractional parts, ratios and proportions across the curriculum as measured by a 6% point gain (2% annually) by students as noted on Terra Nova and local assessments.

For information on school accreditation, please see the attachment, "Accreditation: A Guide for Parents"



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT**



**UNIT 31401, BOX 11
APO AE 09630-0005**

10 August 2012

Dear Students and Parents, Community and Commands, Educators and Support Staff:

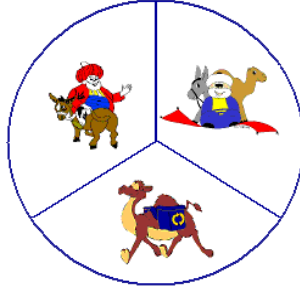
As the new Superintendent of the Mediterranean District, I am delighted to welcome you to another school year! Last year was an extraordinarily busy one, with many challenges, and this year seems to be headed in the same direction—only faster! However, I am sure that, with the tremendous expertise and great efforts of all our administrators, teachers, and support staffs, we will prevail on all fronts. I am counting on the continued dedication and good will of everyone in our wonderful district so that all our students receive the very best educational opportunities possible.

Having come to the Mediterranean District from the Isles District, and now having spent two years here as the Assistant Superintendent, I am fully aware of the various country requirements, cultural differences, logistic problems, and extraordinary challenges you are facing. One of my major goals is to guarantee that each of our 18 schools in the five countries comprising our district has a smooth and very successful year. In order to do that, however, I need open and frequent communication with all of you. Equally important is that I am very fortunate to be working with a veteran leadership team, knowledgeable and productive educators, and a finely honed District Office staff.

What awaits us this year? Aside from the ever-present funding hurdles, we are looking at important military transitions in Rota, Vicenza, and possibly Sigonella. Where other districts are facing closures or "drawdowns," the Mediterranean District is facing significant student increases due to military adjustments around the globe within the next two years. We already are seeing significant use of the Video Teleconference (VTC) in all areas—for training and interactive meetings. Strong security measures will remain in place throughout the district, and our Safety & Security Officers will be keeping close watch on potential problem areas. Our most important goals are to provide all our students with challenging 21st Century educational opportunities in safe and solid environments, guaranteeing their highest achievements in all aspects of school life.

I will be visiting your schools and look forward to meeting you.

Mr. Kent Worford, Superintendent
Mediterranean District



**Incirlik Unit School
Parent/Student Handbook**

Alice Berard, Principal

Yolanda K. Washington, Assistant Principal

School Telephone Numbers:

DSN: 676-3109

Comm: 90-322-316-3109 or 6897

Fax: 90-322-332-7574

APO Address:

Incirlik Unit School

Unit 7180 Box 270

APO, AE 09824

International Address:

Incirlik Amerikan Lisesi

Bina No:2715

Incirlik Hava Alani

Incirlik-Adana, Turkey 01340

E-mail Address:

School personnel can be reached via e-mail at: firstname.lastname@eu.dodea.edu

School Website:

<http://www.inci-ehs.eu.dodea.edu/>

Department of Defense Dependents Schools (DoDDS)

Incirlik Unit School falls under the authority of DoDEA. The organizational structure for the Department of Defense Education Activity and Department of Defense Dependents Schools is as follows:

**Secretary of Defense
Assistant Secretary of Defense for Personnel and Readiness
Director, Department of Defense Education Activity
Area Superintendent, DoDDS-Europe
Principal, Incirlik Unit School**

Whenever concerns arise regarding school, experience has shown that the overwhelming majority of them are best resolved at the school level and most often by speaking with the classroom teacher. If the concern is not resolved, then a school administrator should be contacted. The following information will assist you.

The levels of authority for DoDEA and DoDDS are as follows:

Classroom Teacher

Phone: 676-3109 (Elementary/Middle School building)
676-6330 (High School building)

School Principal

Phone: 676-3109

Mediterranean District Assistant Superintendent

Unit 31401 Box 11
APO AE 09630
Phone: 0039-0444-71-8460
DSN: 634-8460

Mediterranean District Superintendent

Unit 31401 Box 11
APO AE 09630
Phone: 0039-0444-71-8460
DSN: 634-8460

DoDDS Europe Director

Unit 29649
APO AE 09096
Phone: 00 49 611 380 7615

DoDEA Director

Department of Defense Education Activity
4800 Mark Center Drive
Alexandria, VA 22350-1400

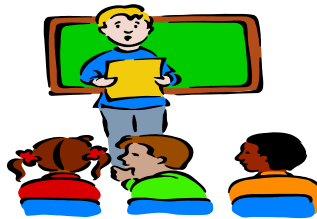
**Topics addressed in this handbook are arranged in alphabetical order.
See the Table of Contents on pages 2-3 for a quick reference.**



ADDRESS TO PARENTS:

Parents are the most important people in a child’s life. Their love, affection, support, and approval are a functional need for all children. Because parents are number one in importance, they are also number one in the ability to influence and motivate their children toward responsible behavior.

If you should receive a phone call or message from the school regarding a negative behavior choice by your child, please discuss with your child what alternative behaviors your child could have chosen that would have resulted in a more positive outcome. **If a child views the school and parents as working together as a team, there is a much greater chance that the negative behavior choice will not be repeated.**



ATTENDANCE & TARDY POLICY:

Dear Parents,

DoDEA has a new attendance policy. Here is a link that will provide you with additional information about the new policy:

http://www.dodea.edu/back_to_school/2011_12.cfm?cId=attendance

The policy provides for mandatory school attendance and notes that school attendance is the joint responsibility between parent or sponsor, the student, the classroom teacher, and

the school. The parent or sponsor should make every attempt to ensure their children attend school each day it is in session and also establish regular communication with the classroom teacher.

One of the big changes in the policy is that family trips are no longer considered an excused absence. We understand that you may want to take advantage of traveling while in Europe and may only be able to do so during school time. However, the absences are unexcused.

After 5 cumulative absences (excused or unexcused) ***in a semester***, we will review the student's academic performance, the reasons for the absences, and determine the impact of repeated absences on the student's academic and social emotional progress. Of course, consideration will be made for the student's unique circumstances to include illness, participation in extracurricular activities, or extended leave. When appropriate, a referral will be made to our Student Support Team (SST), an intervention policy may be developed to support the advancement of the current school-year (elementary and middle school students) or successful completion of course credit (for secondary students).

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

Additionally, secondary students may lose course credit when they have accumulated 7 or more unexcused absences in a class or course during the semester. At 3 unexcused absences, we will verbally warn the student and through email or written notification, advise the parent or sponsor of the possible loss of credit.

A student educational monitoring plan will be implemented during all preapproved extended absences to mitigate the negative impact on a student's educational program. This plan will provide a comparable experience to the traditional classroom or course in content, rigor, and expectations for completion of assignments.

If you do have unique circumstances for an extended absence from school, we need to work together to implement a Student Educational Monitoring plan identifying all assignments to be completed during any extended absence from school. Please call the school to set up an appointment as early as possible if unique circumstances do arise. We will be considering the following factors prior to approving any absence:

- the student is in good academic standing.
- the student has a record of consistent school attendance during the current school year.
- review of the impact previous extended absences from school have had on the student's educational program during the current school year.
- confirmation with the parent or sponsor's Command if the dates of any extended absence are mandatory or discretionary.

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities:

- personal illness
 - medical, dental, or mental health appointment
 - serious illness in the student's immediate family
 - a death in the student's immediate family or of a relative
 - religious holidays
 - emergency conditions such as fire, flood, or storm
 - unique family circumstances warranting absence and coordinated with the school administration
 - college visits that cannot be scheduled on non-school days
 - pandemic events
- students are responsible for completing and submitting all assignments identified in the course syllabus or class outline provide by their teacher(s) within a reasonable time period. The Student Educational Monitoring Plan shall be completed for excused absences.

Excessive tardies are also part of the new attendance policy. After 5 cumulative tardies (excused or unexcused) ***in a semester***, the administration will meet with the student and their parent or sponsor to discuss the excessive tardiness and identify the extent to which the tardiness has impacted the student's academic and social-emotional progress. Consideration will be made for the student's unique circumstances to include illness, extensive medical appointments or procedures, or family circumstances.

This policy also addresses accelerated withdrawal for military sponsored reasons. The school administration may authorize accelerated withdrawal of a student who must withdraw from school 20 or less instructional days prior to the end of a semester. Please call the school or set up an appointment as soon as you know you will be PCS'ing. The parent or sponsor must present verification of the date required for the student to depart from school (permanent change-of-station orders). All conditions of an accelerated student program outlined by the student's teacher must be met prior to the withdrawal in order for grades to be assigned and credit to be granted. This policy is not intended to apply to or to be extended for the convenience of family travel, visits, or other discretionary reasons. It is only for permanent change-of-station moves. Students who withdraw prior to the 20-day limitation of the accelerated withdrawal policy will receive "withdrawal" grades rather than final grades.

As part of the new policy, for students returning to school after an absence, please send a note to the main office identifying the reason for the absence.

If you have questions or concerns, please contact the school. Thanks for your partnership in your child's educational process!!

Pre-arranged absence forms can be found at Appendix C.

BIRTHDAYS:

Please contact the classroom teacher for any special arrangements you feel need to be made. It is the policy of Incirlik Unit School to not pass out personal invitations to birthday parties unless it includes the entire class.

BULLY AWARENESS AND PREVENTION:

Please visit the following links to review DoDEA's Bullying Awareness and Prevention Program <http://dodea.edu/StopBullying/index.cfm> and the Federal Government's site at www.stopbullying.gov

CASE STUDY COMMITTEE:

Case Study Committee (CSC) refers to a multidisciplinary team of special educators, regular educators, the school nurse, school guidance counselors, related services personnel, administrators, and parents where appropriate. The Core CSC oversees and ensures the effective functioning of the school's special education program and Child Find Activities.

CHILD FIND ACTIVITIES:

Child Find is the ongoing process used by DODEA and the military departments to seek and identify individuals (from birth to age 21, inclusive) who are eligible to receive special education and related services. Child Find activities include the dissemination of information as well as screening, referral, and identification procedures. If you have a child who may be in need of services, please contact the *PSCD teacher* at 676-3109.



COMPUTER POLICY:

Every student must sign an Internet Agreement Form at registration and is held responsible for all material in their files. Instant messaging, downloading shareware, games, music files, pictures, or anything not **directly** related to the educational program of Incirlik Unit School constitutes misuse of a government computer. All student storage space and usage is monitored by DoDDS-Europe. **Access to school computers and networks will be revoked from anyone found in violation of this policy.**

Our school computers are now monitored by the Netware software which allows us to be able to view in real time the websites that students are visiting and the appropriateness/inappropriateness of the subject and language used in all incoming and outgoing email. Based on the use of Netware, unacceptable websites visited by students will be blocked. The administration will be working with parents of students whose emails reflect inappropriate language and content as well as the visitation of inappropriate websites.

CONTINUOUS SCHOOL IMPROVEMENT LEADERSHIP TEAM (CSILT):

This team consists of teachers, parents, students, and administration. The goal of this team is to provide leadership and planning for activities to help ensure the school's ongoing efforts towards continuous school improvement. Please contact the principal at 676-3109, if you would like to serve on this important team as a parent representative.



CURRENT SPONSOR INFORMATION:

The school must maintain the correct home and unit phone numbers, email addresses, and home/unit addresses of every sponsor whose child is enrolled in school. It is important for sponsors **to notify the school promptly of any changes** so we will be able to contact you immediately if your child becomes ill or is injured at school. **Please do not use a stateside address or telephone number as an emergency contact.**

DISCIPLINE AND SCHOOL CONDUCT:

It is important that all children feel safe at school. It is a policy of DoDDS that discipline be maintained consistently and appropriately. We encourage students to grow in self-control, develop a sense of regard for themselves and their fellow students, and have pride in their school community. Students have the responsibility for conducting themselves in a manner that does not violate the rights of other people. Students are expected to display appropriate behavior at all times while at school. IUS students are generally very well behaved; however, at no time will the behaviors listed in Appendix B, Discipline Policy Table of Consequences, be tolerated at IUS.

Consequences range from talking to the teacher, to talking to an administrator, calling the parents, losing privileges within the school, after school and/or lunch detention, or suspension or expulsion. We do our best to match consequences with the misbehavior, the frequency of previous occurrences, and the age of the child. Staff members maintain classroom management plans that assist students with avoiding misconduct and we follow school-wide expectations.

DISCIPLINE AND SCHOOL CONDUCT (cont'd):

IUS policy is to ensure every student feels safe and is presented with a neat and orderly campus. Students are responsible for obeying all school expectations, for accepting reasonable and appropriate consequences if their responsibilities are not fulfilled, for properly maintaining textbooks and other school equipment, and for respecting public and personal property.

Please review the Discipline Policy Table of Consequences in Appendix A.

DRESS & APPEARANCE OF STUDENTS:

Please refer to the School Dress Code in Appendix D.

ELECTRONIC ITEMS:

Students bring personal property to school at their own risk. The school assumes no liability. If electronic equipment of any kind is used on the bus, it must be kept secured in the student's book bag upon arrival at school. If a student has a cell phone, it must be turned off during class and kept secured in a backpack or book bag. Messages for students can be left at the school office and these will be communicated to the teacher.

Any electronic item that is removed from a book bag or backpack during the class time may be confiscated and only returned to the student by having a parent pick it up at the main office.

Personal listening devices such as iPods should only be used during the passing periods, at lunch, and after school unless otherwise authorized by a student's teacher. Also, students should only have one earphone/earbud on/in his/her ear while using their personal listening devices at school.

Elementary and Middle School students are not allowed to bring electronic items to school.

EMERGENCY EVACUATION:

The safety of students is a priority at our school. For that reason, we hold monthly fire drills and other relevant drills periodically. Each classroom in the school has plans posted for evacuation in the event of fire or other emergencies. It is important for you to stress safety with your children.

In the event of an actual school evacuation, students will remain with their group or class and evacuate the building. They must wait with the teacher in a designated area for further instructions. Command will use AFN Radio and TV to communicate any necessary special instructions to the community. If possible, the school will also use e-mail as a means of contacting parents in emergencies since school phones should remain free for incoming and outgoing calls during this time.

ENROLLMENT AGES:

Children must be:

- Four years old by September 1st to attend Sure Start
- Five years old by September 1st to enroll in kindergarten at a DoDEA school
- Six years old by September 1st to enroll in first grade at a DODEA school unless the student has completed one year in an accredited kindergarten program



GRADESPEED:

Parents will be kept informed of progress and achievement by a report card, which is mailed home at the end of each quarter. Since no single report can adequately present a full picture of student progress, parents need to communicate with their teachers regularly and may also monitor their child's grades through GradeSpeed for students in grades 4 - 12 (please contact your child's teacher, counselor, or the registrar to receive your parent access information).

The school holds Parent-Teacher Conferences four times a year for elementary students and twice a year for middle and high school students. These times will be announced and conferences can be scheduled. However, please do not hesitate to contact your child's teacher(s) if you would like to set up a conference outside the designated conference days.

GUIDANCE AND COUNSELING:

The guidance counselors provide a full range of student counseling functions through a competency-based guidance program focused primarily on student, parent, and faculty competencies. The program is designed to aid in the facilitation of the DoDDS educational program.

There are two counselors that serve Incirlik Unit School. The counselor for elementary students has an office in the elementary building and can be reached at 676-3109. The counselor for middle and high school students has an office in the high school building and can be reached at 676-5001.



HEALTH AND MEDICATION:

The school nurse is available during the school day for evaluation and treatment of student injuries and illnesses. Parents will be contacted in the event a child needs to go home or be seen by a physician. It is important that parents have an emergency contact person (on base), **other than a family member**, and that telephone numbers for that person (both home and work) are on file at school. School health records (Health History and Immunization) are completed during registration. Please ensure that the school nurse is aware of any particular health concerns, including allergies. Immunizations **MUST** be up to date. **PLEASE KEEP YOUR PERSONAL CONTACT INFORMATION CURRENT.**

Medications at school: Students are not permitted to have any kind of medication in their personal possession at school – this includes “over the counter” medications also. **If a child must take medication during school hours, it will be necessary for the parent/guardian to provide a permission form with parent and physician signatures. Forms are available in the school health office or the Family Practice Clinic.** Medications must be in a pharmacy-labeled container with the child’s name.

Communicable infection, infestations, and illnesses are always a concern in the student population. Some examples are head lice, ringworm, “pink eye,” chickenpox, etc. If your child has contracted one of these, please share this information with the school nurse and your child’s teacher. There is a standard protocol for all infectious diseases. Do not send your child to school unless you have talked with the school nurse first. He/she will advise you as to school policy/procedures.

Health screenings are conducted during the school year for vision, hearing, height, and weight, according to DoDDS guidelines. Results are recorded in the child’s school health record and parents will be notified if a student needs to be referred for further evaluation. These are only screening programs and are not meant to replace regular check-ups with a personal physician.



HIGH SCHOOL INFORMATION:

ACCELERATION

(PCSing BEFORE END OF SEMESTER OR SCHOOL YEAR)

A student who is transferring on a Permanent Change of Station (PCS) within twenty school days prior to the end of a semester and who notifies the office one month prior to his or her transfer, may accelerate. *This applies only to high school students and middle school students who are taking for credit courses.* The student may be given an examination and will receive a grade and credit for the semester in the subject based on his or her examinations, effort, and achievement on the advanced assignments, as well as regular class work. For those students who withdraw but are **not** accelerating, withdrawal grades with no credit will be provided.

NOTE: Only students leaving on PCS orders will be considered for acceleration. This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is ONLY for permanent change of station moves.

Please see the school website or contact the school registrar at 676-6330 to find the dates for acceleration for the current school year.

(PROCEDURES FOR ACCELERATION)

1. A request for acceleration should be made, *with approval from the principal*, at the registrar's office as soon as a student knows that he or she is Permanently Changing Stations within the prescribed time limits (20 days before the semester ends).
2. A copy of orders indicating the PCS move must be submitted to the registrar's office with a note from the parent indicating the port call date and the student's last day of school. A PCS form from the registrar's office must be filled out.
3. The office will issue the request for acceleration form, which the student takes to each teacher for an approving signature, and then returns the form to the registrar's office.
4. The student will complete the work for the remainder of the quarter and take examinations, as required.
5. A parent must come to the school, screen the student's school records, and sign a release form on the student's last day of school.
6. On the day of departure from Incirlik Unit School, the student will check out of school by receiving a clearance form from the registrar's office and clearing with each teacher and office indicated on the form. This requires a **FULL** day. Students are expected to attend all classes on their final day. Students must return all materials.

7. Only students whose sponsors have PCS orders may accelerate. Other high school students will receive a withdrawal grade, not a final grade. Students leaving school early who are not Permanently Changing Station will not be given final examinations. This will cause a negative impact on the student's final grades.

COLLEGE

The process of choosing a college can be very challenging, sometimes frustrating, but most often a rewarding experience. Contact the guidance office for assistance at 676-5001.



GRADUATION REQUIREMENTS

STUDENTS MUST HAVE A 2.0 OR HIGHER CUMULATIVE GRADE POINT AVERAGE IN ORDER TO GRADUATE. Students will need a minimum of 26 units to graduate from a DoDEA High School. See the guidance counselor for specific information regarding graduation requirements.



HOMEWORK:

Homework assignments are reinforcements from classroom instruction and are assigned to support student learning, practice skills, and build student responsibility. Homework may not always involve pencil and paper tasks. It may also encompass such activities as reading for a period of time at home, working on a project, or studying course material for a quiz or test.

The following is the approximate range of minutes/hours per week of homework to be assigned to students:

Grade and Minutes/Hours/Weekly-Approximate:

| Grade | Minutes/Hours Daily | Hours Weekly |
|---|---|---|
| 1 st & 2nd | 10-20 minutes | 1 – 2 Hours |
| 3rd | 30 minutes | 2 – 3 Hours |
| 4th | 40 minutes | 3 – 4 Hours |
| 5 th | 50 minutes | 4 – 5 Hours |
| 6 th , 7 th & 8 th | As needed to meet the demands of the course | As needed to meet the demands of the course |
| High School | As needed to meet the demands of the course | As needed to meet the demands of the course |

LEAVING SCHOOL DURING THE DAY – SIGN OUT LOG:

Students who will be leaving the school during the school day will remain in the classroom until a parent comes to collect them. Parents must sign children out at the office before collecting them and sign them in on return. As a security precaution, please be prepared to show your ID card. Teachers will more likely have homework or other handouts ready for your child if they receive a note from you in advance.



LUNCH PROGRAM:

Students in grades K through 8th eat lunch in the school cafeteria. High school students are allowed to eat lunch in the high school courtyard. Middle school students are not allowed in the high school courtyard during lunch.

Seniors may leave campus for lunch with written permission from parents. Seniors must sign out and back in daily when leaving and returning to campus from lunch.

Students who do not wish to eat school lunch may bring a lunch from home. It is the responsibility of parents to ensure that each child has his or her PIN, money, or bag lunch each day. **We request that students not bring items that need to be heated up in a microwave or stored in the refrigerator.**

Lunch account funds may be replenished at the customer service counter of the Base Exchange. All menus and services are the responsibility of AAFES. The monthly lunch menu will be sent home electronically in the parent newsletter. If you require a hard copy, please notify the office staff.

If parents have any issues or concerns regarding the school lunch program, please contact contact AAFES directly.

LUNCH/RECESS SCHEDULE

| Grade | Lunch | Recess | Pick Up/Return to Class |
|--------------------------------------|--------------|---------------|--------------------------------|
| K | 10:50 | 11:20 | 11:45 |
| 1st | 11:10 | 11:30 | 11:55 |
| 2nd | 11:15 | 11:35 | 12:00 |
| 2nd/3rd | 11:20 | 11:40 | 12:05 |
| 3rd | 11:30 | 11:50 | 12:15 |
| 4th | 11:35 | 12:00 | 12:25 |
| 4th/5th | 11:37 | 12:00 | 12:25 |
| Middle | 12:05 | | 12:45 |
| High | 12:10 | | 12:45 |



PARENT TEACHER STUDENT ASSOCIATION (PTSA):

The PTSA is an active and vital support group for our school. Many events occur during the school year which are sponsored by the PTSA. If you would like to contact the PTSA in order to become more involved and/or volunteer, please email the PTSA at incirlikab.pta@googlemail.com

PTSA Activities Include:

- Reading Nights
- Field Day
- School Pictures
- Teacher Appreciation
- and much, much more...



PCSing PROCEDURES:

1. Parents should give the school registrar two (2) weeks notice by bringing in their PCS orders and filling out the PCS form. A forwarding address will be needed for the PCS form.
2. When the PSC orders are submitted to the registrar, the student (grades 3-12) will receive a clearance form. This form must be returned to the registrar after it is completed.
3. When the registrar receives the clearance form from the student, a report card and transcript will be printed for the student. **Report cards will ONLY have grades for a particular quarter if the student was present for 20+ days.
4. A student withdrawing from school twenty days or less before the end of the school year will be eligible for promotion without enrolling in the new school at your next duty location.



SCHOOL ADVISORY COMMITTEE (SAC):

The School Advisory Committee is established by DoD regulation and is composed of an equal number of elected parents and teachers (and one student). It advises school administrators and/or installation commanders on program matters, which impact the quality of education in our schools.

SAC meetings are open to all community members and the meetings are held at a minimum of at least four (4) times during the school year. Parents are encouraged to attend these meetings and become involved in improving our school programs.

SCHOOL ADVISORY COMMITTEE (SAC – cont'd):

The committee serves as an advisory body, not a policy-making body. The role of the School Advisory Committee is to advise the school principal by making suggestions and/or recommendations on educational matters such as:

- School policies affecting students and parents
- Administrative procedures affecting students
- Instructional programs and educational resources within the school
- Allocation of resources within the school to achieve educational goals
- Pupil services (health, special ed., testing, evaluation)
- Student standards of conduct and discipline
- Policies and standards of the dependents' education system related to all of the above

Meeting dates and times will be published in the parent newsletter and on the school calendar. Parents who cannot attend, but wish to submit an item for consideration, may contact SAC at sacincirlikschool@yahoo.com.



SCHOOL BUS AND TRAFFIC SAFETY:

Bus service is only for Eagle and Falcon Housing.

At the time a student is registered for school, the registrar will provide the students and the sponsor with a transportation request form. The sponsor will take the request form to the transportation office. The transportation office will provide the sponsor and the student with a copy of the *Behavior Standards for School Bus Students*. The sponsor and the student will acknowledge in writing that they have been provided a copy of the standards to which students must agree to abide while using bus transportation. Proper conduct aboard buses is essential.

Misbehaviors that distract the driver from concentrating on driving are serious safety hazards. Infractions of rules may result in suspension of bus riding privileges. Bus monitors are provided on all of the buses. As the adult in charge to help to ensure the safe transport of our students, they will submit a *School Bus Student Misbehavior Report* when they identify any student as not following school bus rules.

As a security measure, requests from parents for their children not to ride on their assigned bus on any given day must be in writing and signed by the parent. Since phone calls cannot be checked for validity, they are not the preferred means of communication. A confirmed request made by a parent is required. This ensures safety of our students and greatly lessens the stress placed upon teachers in regards to transportation of students. The Transportation Office can be reached at DSN 676-6484.



SCHOOL CANCELLATION AND UNSCHEDULED DISMISSALS:

There may be times when it is necessary for military and school officials to cancel or close school early. On such occasions, it is impossible for the school to notify every parent via phone call. Notification will be through the command channel and through emails sent to parents' email addresses. Parents should make arrangements for an alternative place for their children to go whenever there will be no one at home to meet them.



SCHOOL HOURS:

PSCD: 08:00–10:30 (passing bell at 7:55)
Sure Start: 08:00-13:30 (passing bell at 7:55)
K – 5th: 08:00-14:15 (passing bell at 7:55)
6th – 12th: 07:40-14:15 (passing bell at 7:35)

Elementary grade students should not arrive to school prior to 07:45. Middle/high school students should not arrive to school prior to 07:25. There is no supervision for students on school grounds before 07:25 and after 14:30, unless a student is participating in a pre-arranged, adult supervised activity.

SCHOOL OFFICE HOURS:

The main office hours are 0700-1600 and the number is 676-3109. Registration for school, requests for records, and other administrative issues can be addressed with the school registrar in the Registration Center during the hours 0730-1630 on regular school days at 676-6330. The school Registration Center is located in the high school building.

SCHOOL PRANKS:

High school class members may believe that school pranks are a part of school tradition. However, school pranks are not acceptable and some may even be considered as vandalism or other crimes. Therefore, students and parents should be aware that school pranks will be reported to Security Forces if warranted.



SCHOOL SUPPLIES:

Textbooks and other instructional supplies are provided by DoDDS on loan. The proper care of these items is the student's personal responsibility. Parents will be asked to pay for textbooks and library books lost or damaged beyond normal wear and tear.

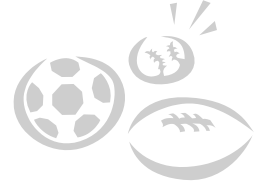
Supplies such as pens, pencils, crayons, writing paper, etc., are to be purchased by parents. This list is included at registration and in the orientation packet. Teachers may require more course specific materials as needed and they will inform parents and students of these requested items in a timely manner.

SCHOOL VISITS:

Parents are welcomed and encouraged to visit classrooms. As a security precaution, visitors are required to report to the office as soon as they arrive to sign in and obtain a visitor's pass. In order to minimize classroom interruptions, please notify the teacher in advance of your visit when possible.

SEXUAL HARASSMENT POLICY:

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical contact of a sexual nature made by someone in the educational setting. DoDDS considers sexual harassment to be a major offense, which may result in disciplinary action for an offending employee or student. Complaints of sexual harassment shall be treated confidentially.



SPORTS:

IUS is a member of the American Schools in Turkey League (ASTL), which is organized under a DoDEA commission. IUS competes against George C. Marshall School [Ankara] in three sports seasons annually.

SPORTS SEASONS and COMPETITION

Fall: Boys' Volleyball, Girls' Volleyball, and Tennis

Winter: Boys' Basketball, Girls' Basketball, Cheerleading, and Wrestling

Spring: Soccer and Softball

(Please see the Athletic Handbook that is posted on our school website for more information)

STUDENT BEHAVIORAL EXPECTATIONS:

Be the BEST!

Be prepared for school every day with all materials and resources needed for class.
Expect to be challenged and learn something new every day.
Study daily and ensure that you are actively engaged in the learning process.
Treat the school, yourself, and others with dignity and respect and take responsibility for your actions.

BEHAVIOR EXPECTATIONS FOR THE CAFETERIA

- o Use polite table manners at all times.
 - o Use your indoor voice.
- o Clean up all trash under and on top of your table when dismissed/leaving.
 - o Wait to be dismissed to throw your trash away (elementary).
- o Remain in your seats and raise your hand if you need something (elementary).

HALLWAY EXPECTATIONS

(elementary)

- Walk quietly to the right.
- Walk facing the front in a single file line.
- Walk with a hall pass or make sure you sign out of your class.
 - Walk with hands and feet to yourself.

(middle/high school)

- Quietly enter and leave the building when changing classes.
- Walk quietly when going from one destination to another within the building.
 - Walk with a hall pass or make sure you sign out of your class.

Playground Rules



- Slide down the sliding board feet first only.
 - Do not stand or walk on the slides.
- Do not lean back with your head close to the ground when swinging on the swings.
 - Do not jump off the swing while it is still in motion.
 - No pushing each other on the swings.
 - No twisting on the swings.
 - Stand back at a safe distance while waiting to ride a swing.
 - No pushing/hitting games (just touch/tap).
- Play safely on all other playground equipment and on the playground in general as well.
- Do not tie ropes around your neck or waist or anybody else's neck or waist (ex. playing horse)
- Wear proper shoes for the playground (bring shoes to change into for the playground if necessary).
 - Do not leave the playground without permission from a monitor.



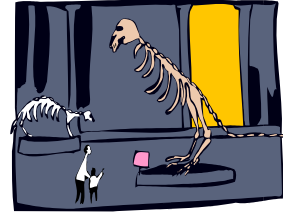
STUDENT SUPPORT TEAM (SST):

The Student Support Team meets weekly to provide support and make recommendations to parents and teachers for a variety of student needs to include concerns about academic progress, health concerns, change of classroom placement, grade placement/retention, and other situations due to special circumstances.

The team consists of the school administrator, school counselor, school nurse, educational support teachers, ESL teachers, and other staff members pertinent to the needs of the individual student.

STUDY TRIPS:

Study trips that correlate with classroom activities are taken by classes to various points of interest and are an integral part of the curriculum. Parents are expected to sign one permission slip that covers all base-wide trips for the year.



Each off-base trip requires a signed permission form. The classroom teacher, prior to each trip, will send forms home for signature. No student will be permitted to go on an off-base study trip without written permission from a parent. Students are expected to be on their best behavior and dress appropriately. Other children may not be brought along when parents attend as chaperones.

VOLUNTEERS:



If you are interested in volunteering your time at our school, please contact your child's homeroom teacher or the PTSA at incirlikab.pta@googlemail.com

A volunteer form is to be completed along with an Installation Records Check (IRC) for regular, long-term volunteers. The PTSA also conducts a volunteer briefing at the school on a monthly basis.

There is no limit on the number of volunteers we can use and the ways they can serve. Many parents, by volunteering their time, provide the school with a variety of valuable services. In turn, many parents have acquired experience and skills that help them better meet the needs of their children.



WEAPONS:

It is absolutely essential that our school and buses be free of weapons. To this end, the DoDEA Zero Tolerance for weapons policy is established in accordance with DoDEA regulation 2051.1. All types of weapons are banned from the school campus and buses. Some examples of banned weapons include, but are not limited to, guns, knives, swords, and replica or toy weapons of the same. DoDEA has classified laser penlights as weapons, as well as any other object that might be used by one student to physically harm another.

Please refer to Appendix B of this handbook for the Consequences for Violation of DoDEA Zero Tolerance Weapons Policy chart.

Incirlik Unit School Discipline Policy - Table of Consequences

| Category | Infractions | First Referral | Second Referral | Third Referral | Fourth Referral |
|----------|--|---|--|--|------------------------|
| A | <ul style="list-style-type: none"> iPod/electronics violations Public Display of Affection | Warning | Conference with Administrator | Detention with parent contact and/or parent conference | Suspension 1 Day |
| B | <ul style="list-style-type: none"> Disruptive Behavior Sexually Offensive Language/Behavior Insubordination Unsafe Behavior/Horseplay Cheating/Forgery Theft Inappropriate/Profane Language Leaving Campus w/o permission <hr/> <p>**Plagiarism**</p> | Conference with administrator and possible detention with parent contact | Additional detention and parent conference | Suspension 1 Day | Suspension 2 Day |
| | | <div style="border: 1px solid black; padding: 5px; display: inline-block;">1st – 5 days detention to 3rd - suspension!</div> | | | |
| | | <div style="border: 1px solid black; padding: 5px; display: inline-block;">(conference w/ administrator and detention w/parent contact)</div> | | | |
| | | <div style="border: 1px solid black; padding: 5px; display: inline-block;">From first consequence to third!</div> | | | |
| C | <ul style="list-style-type: none"> Fighting (any kind)/Acts of Violence Abusive Behavior/Bullying/Harassment Tobacco Use Alcohol Possession/Use Truancy Minor Vandalism (<\$100) Severely Sexually Offensive Behavior | Suspension 1 - 3 Days | Suspension 3 -5 Days | Suspension 5 – 6 Days | Suspension 7 – 10 Days |
| D | <ul style="list-style-type: none"> Dangerous behavior to self or others Illegal Substance Possession/ Use/ Distribution Larceny Arson, Bomb Threats, Extortion Major Vandalism (\$100+) False Fire/Bomb Alarms Communicating Serious Threats | <div style="border: 1px solid black; padding: 20px; width: fit-content; margin: 0 auto;"> <p>SUSPENSION/EXPULSION PROCEEDINGS INITIATED</p> </div> | | | |

**Other infractions not listed on this chart, to include school pranks, will be handled on a case-by-case basis.*

***Multiple infractions may have cumulative consequences.*

Consequences for Violation of DoDEA Zero Tolerance Weapons Policy

| Grade | Inherently Dangerous Weapon | Dangerous Weapons | | | | | Potential Weapons | | | |
|--------|-----------------------------|-------------------|-------------------|-------------------|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | First Offense | | Second Offense | | Third Offense | First Offense | Second Offense | Third Offense | Fourth Offense |
| | All Cases | No Injury | With Injury | No Injury | With Injury | All Cases | | | | |
| K - 3 | 36 week Expulsion | 5 day Suspension | 10 day Suspension | 10 day Suspension | 20 day Suspension | 18 week Expulsion | 1 day Suspension | 2 day Suspension | 3 week Suspension | 18 week Expulsion |
| 4 - 6 | 36 week Expulsion | 10 day Suspension | 20 day Suspension | 20 day Suspension | 40 day Suspension | 18 week Expulsion | 3 day Suspension | 5 day Suspension | 5 week Suspension | 18 week Expulsion |
| 7 - 8 | 36 week Expulsion | 20 day Suspension | 30 day Suspension | 30 day Suspension | 18 week Suspension | 18 week Expulsion | 4 day Suspension | 6 day Suspension | 6 week Suspension | 18 week Expulsion |
| | | | | All Cases | | | | | | |
| 9 - 12 | 36 week Expulsion | 9 week Suspension | 9 week Expulsion | 18 week Expulsion | | | 5 day Suspension | 10 day Suspension | 9 week Suspension | 18 week Expulsion |

Inherently Dangerous Items: Deadly Weapons (firearms, knives, explosives, or other dangerous object of no reasonable use to the pupil at a school activity). It is not necessary to determine if the student was going to use the weapon.

Dangerous Items: Replicas and Other Items (not inherently dangerous) used in such a way as to injure others or instill fear (small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others).

Potentially Dangerous Items: Replicas or Other Items Inappropriate (not inherently dangerous) **on School Grounds that are not used to Injure Others or Instill Fear** (unrealistic replicas, toys, or other inappropriate items at school or at a school activity)

without any intent to use them as weapons. Small pocketknives, small firecrackers, tools, laser pens, and other objects used to threaten, frighten, or harm others).

INCIRLIK UNIT SCHOOL
ES Pre-Arranged Absence Form

| | |
|-------------|--|
| Name: _____ | Grade: _____ |
| Date: _____ | Number of absences this quarter _____. |

Step 1: I will be absent from school from _____ to _____.

The reason for my absence is _____.

Step 2: The student will prepare all assigned work missed due to this absence and is expected to submit all completed work on the first day of the return to school. **Failing grades on assignments will result if assigned work is not submitted on time.**

Step 3: Parent Signature: _____ Date: _____

Step 4: Teacher Signature: _____ Date: _____

Is there reason to be concerned about the student's absence from school?

No concerns: _____

Yes, I have concerns: _____

Step 5: Principal Signature: _____ Date: _____

When all signatures are completed, this form must be returned to the Registrar.

Incirlik Unit School
HS/MS Pre-Arranged Absent Form

| | |
|-------|--|
| Name: | Grade: |
| Date: | Number of absences this quarter _____. |

Step 1: I will be absent from school from _____ to _____.

The reason for my absence is _____.

Step 2: I will prepare all assigned work missed due to this absence and I understand that I am expected to function fully, with all work completed, on the day of my return to school.

Step 3: Student Signature: _____ Date: _____

Step 4: Parent Signature: _____ Date: _____

When all signatures are completed, this form must be returned to the Registrar.

NOTE: Students will **NOT** be excused the last two weeks of the first or second semester.

Step 5: Teacher comments and assignments:

Please note below if

| Period | Course | Is there a reason to be concerned about the student's absence from school? Why? | Current Grade | Teacher Signature |
|--------|--------|---|---------------|-------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |

Step 6: Principal Signature: _____ Date: _____



***Incirlik Unit School
Tardy Policy***

- A student who is tardy three (3) times will meet with the principal and receive a warning that one (1) more tardy will result in detention. An e-mail will be sent to parents as well.
- A students who is tardy four (4) times will serve an after school detention from 14:30 to 15:30.
- A student who is tardy five (5) times will serve two (2) hours of after school detention (*one (1) hour per day for two consecutive days*).
- A student who is tardy six (6) times will serve three (3) hours of after school detention (*one (1) hour per day for three consecutive days*).
- A student who is tardy seven (7) times will serve a one (1) day suspension.
- A student who is tardy eight (8) times will serve a two (2) day suspension...
...9 tardies, 3 days suspension
10 tardies, 4 days suspension...

(The tardy count restarts at the beginning of each quarter)



Please Note: Students arriving to class more than 30 minutes late will be marked with an unexcused absence.

Administration will check the tardies on Wednesdays and inform students of their consequences.

Please review the link to the DoDEA attendance policy on page 9 of this handbook for more information.

Incirlik Unit School Dress Code

- Clothing must be neat, clean, and appropriate
- Sneakers are required for PE and when playing on the playground equipment
- ***Flip-flops, sliders, slippers, and untied shoes are not appropriate for school as they present a safety risk – (exceptions for special days – i.e., Flip Flop Fridays) – footwear is required for school!***
- ***Pants, skirts, and shorts should fit so that they do not gap at the waist***
- ***Dresses, skirts, and shorts should be of finger tip length (middle finger) for modesty and comfort, but not so long as to be unsafe***
- ***Refrain from wearing clothing offensive to the host nation – either by style or message***
- ***Shorts/pants should be worn at the waist (no “baggies” or sagging – undergarments should not be seen)***
- ***Sleepwear should not be worn to school (pajama-style pants are not allowed) – (exceptions for Spirit Day or other specials days)***
- ***Sunglasses (without a doctor’s orders) should not be worn inside the building***
- ***Hats and visors may be worn outside the school building, but must be removed immediately upon entering the building***
- Symbols, obscene language, terms of violence, or other writings that might be offensive to others should not appear on clothing
- ***Hoods, bandanas, sweat bands, scarves, and “do” rags are not appropriate for school***
- ***Shirts/tops should cover the torso completely (including shoulders, underarms, upper chest, stomach, upper, mid, and lower-back) – sports jerseys/other large cutouts allowed only with a regular t-shirt underneath (no “belly” shirts, tube tops, halter tops, one strap shirts, tank tops with large arm holes, spaghetti straps, and the like...)***
- Chains and chains attached to wallets are not appropriate for school
- Clothing should not be see-through or so tight fitting as to reveal what is worn underneath.
- ***Clothing should have no holes in them whether they were purchased with holes or the holes were self-made (wearing leggings and other articles of clothing underneath clothes with holes in them does not make the clothes with holes appropriate)!***
- ***If wearing leggings, you MUST wear a loose shirt that is at least mid-thigh length.***

Students violating the dress code are subject to the following consequences:

1st Offense: logged and clothing must be altered or changed (*parent may be contacted*)

2nd Offense: parent **will be** contacted **3rd Offense:** lunch detention

4th Offense: suspension

Printed Name

Signature

Date