

Vicenza High School

Student-Parent Handbook



SCHOOL YEAR
2012-2013

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**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



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
MEDITERRANEAN DISTRICT
OFFICE OF THE PRINCIPAL
VICENZA HIGH SCHOOL
UNIT 31401 BOX 11
APO AE 09630**



Welcome to Vicenza High School.

Your teachers, counselors, and administrators welcome you and your parents to your school and the greater Vicenza –Ghedi communities. Vicenza High School (VHS) promotes high student achievement by providing a wide-range of courses to meet the needs of our students. The “true” high school concept is to prepare each student for life after high school whether it is in the work force, military service or a higher educational experience. Our counselors will continuously work with each student in developing his/her 4-year plan, SAT/ACT, scholarships and college readiness. We stress personal responsibility and ask that you adapt our VHS Vision and Guiding Principles to ensure success.

VHS Vision: Provide a rigorous, world class education to prepare ALL students for highest success, good citizenship, and responsible stewardship in a dynamic global environment.

Guiding Principles:

COUGARS CAN:

Choose integrity.

Own our actions.

Unite through diversity.

Go beyond the expected.

Achieve “wellness”.

Respect everyone.

Succeed in a global, dynamic environment.

At Vicenza High School we have Very High Standards and with your contributions our school will be an even more more rewarding place to achieve academically. You will find our teachers to be firm, fair and friendly while they are providing a curriulum that is based on rigor and the DoDEA standards. Our teachers will use differentiated instruction based on the student’s data; so that all our students can be achieve success.

Get involved in the Cougar activities, arts and athletics. Run for a class office. Join the band/chorus, student council committees, Model United Nations, grade-level tutoring program, football, cross-county, volleyball, cheerleading . . . and other school-wide organizations. Research has shown that as students become more involved in their school activities, their grades improve, or are maintained at a higher level. To participate in sports and school activities you must meet the Academic Eligibility Policy.

We hope that your time as a Vicenza “Cougar” is rewarding from registration and orientation to your PCS departure date or graduation, we wish you a highly successful and rewarding high school experience. As a TEAM; students, faculty, parents and administrators we will work together to ensure that all students exceed their potential and that all have success at VHS.

Go VHS Cougars
Home of the Black and Gold

Lauri Kenney
Principal

Bernie Camuso
Assistant Principal

INTRODUCTION

In this handbook we have attempted to compile as much information as possible that we believe will be of value to parents and students. Both students and parents are responsible for knowledge of its contents; hence, parents are also expected to read this handbook. There will always be some questions that are not answered, and we encourage anyone with a question or concern to contact the appropriate school official. The following areas of responsibility are listed for your convenience: When calling from a non-DSN line add: 0444-71 then the last 4 numbers of the person you are calling.

SOURCES OF INFORMATION

<i>CONTACT</i>	<i>TELEPHONE</i>	<i>QUESTIONS CONCERNING</i>
Principal Ms. Lauri Kenney	634-7656 634-7072	All school matters
Assistant Principal Ms. Bernie Camuso	634-7656 634-7072	All school matters
Administrative Officer Mr. Matt Polen	634-6224	Attendance, Facilities, Safety & Security
Classroom Teachers	634-7656 634-7072	Individual classroom activities
Administrative Assistants Ms. Clitta Frigo	634-7656	Personnel matters and appointments with staff
Ms. Paola Battaiola	634-7072	Student records, report cards, transcripts
Athletic Director Mr. Adam Ridgley	634-7656/7072	Athletic programs
Supply Technician Ms. Lydia Larimore	634-7505	School supply and inventory
Student Transportation Office Mr. Vantony Robinson	634-6345	School bus matters
School Nurse Ms. Susan Vanderbeek	634-7584	Student health matters
School Counselors Ms. Annette Allen Grades 11-12 Mr. John Zaborek Grades 9-10	634-7656/7072	Student Schedules & Counseling

VHS website: www.vice-hs.eu.dodea.edu.

DoDEA VISION STATEMENT

Provide a rigorous, world class education to prepare ALL students for highest success, good citizenship, and responsible stewardship in a dynamic global environment.

VICENZA HIGH SCHOOL MISSION STATEMENT

The Mission of Vicenza High School is to provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

GUIDING PRINCIPLES

COUGARS CAN:

Choose integrity.

Own our actions.

Unite through diversity.

Go beyond the expected.

Achieve “wellness.”

Respect everyone.

Succeed in a global, dynamic environment

CONTINUOUS SCHOOL IMPROVEMENT GOALS (CSI)

Goal 1 - All students at Vicenza High School will increase writing proficiency in sentence structure, writing strategies, and editing across the curriculum.

Goal 2 - All students at Vicenza High School will improve their number sense through the application of, and understanding of, number principles to solve real world problems across the curriculum.

Interventions

Goal 1 Increase Writing Proficiency

Intervention: Applying the 6+1 with emphasis on sentence structure, writing strategies, and editing.

Goal 2 Improve Number Sense

Intervention: Using CMR2 for the application of, and understanding of number principles to solve real world problems.

ACADEMIC ELIGIBILITY FOR SPORTS AND EXTRA-CURRICULAR ACTIVITIES

See Interscholastic Athlete Program Manual located at end of Handbook or refer to the following website: <http://www.eu.dodea.edu/activities/athleticActivities.php>

ACCELERATION**PCS BEFORE END OF SEMESTER OR SCHOOL YEAR**

A student who is transferred 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. 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: Students leaving on PCS orders have the option to accelerate. This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons.

Procedures:

- A request for acceleration should be made to the office as soon as a student knows that he or she is Permanently Changing Station within the prescribed time limits.
- A copy of orders indicating the PCS move must be submitted to the office with a note from the parent indicating the port call date and the student's last day of school.
- 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 office.
- The student will complete the work for the remainder of the quarter and take examinations, as required. It is important to follow through with all steps of the acceleration process. The grade is based on completed work.
- 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.
- On the day of departure from Vicenza High School, the student will check out of school by getting a clearance form from the office, 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. Grades may not be ready at the time of departure; in this case, grades will be sent to the parents and the next school, if known.

Vicenza High School
Acceleration Request Form

Name:	Grade:
Last Day in School:	PCS DATE:

- The dates for SY 2012/2013 are **13 December 2012 (First Semester)** and **16 May 2013 (Second Semester)**. Students must be in school all day on the last day prior to the accelerated withdrawal date (December 12 and May 15 respectively).

Student Signature: _____ *Date:* _____

Parent Signature: _____ *Date:* _____

Principal Signature: _____ *Date:* _____

Please be advised that acceleration is only permissible in conjunction with PCS orders provided the last day of attendance for the student is no more than 20 school days prior to the end of the semester. Acceleration implies and expects all class work, assignments, and exam requirements are to be completed. The teacher may offer compacted alternative requirements supporting successful completion of all requirements within constraints that may arise.

1. Student sign this form and have the form signed by your sponsor/parent.
2. Have the form signed by the principal or assistant principal in the absence of the principal.
3. Student bring form to teachers for signatures below. Within one week of this notification, work with the teacher to create a written plan to include all requirements and a time line.
4. Bring completed form to the high school office (Ms. Battaiola).

Period	Course	Teacher Comments	Current Grade	Teacher Signature
1				
2				
3				
4				
5				
6				
7				

ACCREDITATION

Vicenza High School is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI) of Colleges and Secondary Schools and submits reports to, and is visited by, officials of the NCA CASI to ensure adherence to high, established standards. Therefore, diplomas and credits earned at Vicenza High School are fully recognized and transferable to any stateside high school, college, or university. NCA CASI accreditation of VHS occurred during school year 2009/2010. Please visit www.advanc-ed.org for information on AdvancED Accreditation Standards for Quality School Systems.

ACTIVITIES

School activities are an integral part of the total educational program at Vicenza High School. Each student is encouraged to benefit from the wide selection of activities available, as indicated in the list below. While this list is not inclusive, it does give an idea of what is possible for the school year.

Academic Games	Model UN
Art Club	Model US Senate
Band	Music Festival
Baseball	National Honor Societies (NHS, Italian,
Basketball	Spanish)
Cheerleading	Rifle Team
Chorus	Softball
Creative Connections	Soccer
Cross Country	Stemposium
Drama	Step Club
Drill Team	Student Council
Football	Tennis
Future Business Leaders of America	Track & Field
Future Educators of America	Volleyball
International Student Leadership	Wrestling

All students who wish to participate in extracurricular activities must maintain a grade point average of 2.0 and a “F” in no more than one class.

All activities sponsored by the school are under the direction of a DoDEA sponsor. Requests for all school activities and fund-raisers must be submitted to the administration

ACTIVITY RULES

School rules apply to students when they are engaged in the various activities sponsored by the school such as field trips, athletic events, and dances

ADVANCED PLACEMENT COURSES

The requirement of DoDEA schools is that all students who enroll in Advanced Placement courses will take the appropriate Advanced Placement Exam. Any student who does not take the AP exam will not receive the weighted grade. Advanced Placement courses are open to all students and we highly encourage students who take AP courses to be well informed about the academic rigor and time commitment that AP classes entail.

APPOINTMENTS WITH TEACHERS

Parents are encouraged to contact teachers and/or other school personnel. Parents are requested to first meet with the teacher or other school official concerned before asking for an appointment with the principal or assistant principal. Please make appointments by calling the secretary or counselor at DSN: 634-7072/7882, COMM: 0444-71-7072/7882 or email teachers directly; a complete list of email addresses is posted on the school web site <http://www.vice-hs.eu.dodea.edu/>. With respect to the educational setting please provide at least one day's notice to the teacher for an appointment to visit the classroom.

ARMY JROTC

The Army JROTC program is designed to present the history, purpose, and objectives of the JROTC program, the wearing of the uniform, respect for the flag and National Anthem, and organizational principles. Our JROTC program offers courses from Level I to Level IV.

ASACS

The Adolescent Substance Abuse Counseling Service program is designed to help teens make good decisions based on accurate information. It assists teens in figuring out what they want instead of bending to peer pressure. Students talk to the ASACS counselor about a wide variety of topics. The ASACS counselor can be reached at DSN: 634-6775/7656 or COMM: 0444-71-6775/7656. All contact with ASACS is confidential and free of charge. Parental notification and consent for services is required for students who are fourteen years of age and younger. Older students may use ASACS services without parental notification, although the counselor encourages students to discuss ASACS with their parents and tries to involve parents in the counseling process whenever possible. Please contact the ASACS counselor if you have any questions and remember that this resource is available to you at anytime.

POLICY ON CONTROLLED SUBSTANCES

<http://www.eu.dodea.edu/policies/AthleticPolicyControlledSubstancesMar04.pdf>

ATTENDANCE

VHS adheres to DoDEA Regulation 2095.01 concerning attendance. The regulation may be found at: <http://www.dodea.edu/attendance/docs/AttendancePolicy.pdf>

School attendance is important and in order to receive the best education, students need to Be Here! In SY 2012-2013 DoDEA implemented a system-wide attendance policy for students in DoDEA schools throughout the world. This new policy is consistent with those found in many public schools throughout the United States.

School attendance issues have been identified as a serious issue for children throughout the country and military children are no exception.

DoDEA's new attendance policy provides specific guidance on attendance, absences and identifies support services for students at-risk for not fulfilling the grade or course requirements.

It's not surprising that regular school attendance correlates directly with success in academic work, improves social interaction with adults and peers and provides opportunities for important communication between teachers and students. Regular attendance also has a cumulative effect of establishing life-long positive traits — responsibility, determination, respect for rules of society -- that are critical for developing career readiness skills, success in college and in life.

Here are a few of the highlights of the policy:

- All students are required to attend school for 180 instructional days per school year.
- Academic penalties will not be imposed for excused absences.
- Whenever a student needs to be out for more than five days, the teacher will provide a Student Educational Monitoring Plan to lessen the impact of a student missing instruction in class.
- Excused absences can include:
 - 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 holiday
 - Emergency conditions such as fire, flood, or storm
 - Unique family circumstances warranting absence and coordinated with school administration.
 - College visits that cannot be scheduled on non-school days
 - Reasonable amounts of time surrounding deployments and reintegration providing missed schoolwork is obtained in advance and completed upon return.

The policy establishes a balance between the need for military families to spend time together following deployment, while emphasizing the importance of education. We have and will continue to be as flexible as possible in accommodating the precious time families have together but flexibilities and accommodations have limitations, especially when they impact on student performance and attendance at school.

Procedures for monitoring daily student attendance and communicating with families are established in this policy. Academic penalties will not be imposed for excused absences. Students at-risk will be monitored by the Student Support Team and school administration to include the identification of supports and interventions.

Many families—both military and non-military—underestimate the importance of regular school attendance for young children (kindergarten and first grade) but even missing just 5% of kindergarten—that's just nine days—can be an indicator that a child will fall behind by the fifth grade.

Children take their cue from their parents when it comes to the importance of school attendance. To have a quality education experience, you need to be here.

There are times when a student needs to miss school - everyone understands that. But attendance is important. To have a quality education experience, you need to Be Here.

Attendance—what parents should know

- Parents can team up with teachers to make sure students are in school and ready to learn.
- How parents can help:
 - Schedule medical and dental appointments outside of school hours.
 - Schedule vacations during school breaks.
 - Schedule Permanent Change of Station (PCS) moves to coincide with summer breaks or other scheduled school breaks.
 - When moving, check school calendars to be aware of important school dates (beginning/ending of school year; testing dates, breaks, etc.).
 - Make it a habit to contact their child's teachers/principals to arrange to pick up missed school work, either in advance if the absence is known, or the same day their child is absent.

All students at Vicenza High School are required to attend classes on a daily basis unless they have a valid excuse as determined by the school. Parents/Sponsors are required to ensure each dependent child attend school sessions unless the child has a valid excuse or is removed from school. Chronic absences affect a student's academic progress. It is the responsibility of the parent or guardian to call or email the school every time a student is absent. Please note the following guidelines as they pertain to attendance. These are provided for your guidance.

- 1) Absence means those times that a student is not in class.
- 2) Excused absences are those that entitle a student to full privileges for make-up work.
 - a) Excused absences are personal illness, unique family circumstances warranting absence and coordinated with school administration*, religious services, family emergencies, promotions and changes of command ceremonies for a member of the immediate family, school-sponsored activities, and medical appointments when they cannot be scheduled after school.

*Prior to unique family circumstances warranting absence and coordinated with school administration, the student must obtain a Pre-Arranged Absent form from the office and have it signed first by the student, parent, administrator, then by each of his/her teachers. Forms must be turned in to the office prior to departure. A copy will be given to the grade-level counselor and the student.
 - b) Verification of an excused absence is necessary in all cases.
- 3) Unexcused absences are those that cost a student loss of grade/credit for the period of absence. Examples of unexcused absence are truancy, oversleeping, missing the bus, seeing friends or relatives off at the airport, non-school-sponsored events, heavy traffic, care of siblings, and babysitting. Students should keep in mind that unexcused absences may result in a loss of credit or a grade reduction for assignments or exams missed during their absence. This could result in a lowering of their overall grade in the class. School administrators make the final decision as to whether an absence from school is excused or unexcused.
- 4) Make-up work for an excused absence is allowed.
 - a) Students are expected to complete missed assignments within a reasonable timeframe as agreed upon with teacher.
 - b) Appropriate teacher and/or tutoring assistance will be provided to students requiring make-up work.

- c) When a student is absent, the parent should email or phone the school at 634-7656/0444-717656 by 0900 the morning of the absence.
- d) The unit/command will be notified when parents cannot be reached by the school about their student's absences.

5) Absence Notifications

- a) Students must attend all class periods up to the departure time of a study trip or athletic trip. Students must be present on the day before the event and on the day of the event to participate in sports for the entire weekend.
- b) Students enrolled in Career Practicum come under the same attendance rules stated above. The training station (job site) is considered an extension of the classroom and attendance is mandatory on the same basis as a regular class.
- c) Students may enter or leave school during the school day when being signed in or out by a parent, an adult with Power of Attorney on file at school for that student, or the emergency contact on the registration form. Students must be signed out even when attending an appointment during their lunch hour. Students who are 18 years old must follow the procedure as explained above.
- d) Students may go to a medical appointment with a note from the sponsor or an appointment slip from the post clinic or hospital. Upon receipt of the note, the parent/sponsor will be called to verify the appointment.
- f) If the parents must leave the area because of an emergency or TDY, the school should be provided with the name of the person who has the Power of Attorney for their dependent's welfare. A copy of the Power of Attorney should be provided to the school.
- g) If for any medical reason a student cannot participate in a specific instructional course (e.g. physical education), a written exemption notice from a physician must be given to the school health nurse. The exemption notice should include the reason stated for exemption and the date normal instruction can resume.

6) Excessive absences may seriously affect a student's grade. The office will record all absences, including sports trips, family trips, and school-sponsored study trips, in addition to absences resulting from illness, medical appointments, etc. Parents are encouraged to track absences via the student information system and monitor student absences records, and will be notified of their student's excessive absences periodically throughout the semester. Additionally, when a student has excessive absences in any one class, the teacher/school will notify the parents. When the student's teachers, counselor, and administrator feel that the student has had excessive absences from class/school then they will meet with the student and parents to discuss the reasons for the student's absences and to determine the appropriate action.

7) Tardiness: Failure to be in class in the assigned place when the tardy bell rings is considered tardy and will be treated accordingly.

- a) A tardy will be excused if it is the result of a late bus or a medical appointment.
- b) Teachers will report a student with three or more unexcused tardiness to the office.
- c) Students will be assigned after school detention after each tardy after lunch. For all other class periods, the student will be assigned a detention after the 3rd tardy.
- d) Disciplinary action to include detention, work details, Saturday detention, and removal from school may be assigned should tardiness continue to be a problem.

9) Classroom interruptions: It is important to keep the amount of classroom interruptions to a minimum. In the event of an emergency, VHS will make every effort to assist you in contacting your student. However, we do ask that you keep the following guidelines in mind when it comes to classroom interruptions.

- a) Messages and any items may not be delivered to students during class. Parents who need to contact their student or drop off items may meet students during their lunch hour (1235-1320) to personally deliver such items.
- b) It is the responsibility of the student to come to the office between classes to retrieve any items that have been dropped off. Items may not be delivered to the classroom.
- c) Whenever possible, parents should make an effort to pick up students between classes for medical appointments. This allows students to report to the office between classes and minimizes the interruption of classroom learning.

BEFORE SCHOOL - AFTER SCHOOL HOURS

Before school students should enter the building through the cafeteria door. If a student rides the bus, the student will enter through the doors designated for bus riders and report to the cafeteria. All students will remain in the cafeteria until 0800. Exception is granted to Seniors who may go to their lockers prior to 0800. Loitering after school is not permitted. Students are to report to their busses immediately, depart school grounds, or report to their after school activity.

BOOK ISSUE AND OTHER SCHOOL PROPERTY

Classroom teachers issue books and other school property to students. The student and his or her sponsor are legally responsible for returning the books and other school property in good condition at the end of the course. Allowances will be made for normal wear and tear. Graffiti in textbooks is beyond normal wear and tear. Students are strongly recommended to cover each of their textbooks. Lost and damaged books, calculators, etc. can be paid for through the supply office of the high school or ordered on-line and sent to the school.

CAFETERIA AND MEALS

The AAFES school lunch program is the sole provider for all school meals for our students. The meals are located in the school cafeteria. Breakfast items are available for sale from 0700-0755. Lunch is served from 1235-1320. Students also have the privilege of off campus for lunch as long as they are able to return to classes on time. Off campus does not mean off post. Going off post without permission during lunch could result in disciplinary action. Students unable to return from lunch on time may lose their off-campus lunch privilege. Every time a student is late to class after lunch, he or she will be assigned an after school detention.

CASE STUDY COMMITTEE

In compliance with DOD Instruction 1342.12, we are required to provide the opportunity to enable each educationally handicapped student in DoDEA to develop his/her potential. The vehicle utilized to achieve this goal is the Case Study Committee. The Case Study Committee will identify students who meet the DoDEA criteria and recommend a procedure for the development of an Individual Education Program (IEP). Please refer to the policy referenced at the following website: http://www.dodea.edu/foia/ioc/pdf/1342_12.pdf

CELLULAR TELEPHONES

Cellular telephones may not be used during school hours without specific permission from school officials. If a cellular telephone is not concealed during school hours, it will be confiscated by a school employee and returned only with the consent of a sponsor or parent. Only during lunch, before and after school are students allowed to place calls, receive calls and send/receive text messages. Our school office is available to assist with any emergency that may arise during the school day and to help you contact your children. Our office telephones are for official school business.

CHANGE OF ADDRESS/UNIT/E MAIL

Please notify the school immediately of any change in address, home or duty telephone number, e-mail address, or person to contact in case of an emergency. It is extremely important that up-to-date information be on file in the school office. The school should be notified of the adult in charge of students when both parents are on a trip and the students are left at home. If parents are on a trip and the children are being cared for by another adult, the school must have a copy of the appropriate power of attorney, as well as contact numbers for parents and those adults responsible for the children during the parents' absence.

CHAIN OF COMMAND

DoDEA, like the military, utilizes a chain of command. Issues are best resolved at the lowest possible level. Parents must follow the chain of command, starting with the teacher. If an issue cannot be resolved directly with teachers, sponsors have access to the assistant principal or principal. If there is no resolution at the principal level, sponsors then have access to the District Superintendent.

CHILD FIND

All students, age birth-21, who have not graduated from school, are eligible for screening in math, reading, spelling, language, hearing, and vision. If your child has a history of placement in special classes, or you suspect your child is having problems due to improper placement, please contact the guidance counselor at DSN: 634-7882 or COMM: 0444-71-7882.

COMPUTER POLICY

Every student must sign a Computer Agreement Form and is held responsible for all material in their files. Instant messaging, MySpace, Facebook downloading shareware, games, music files, pictures, social networking or anything not directly related to the educational program of Vicenza High School constitutes misuse of a government computer. All student storage space and usage is monitored by administration. Access to school computers and networks will be revoked from anyone found in violation of this policy. The Computer Agreement Form is signed at registration time by the parent and the students.

CONFERENCES

Please see "Appointments with Teachers"

COUNSELING SERVICES

Vicenza High School has two guidance counselors, Mr. Zaborek and Ms. Allen, one school psychologist, Ms. Vidrini; and one nurse, Ms. Vanderbeek. Also available are Alcohol, Substance Abuse Counselor (ASACS) and Military Family Life Consultant (MFLAC) counselors to assist students and parents when needed.

CRISIS MANAGEMENT TEAM

The Vicenza High School Crisis Management Team is a group of VHS staff that has a commitment to help in times of crisis and emergencies. They prepare for unforeseen events, have a completed Crisis Management Plan, and have identified available community resources. Please call VHS at DSN: 634-7656/7882 or COMM: 0444-717656/7882.

DAILY BULLETIN

All items in the student bulletin must be requested and signed or submitted by a faculty sponsor. One copy is also posted on the lobby bulletin board, in the cafeteria, and in front of the school for those students who are late or for some other reason do not hear the bulletin read.

DANCE POLICY

The following rules apply to all dances sponsored by any class or school organization that conducts activities either on or off post.

1. The school sponsors will be in complete charge at the dance and will take steps, including telephoning parents, if necessary, to ensure that the dance is conducted without incident.
2. Students wanting to bring a non-VHS student to a VHS dance must obtain and fill out the permission form found in the office. An administrator must review and sign the form before the guest may attend the dance. Students are held responsible for the behavior of their guests and could face consequences for the behavior of their guests.
3. All school rules apply at school-sponsored dances. Students found to be in violation of these rules will be subject to disciplinary action that may, as a minimum, involve restriction from future dances.
4. Please note that there is strict adherence to the "one entry only" rule. Once a student enters the dance and then leaves, there is no re-entry. The time the student leaves the dance will be documented and signed by the student.

DISCIPLINE CODE

STUDENT STANDARDS OF CONDUCT

1. Everyone is responsible for conducting him or herself in a manner that respects the rights of others.
2. Honesty, integrity and trust are the keys to the establishment of our way of life. Any actions to the contrary, such as stealing, sexual harassment, cheating or lying cannot be accepted at Vicenza High School.
3. Conduct that materially and substantially interferes with the educational process is prohibited. This includes the use of obscene, abusive, profane language or gestures throughout the school and at its activities.
4. Possession of or being under the influence of alcohol or other drugs (prescription/over the counter/illegal) is not permitted.
5. Objects that might cause injury or disrupt the educational program are not to be brought to school. Knives, wallet chains, lighters, matches, and weapons of any kind are examples. DoDEA has a Zero Tolerance for Weapons policy.
6. Electronic sound recording or reproduction devices such as radios, cassette players, "boom-boxes," CD players, I-Pods, cameras, headphones and the like are not permitted in the classrooms or hallways except by teacher permission for school projects. Use of

electronics and headphones is permitted in the cafeteria before school and during lunch only. The school is not responsible for the loss of any personal valuables.

7. Public displays of affection are severely limited. Anything beyond handholding and quick hugs are not acceptable within the confines of the school building.
8. Students are prohibited from possessing or using tobacco products, alcohol, or any other drug during the school day on or off school property, on school-owned and operated buses or on chartered buses, on the way to or from school, or when participating in school-sponsored activities on or off campus.
9. Eating and drinking (except water) are not permitted in the halls or classrooms. The only exceptions are those in which the consumption of food and drink is in connection with the curriculum or teacher-approved activity. Any beverage other than water is subject to confiscation. There is a designated nutrition break during the first ten minutes of the second period of every day, but some teachers (e.g. chemistry, gym) cannot allow food in their classrooms.
10. Hallways are public passageways. Students are not to sit or lie on the floor or windowsills or gather in large groups. Students are not to loiter in the hallways after school. Dressing for after-school activities may not be done in the hallways. Dressing should be done in the locker rooms or bathrooms only.
11. Conduct in the common areas of the school should be appropriate for an educational institution. Running, shouting, profanity and "horseplay" are not acceptable.
12. Students may not leave the campus without being signed out by a parent or guardian. High school students registered for Career Practicum may sign themselves in and out when the reason is related to their employment.
13. Dress and grooming standards are to be compatible with and foster a good learning environment. See "Dress Code" for specific guidelines.
14. Departure from school grounds does not automatically mean release from the school's jurisdiction. Conduct away from school that is a result of something that began at school is considered a school issue and will be dealt with accordingly.
15. Fighting is not permitted.
16. Willful damages to and defacing of school, community and the property of others is strictly forbidden.
17. Failure to comply with a reasonable request by any adult is considered insubordination and may be construed to be willful disobedience.

18. There can be random and periodic searches of school property by the Military Police in our school.

Students who repeatedly disobey school rules can be referred to the post Juvenile Review Board.

SEXUAL HARASSMENT

“Sexual harassment” is defined as unwanted, unwelcome sexual advances or overtones, either verbal or non-verbal, which create an environment that is hostile or abusive in our schools. If you have any doubt as to whether you should report it, or if you feel uncomfortable reporting the offender, please ask your parents, teachers, or administrators for advice.

To assist students in dealing with student harassment issues, the following guidelines are established. Students who believe they may have been harassed should do the following:

Step 1 - Determine if the behavior or words are unwelcome or offensive and sexual in nature.

Step 2 - Specifically identify the behavior, word or deed that is in question. Identify the people involved, including witnesses.

Step 3 - Inform the offender that it is unwelcome and offensive.

Step 4 - If, after notification, the offender continues with the harassment, the student must report it to the administration for investigation and action.

Examples of sexual harassment are (three types):

Non-Verbal

Obscene gestures

Suggestive looks

Verbal

Dirty comments

Sexual innuendoes

Gender-specific comments

Requests for sexual favors

Physical

Unwanted touching

Patting and/or pinching

Physical Threats

Pressure For Sex



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



**Mediterranean District
Disciplinary Matrix**

STUDENT RIGHTS AND RESPONSIBILITIES – See Appendix for Regulation 2051.02

DS Manual 2051.02 Student Rights and Responsibilities in DoDDS provides for an understanding of the rights and responsibilities of all students in the Department of Defense Dependents Schools.

This matrix of suggested consequences for student misconduct does not supersede DoDEA Regulation 2051.02. It is provided to offer general guidelines for imposing disciplinary consequences but in no way restricts the right and responsibility of school administrators to apply appropriate levels of discipline on a case-by-case basis, depending on the specific circumstances, even if it deviates from the suggested consequences identified in the table.

In all cases of suspension and expulsions, a letter will be sent to the sponsor and to the sponsor's commander and Mediterranean District Superintendent.

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 <ul style="list-style-type: none"> ➤ For Tardies: 3 times unexcused results in after school detention; after lunch immediate after school detention
	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 pertaining to sexuality. ➤ 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). 	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, minor manual labor ex. rearranging supplies or organizing work spaces, etc.</i>
	Referral 3:	1 day In or Out of School Suspension
	Referral 4:	2-3 Days of the combination of Saturday School, and/or In or Out of School Suspension
	Referral 5:	3-5 Days of the combination of Saturday School, and/or In or Out of School Suspension.
<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 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.

Mediterranean 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 		<i>Immediate termination of all computer privileges and suspension from school</i>

➤ Accessing restricted private data	
<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>	

Teachers are responsible for classroom management. For minor offences, the teacher will follow his or her own behavior management plan. Principals should be copied on all correspondence with parents concerning discipline. Any student who has accumulated 10 days of removal from school will be referred to the Discipline Board.

DEFINITION OF INAPPROPRIATE BEHAVIOR FOR SCHOOL AND SCHOOL-SPONSORED ACTIVITIES

Consequences may be elevated depending on severity of offense.

ALCOHOL- possessing, using, or distributing alcohol. A referral to the alcohol and substance abuse counselor will be initiated.

ARSON – maliciously setting or attempting to set a fire. A referral to the school psychologist will be initiated immediately. A report will be submitted to the Juvenile Review Board.

ASSAULT - Physical attack on another student without retaliation from the victim.

BATTERY ON SCHOOL– Physically accosting any staff member

BOMB THREATS – implying the threat of a bomb by verbal, written, or any other means.

BULLYING - 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).

COMPUTER MISUSE – Violation of the computer usage agreement

DISRUPTIVE BEHAVIOR - behaving in any way that is disruptive to the class or the general functioning of the school.

DRUGS – Using, possessing, or distributing any drug is strictly prohibited. The school nurse, in accordance with the student handbook, may only dispense prescription medications ordered by a physician. A referral to the drug and alcohol abuse counselor will be required prior to the student being readmitted to school.

EATING and DRINKING – eating or drinking in the cafeteria, outside the building, or with permission in a classroom is permitted. Eating or drinking in other situations is prohibited. In most instances, eating and drinking are allowed for part of periods 2 & 6.

EXTORTION – threatening another student for money, food, favors, or other items.

FIGHTING – using aggressive physical contact to include pulling clothes and/or hair and shoving. When a fight occurs, both students will be considered guilty regardless of who started the fight.

FORGERY– forging the signature of a sponsor, teacher, administrator, or misrepresenting the document, assignment, or paper.

GAMBLING–wagering or betting in any form involving money or favors.

HARASSMENT / HAZING – behaving in a manner that persistently disturbs, irritates, or humiliates another student, teacher, staff member, or any adult.

INAPPROPRIATE DRESS – Dress Code Violation

INAPPROPRIATE SPEECH– Cursing, gesturing, or verbally abusing any person. This includes, but is not limited to, the following references: race, religion, gender, creed, national origin, personal or physical attributes disability, intellectual ability, or matter pertaining to sexuality.

INSUBORDINATION – Failing to follow a reasonable or legal request made by any staff member. If profanity or disrespect accompanies the insubordination, consequences will be more severe.

LEAVING CAMPUS W/O PERMISSION – Leaving school grounds without prior permission.

MISSING DETENTION – Missing teacher detention or office-assigned detention

PLAGIARISM/CHEATING – Submitting the work of another person as your own or allowing another to copy your work.

PUBLIC DISPLAY OF AFFECTION – kissing, caressing, extensive embracing, or other behavior of a sexual nature deemed offensive to a staff member. Limit public displays of affection to hand holding and short hugs.

SCOOTERS, ROLLERBLADES, AND SKATEBOARDS are not allowed in the school.

SAFETY VIOLATIONS – Acting in a manner that could endanger the health, welfare, or safety of oneself or others. This includes misuse of fire alarms, fire extinguishers, laser pointers, or any potentially dangerous item.

SEXUAL HARASSMENT – Acting in a manner defined as sexual harassment. This includes, but is not limited to: letters, telephone calls, printed materials, or objects of a sexual nature that are unwelcome and objectionable, deliberate touching, leaning over, cornering, pinching, or grabbing, unwelcome pressure for sexual favors or dating, sexually oriented teasing, jokes, remarks, questions, or discussions, gestures, or catcalls activities that result in a hostile, offensive, or intimidating atmosphere for other individuals present.

SKIPPING SCHOOL/TRUANCY/MISSING STUDENT – Unexcused absence

Steps for Locating a Missing Student

- Administrators, counselors, and nurse (if available) immediately sweep the interior and exterior of building and school grounds.
- If student does not show up within 5-10 minutes, admin. initiates an ALL-CALL.
- Teachers and other staff having knowledge of missing student will immediately contact the front office.
- Contact parent/sponsor to notify them that an ALL-CALL has been completed and the student has not been found.
- Notify law enforcement with detailed description of student. The law enforcement desk can notify the gates and patrols to be on the lookout for the student.

TARDINESS - Unexcused tardiness to school or class.

THEFT – Taking or attempting to take property or knowingly receiving stolen property. Monetary responsibility rests with the sponsor.

THREATENING A STAFF MEMBER / STUDENT – Threatening verbally or physically in an attempt to intimidate.

TOBACCO– Possessing, using, or distributing any tobacco product.

VANDALISM – Intentionally destroying or damaging school or personal property. This includes writing on walls, desks, and books, tampering with fire alarms, or tampering or misuse of computers or computer programs. Sponsors may be liable for damages. The guidelines below do not include all possible infractions.

Writing on walls, desks, books
 Damage to sports PE equipment
 Locker / furniture/ computer breakage
 Tampering with fire alarms

WEAPONS – Possessing, carrying, presenting, or using any item in a manner to harm or threaten an individual. This includes, but is not limited to: guns or replicas of guns, knives, razors, box or carpet cutters, scissors, studded jewelry or belts, slingshots, nun-chucks, mace, pepper spray, spray paint, or similar, propellants, clubs or any object that may be used as a club, and spray paint.

SATURDAY SCHOOL PROCEDURES

When a student is assigned to Saturday School, the assistant principal will contact the parents with the assigned date. Saturday School will normally be served the following Saturday but may be postponed one week due to the unavailability of a Saturday School monitor. The assistant principal will notify the student's teachers that Saturday School has been assigned so that proper assignments are given to the student for completion. Prior to attending Saturday School the sponsor must notify the monitor about how the student will be dismissed ex. Parent pick-up, Walk to post library, Meeting parent at Food Court, etc.

The school discipline policy, including dress code is enforced at Saturday School. Failure to comply will result in additional Saturday School Detentions.

Procedures. At 0830 the parents will deliver the student to the front door of the school and meet the detention monitor. The sponsor or parent will verify the procedures for dismissal.

The student will bring schoolwork, snacks, and water.

From 0830 to 1230: Work the entire time. Only school-related work is allowed.

Snacks will be eaten on the school campus.

SEVERE CONDUCT

There are certain displays of behavior that are considered to be severe and will result in immediate referral to the administration. In most instances, these actions will result in an after school detention, Saturday detention, work detail, removal from school and/or the student going before a Disciplinary Review Board. These are some examples, but do not include all the behaviors:

- A. Fighting, including the hitting of students.
- B. Possession of and/or being under the influence of drugs or alcohol
- C. Willful, significant damage to school, community or others' property
- D. Abusive, hostile, harassing (to include sexual harassment), or malicious behavior
- E. Any action that is considered to violate Host Nation and/or Caserma Ederle laws and regulations while representing the school.
- F. Continuous, willful disobedience/insubordination
- G. Communicating a threat of violence toward faculty members or students
- H. Possessing weapons (see weapons definition under

Vicenza High School enforces the DoDEA Policy of "Zero Tolerance" for any and all weapons. Students are not allowed:

- To have weapons
- To have objects that resemble weapons (replicas)
- To use any object as a weapon

A time of disciplinary non-attendance. The student is responsible for obtaining class assignments and completing them in a timely manner. Normally, if a student misses a day of school due to a removal any work assigned before the removal from school should be submitted to the teachers as soon as the student returns to class. A student removed from school will not be eligible to participate in or attend any curricular or co-curricular activities during the term of the removal or immediately following the removal.

A special note to parents concerning discipline: The school staff takes no pleasure in disciplining students; yet we recognize our responsibility to assist students in this area of development. Effective discipline is a three-way job: parents-school-students. When we contact you by phone, note, or conference about behavior, we are really seeking your support and follow-up in helping the student realize that certain actions and/or attitudes are not appropriate in school because they make learning difficult or impossible or may create hazards to self or others. Students rapidly adopt socially acceptable behavior when they realize that the home and school share the same standards.

VICENZA HIGH SCHOOL DRESS CODE

At Vicenza High School, we expect students to dress in modest, clean clothing that is not provocative, revealing, or offensive to anyone. Students should dress in a manner that is not distracting to themselves or to others. Both boys and girls must wear clothing that covers the shoulders, torso, buttocks, and thighs. Students must wear footwear. The final determination of whether the dress is appropriate for school rests with the teachers and administration.

The following manners of dress are provided as some examples of UNACCEPTABLE attire:

- 1) Hats, scarves, bandanas, doo-rags or any headgear. Hats and other headgear must be concealed before first period of the school day and may not be on students' heads at any time during the school day in any part of the school buildings/cafeteria.
- 2) Footwear must be worn. House slippers are not allowed. Proper shoes are needed for physical education classes.
- 3) Blouses and skirts must be modest and not revealing. Excessive sight of cleavage is unacceptable. Skirts and shorts must pass the fingertip rule and must maintain appropriate coverage in all school activities.
- 4) Sunglasses, beachwear or transparent material or "skin tight" attire (Spandex clothing, bicycle shorts, etc.).
- 5) Tube tops, tank tops, halter-tops, muscle shirts, lingerie on the outside of clothes, robes, pajamas/nightgowns, and bedroom slippers/house shoes, as well as clothing that exposes the midriff and backside, are not allowed.
- 6) Dresses or tops with spaghetti straps (anything under two inches wide) or strapless are not permitted. The wearing of 2 ribbed undergarments does not meet the standard of two inches.
- 7) Clothing, jewelry, accessories, notebooks or backpacks shall be free of writing, pictures or any other insignia that are deemed offensive by any staff member. Any such attire or personal property worn to school that may cause a disruption to the learning environment or advocates prejudice or advertises the use of drugs, tobacco, or alcohol is prohibited. Wearing of any clothing that bears the names of drugs, tobacco, or alcohol is prohibited.
- 8) Pants must not sag to the extent that undergarments or skin are exposed.
- 9) Articles that can cause damage to other students or property (studded bracelets, studded belts, chains, any studded jewelry, or wallet chains) may not be worn.
- 10) Dirty clothing and large holes (not designed) are not allowed. Clothing designed with minor tears and holes are permitted as long as the holes do not allow excessive exposure as determined by school staff.

Parents will be called to bring clothes to the student. Repeated violations of the dress code or refusal to change clothes will result in disciplinary action.

EMERGENCIES AND FIRE DRILLS

Continuous ringing of the fire alarm signals a fire drill. During other emergencies, like lock-down, earthquake, or bomb threat, teachers will be notified on the public address system. Students must follow the directions of teachers and other adults. When the fire bell is heard, students under the direction of the teacher are to proceed in an orderly manner, without unnecessary noise, to the designated area. All students must wait quietly in their designated area until they are released to go back to class. If the fire alarm sounds between classes, students are to proceed outside and join their last period class/teacher. If the alarm sounds when students are in the restroom or hall, students are to join the class from where they came. If the fire alarm sounds during seminar, students are to remain with the teacher they are with when the alarm sounds. They will return to class upon the direction of the teacher. It is each student's responsibility to know the direction of exit for each room in which he or she has a class. Appropriate instructions are posted in all locations. Drills are held weekly during the first month of the school year, monthly thereafter.

FOOD AND DRINK

Students are allowed to consume light, nutritious food during a morning nutrition break during the first ten minutes of periods two and six from 0940 to 0950. A bell rings at 0950 to signal the end of all eating. Students must put away all food or dispose of it. There must be no trash or mess left in any classroom or hallway. Only bottled water is allowed as a drink in the classrooms and halls at any time during the school day. Due to the safety or cleanliness considerations, some teachers may choose not to allow snacks in their classrooms. Students must not make excessive noise or a mess during the morning nutrition break. Food and drinks may be purchased from the cafeteria before school begins and during lunch time only. The cafeteria will not sell food to students after 0755 until 1235. Students are not allowed in the cafeteria without adult supervision between those hours.

GANG AWARENESS AND PREVENTION

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDEA, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place. Within DoDEA schools, vandalism, bullying or any other gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions. Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken. Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

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

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

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, “any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.”

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDEA 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.

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

GRADE POINT VALUES

Teachers assign students a letter grade at the end of each nine-week period. The letter grade given by the teacher indicates the level of performance the student has achieved. Grading is the individual responsibility of the teacher, and each teacher has his or her own criteria for establishing grades.

Computation of grades and grade point average for high school students is as follows:

MARK PERCENTAGE GRADE POINTS

A-Excellent 90-100 4.0
 B-Good 80-89 3.0
 C-Average 70-79 2.0
 D-Poor 60-69 1.0
 F-Failure 0-59 0.0
 I-Incomplete 0.0

AP courses have a weighted grade point system as follows:

A 5.0
 B 4.0

C 3.0
D 2.0
F 0.0

Please be advised that parents/sponsors are responsible for any fees which result from a student's failure to take AP exams and/or administration of late exams for reasons not approved by the College Board. Please communicate with the school principal as soon as possible if any academic or testing issues arise, or if you will be PCSing prior to the administration of an AP exam. As AP exam dates are set by the College Board, we may be unable to rectify a situation without ample prior notice. A student must take the AP Exam to earn the weighted grade. Failure to take the exam will result in an unweighted grade for the AP course.

An "I" grade will be given when a student has been unable to complete required work because of circumstances completely beyond his/her control, (i.e. serious illness). These should be made up before the end of the second week of the next marking period. If this is not done, the "I" grade will be removed and a grade of "F" will be given.

GRADES FOR NEW STUDENTS

Teachers, when submitting report card grades of new students, must use the new student's withdrawal grades from the previous school. A formula for grade computation should consider the amount of semester time spent in class at Vicenza High School and time in class at his/her previous school.

GRADE POINT AVERAGE (GPA)

The GPA is computed by applying the following formula: "sum of the products of the total credit earned for each mark and the grade point value of the mark divided by the number of credits attempted." All courses having grade-point value must be used in computing GPA. Credits earned in a Pass/Fail course are applicable to graduation requirements but are not used in computing the GPA. "WF" (withdrawn failing) is used to denote a withdrawal that is counted as an "F" in the course for purpose of GPA. The "+" or "-" does not have any value in computing a student's GPA. Computation of a GPA for a student who arrives in DoDEA from another school will be accomplished in the same manner as indicated above, using the grades provided from the previous school. Computation will be accomplished without regard to the method (to include weighting) that may have been used at the previous school. In other words, all incoming grades (not incoming GPA's) will be used to compute the GPA using the DoDEA's scale. High school courses taken for credit in grades 7 and/or 8 will not be used in the calculation of a grade point average or class ranking.

Valedictorian and salutatorian are determined as follows:

Class rankings for graduation will be determined following the second semester of the senior year for students enrolled at the end of the fourth quarter. All letter grades for eight semesters in grades 9-12 will be averaged to determine class rankings for graduation honors.

Beginning in school years 2004-05, DoDEA implemented a practice that does not weight honors classes and does not assign a weighted grade when computing GPA on incoming transcripts from

previous schools. Students who took an honors weighted course prior to SY 2004-05 are assigned the point value of the letter grade based on DoDEA's unweighted scale used in calculating the GPA.

DoDEA does not change any letter grade on any transcript. AP classes do carry a weighted grade as long as the student has also taken the respective AP exam(s).

GRADUATION REQUIREMENTS

Students must have a 2.0 or higher cumulative grade point average and a minimum of 26 units to graduate from a DoDEA High School. See the guidance counselor for specific information regarding graduation requirements. Website: <http://www.dodea.edu/parents/graduation.cfm>

GUIDANCE AND COUNSELING

The guidance counselor provides 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 DoDEA educational program and to promote the welfare of the students. The process of choosing a college can be very challenging, sometimes frustrating, but most often a rewarding experience.

Parents who wish to see the counselor are encouraged to make an appointment by phoning DSN: 634-7656/7072 or COMM: 0444-71-7656/7072. For more information visit our website: <http://www.eu.dodea.edu/home/bridge.php#general>

HEALTH SERVICES

A school nurse/administrator 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/administration. In order to be considered excused, an ill student must check out through the nurse/administrator. If there is a need for the student to go home, the nurse/administrator will phone the parent.

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. The school nurse must administer medications at school according to DoDEA directives. All medications are kept in the School Health Office in a locked cabinet. Students may keep certain medications, such as asthma inhalers, IF there is a signed consent form on file in the School Nurse Office. (The DODDS form is located in the nurse office and needs to be taken to the clinic for MD signature. The clinic also has a supply of these forms.)

If it is necessary for the child to take medication during school hours, please ask the pharmacist to give you a separate bottle for school administration. The school bottle MUST have the pharmacy label which includes the name of the student, name of the drug, the dosage and the time it is to be administered. Reminder: all medication must be accompanied by a permission slip signed by the physician and the parent.

If the child is on a medication that is given constantly throughout the school year (for example Ritalin or asthma rx), new documentation is required at the beginning of each year for school administration. All medication that is not picked up at the end of the school year is returned to the clinic pharmacy for disposal!

Students are NOT allowed to carry medication unless cleared through the School Nurse's office. ***NO "OVER THE COUNTER" MEDICATIONS WILL BE DISPENSED!!***

School Nurses do NOT administer Tylenol, cough syrups, Aspirin, etc. unless the proper procedure mentioned above has been followed. If you have any questions, please contact the School Nurse at DSN 634-7584 or 0444-71-7584 Vision screening will be performed on all students. Notification will be sent home prior to the screenings. Hearing screenings will be performed during the school year as necessary. Parents will be notified if there is a problem with any of the screenings. In addition, screenings will be done throughout the school year if requested by teachers and / or parents.

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

HOMEWORK

Success in school depends upon outside study. The amount of time required by a subject will vary according to the ability of the individual and the courses he or she chooses. Each student in high school should spend 1 - 2 hours a day in outside study. Students preparing for further education or those who have a difficult time with their studies will probably have to do more than others. Academic success is the priority for teachers and students. Activity and sports participation is secondary to academic pursuits.

HOME/CLASS WORK POLICY

Vicenza High School Home/Class Work Policy

Missed Assignments

- Teacher notifies the parent electronically.
- Student has the opportunity to complete the assignment. Time allotments, due dates and grades are to be determined per the course syllabus.

Detention/Saturday School

- After Teachers have exhausted their classroom policy regarding missing or late assignments, teachers may refer the students to Administration for disciplinary consequences to include After School Detentions and Saturday School Detentions. Administration will notify the sponsors and students about the detention(s).
- Student is assigned to Saturday school to make up missing assignments. Grades are to be determined by the teacher for whom the assignments are being completed.

Best Practices for Student Achievement

- Home/Class assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student.
- Homework is completed outside of class time, not during the instructional time period.
- Teachers will consider the burden that homework places on a student when assignments are made. In making homework assignments, consideration should be given school events and other subject area requirements.
- As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students.
- Student has the opportunity to complete the assignment. Time allotments, due dates and grades are to be determined per the course syllabus.

Detention/Saturday School

- After Teachers have exhausted their classroom policy regarding missing or late assignments, teachers may refer the students to Administration for disciplinary consequences to include After School Detentions and Saturday School Detentions. Administration will notify the sponsors and students about the detention(s).
- Student is assigned to Saturday school to make up missing assignments. Grades are to be determined by the teacher for whom the assignments are being completed.

HONOR ROLL and HONORABLE MENTION

Students are recognized quarterly for academic successes. There are three distinctions:

Honor Roll With Distinction: GPA of 4.0 or above

Honor Roll: GPA of 3.5-3.99

Honorable Mention: GPA of 3.0-3.49

HONORS DIPLOMA

DoDEA will award an Honors Diploma to students who meet the following criteria: (1) completion of all graduation requirements; (2) earn passing course grades and take the requisite examinations in a minimum of four advanced placement courses; and (3) earn a grade point average of 3.8, or higher, based on grades received through the end of the second semester of the graduating year.

INCLEMENT WEATHER / EMERGENCY SCHOOL CLOSING

If an emergency closing of school is required, it is usually due to the weather. Cancellation of classes because of inclement weather is extremely rare in Vicenza. However, conditions will be announced on AFN radio/TV.

The USAG Vicenza Commander will contact the DoDEA school principals to formulate a joint recommendation for the school closure or delay. The decision for a delayed start will be made no later than 0500 of the day the delay is to occur.

Other factors that may bring about the closing of school are lack of water or heat, a health epidemic, military alerts that affect the civilian community and other emergencies that allow the community commander to close the school.

INFORMATION CENTER AND USE OF THE INFORMATION CENTER

Individual students: The Information Center is open for students to read, do research or study quietly. During school hours, a student must have a valid library pass from his/her teacher.

BOOK CHECK OUT

Students: The loan period for materials is three weeks, with renewal if needed.

RETURN OF MATERIALS

Materials may be deposited in the book return at the circulation desk. A student is responsible for the books he/she checks out of the library. Therefore, advise your students not to send their books to the library with friends, as they may get lost or become overdue. If a book is lost, sponsors must pay for a replacement of the lost book or material.

REFERENCE MATERIALS: OVERNIGHT CHECKOUTS ONLY

Students may check out reference materials at the end of the last class period and it must be returned the next morning before the first class period.

LUNCH PROCEDURES

See Information Specialist (Ms. Keller) for passes.

SEMINAR PROCEDURES

Permission to visit the IC during seminar is granted by seminar teachers. Generally, one student per class is allowed to visit the IC each session. Students needing to meet as groups during this time should see the information specialist in advance.

LOCKERS

Each student will be assigned a locker and a combination. Students should make sure the locker is locked at all times. The school cannot be held responsible for loss or theft from lockers. The office makes assignment of lockers. Failure to comply with the guidelines below may result in suspension of locker privileges.

The following rules apply to use of lockers:

1. Students will use the locker assigned: No trading.
2. Students will not share lockers unless assigned to do so.
3. Only decorations promoting school activities or spirit may be placed on the outsides of lockers. Flyers must have the administration's approval before they can be placed on lockers or anywhere else in the school.
4. Pictures may be placed on the inside of the lockers. Pictures should be in good taste and not from magazines designated as adult reading material.
5. Students will be responsible for removing decorations at the end of the school year or when checking out of school.
6. Cleanliness of lockers is the business of the student, but lockers will be monitored periodically.
7. Though assigned to a student, the locker remains the property of the U.S. Government. Abuse of the locker will result in the student being held financially liable to the U.S. Government.
8. Lockers for physical education classes will be handled within the Physical Education Department.

LOST AND FOUND

The school cannot accept legal responsibility for items that are lost or found at school. Found items are to be turned in to the high school office. We make every attempt to help you recover your lost item; however, each year we have clothing, keys, watches, glasses, etc., which are unclaimed. The school is not responsible for stolen items such as musical equipment, calculators, books, clothing, or other items. The school cannot reimburse students for missing items. **DO NOT STORE VALUABLES AT SCHOOL.**

LUNCH

Lunchtime is from 1235-1320 and is open campus to allow students the opportunity to eat off of school campus. Students are not allowed to go off-post or to the housing areas to eat lunch. Lunchtime is part of the school day; all school rules apply during lunch.

NATIONAL HONOR SOCIETY (NHS)

The National Honor Society (NHS) is an honorary organization with members selected from the junior and senior classes. Prospective candidates are screened from all students compiling a minimum of 3.5 cumulative grade point average. A faculty council makes selections based on scholarship, character, service, and leadership. Students providing the proper documentation of being National Honor Society members at their previous school will be automatically accepted. Members who fail to maintain a semester average of 3.5 or fail to demonstrate leadership, character or service will receive a warning letter. If, at the end of the second semester, the second semester average is still not 3.5 or if the student still fails to demonstrate leadership, character or service, the student will be dismissed from the organization.

NOTICES

All notices for bulletin boards, posters, daily bulletins, flyers or handbills, or any type of advertisement distributed on school premises (other than faculty sponsored) must have prior administrative approval and must be removed as soon as they are no longer in effect.

PARENT, TEACHER, STUDENT ASSOCIATION (PTSA)

The PTSA Executive Board has elected representatives of parents, teachers, students, and administrators. The PTSA is a positive and vital force in bringing about a closer cooperative relationship between parents, teachers, students, and administrators so that our united efforts will secure for all youth the best possible mental, physical, and social education.

The PTSA is a nonprofit organization that depends upon volunteers to help with projects that provide monetary assistance for supplies and activities to support school and student needs. The PTSA is a member of European Congress of American Parents, Teachers and Students (ECAPTS) and thus, of the National PTA.

The PTSA is your organization and needs your involvement to be a successful bridge between home and school. The PTSA seeks to keep parents, teachers and students informed about school issues and to provide support for school and student endeavors.

PROGRESS REPORTS

The purpose of the progress report is to inform parents of their son or daughter's school performance. The teachers and principal will send quarterly progress reports to sponsors. If there are questions concerning the grades on the progress reports, parents/sponsors should contact the teacher for further clarification. Experience shows that the greatest amount of achievement by students is made when there is close cooperation between students, teachers, and parents. Progress reports are required of each teacher for students who have "F's" and are sent home about the fourth week of each marking period by teachers followed by the principal the fifth week.

PROHIBITED ARTICLES

The following list includes articles that are NOT to be brought to school; however, this list is not all-inclusive. Students who have any doubt about bringing any article to school should consult

teachers or the principal. Prohibited articles may be confiscated by any teacher or by the administration. Students possessing these articles may face disciplinary action.

Firecrackers, Knives, Laser Pointers, Lighters or Matches, Spray Paint, Water Pistols, Weapons (including self-made or toys), Any article considered a nuisance-causing device

REPORT CARDS

Report cards will be issued every 9 weeks. Parents are notified of unsatisfactory student achievement of a “D” or “F” in the middle of each marking period; parents and students will receive this notification in sufficient time to allow students to correct the cause of the unsatisfactory achievement. The report card uses the following approved system-wide marking system: A=Excellent, B=Good, C=Average, D=Poor, F=Failing, I=Incomplete, P=Passing, N=No Grade (used in Pass/Fail courses in lieu of “F”), WP=Withdrawn Passing and WF=Withdrawn Failing. The use of “+” and “-“ to denote slightly higher or lower grade marks is approved for use on report cards, but will not place any value on the grade point average.

Use of the Incomplete “I” Mark

The “I” for incomplete may be given to a student in a subject, with the approval of the principal, when the student is not able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school. If the work is not completed in the allotted time, the “I” grade should be changed to a grade representing the value of the work accomplished in the course. The time allotted for completion is 2 weeks after the end of the 9-week grading period. The grade “I” will not be recorded on the permanent record card (transcript). In preliminary computations of the student’s grade point average, the grade of incomplete is equivalent to zero grade points.

No Grade “N”

The “N” for no grade is used to show that a student did not achieve passing mastery in a Pass/Fail course. The “N” grade will result in the course appearing on the student’s transcript, but no credit will be awarded and the course will not be included in the computation of the student’s grade point average. This mark may be used whenever, in the opinion of the principal, the assignment of a grade is not appropriate.

Use of the Withdrawn “WP” and “WF”

The mark “WP” for withdrawn passing is used to denote a withdrawal without prejudice (e.g. the course is not used in the computation of the grade point average). The mark of “WF” for withdrawn failing is used to denote a withdrawal that is counted as an “F” in the course for purposes of grade point average computation. Students, who withdraw, either passing or failing, do not receive credit for the course, but it does appear on their transcript.

Use of the “+” or the “-“

The use of “+” or “-“ with grade marks is authorized for use on report cards and permanent record cards, however, the “+” or “-“ does not have any value in computing a student’s grade point average.

SCHEDULE CHANGES

The school expects students to register for the courses that meet their needs and fulfill their graduation requirements. Students who have conflicts within their schedules should request a schedule change through the principal. For semester-long courses, there will be no schedule changes after the end of the second week of the respective first or second semester. For yearlong courses, there will be no schedule changes after the second week of the first semester.

SCHOOL ADVISORY COMMITTEE (SAC)

The purpose of the Vicenza High School SAC is to advise school administrators on program matters that impact on the quality of education in the local high school. It is mandated by law and consists of five voting members: three parents, three teachers and one student. Other parents and teachers are always welcomed and encouraged to attend.

The SAC may make recommendations and advise the principal on all matters within its jurisdiction. Specifically, this includes:

- School policies toward students and parents, student activities and 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 education, testing, evaluation, and extra-curricular activities)
- Student standards of conduct and discipline

Committee members are elected on an annual basis, with elections being held in the spring. Regularly scheduled committee meetings are held the first Tuesday of each month starting in October in Room 39 at 1500. Meetings are open to the public, and the public is welcome to attend.

SCHOOL OFFICE HOURS

Registration for school and requests for records and other administrative issues can be addressed to the school administrative personnel during office hours 0730-1700 on regular school days.

SCHOOL SUPPLY GUIDELINES

DoDEA has provided the following basic guidelines for school supplies. Parents are expected to provide the following for their children as needed:

Pens and pencils	Tissues (1 box, max.)
Book bag or backpack	Paper – loose leaf and graph paper
Notebook – 3 ring binder	Pocket folders
Rubber eraser	Highlighters
Spiral notebooks	Gym shoes
Paints (watercolor)	Clipboards
Colored pencils	Scissors
Plastic supply box	Protractor
Colored markers	Compass
Glue (sticks/bottles)	Rulers
Notebook dividers	

SEMINAR

Students in grades 9-12 have a seminar period Seminar is a required class for every student of Vicenza High School. The purpose of seminar is to provide students a time during the school day to receive individual assistance from their teachers.

Assignment to Seminar

- Students are assigned by grade level. In general, students are assigned to a teacher with whom they have another scheduled class. With the permission of the principal, seminar/advisory teachers may move students from one section to another.

Seminar Schedule

Seminar meets the last period of the day every other day.
 1325 -1345 Quiet Time - Use the first 20 minutes of seminar for quiet activities.
 1345 – 1350 Passing time for those students with passes
 1350 – 1415 First seminar period
 1415 -1420 Passing time for those students with passes
 1420 – 1445 Second seminar period
 1445 - All students return to seminar

Seminar Guidelines

1. Students and teachers pass quietly through the halls during seminar.

2. Students may pass to another seminar only with a standardized pass from that teacher. (All teachers must use the standardized pass.)
3. Students remain for the whole session – no early returns.
4. Teachers keep a seminar log showing where students are located.
5. Teachers keep a seminar folder that is easily found and used by a substitute teacher.
6. Students who do not follow seminar guidelines are subject to disciplinary action, first by the seminar teacher and then by the administration.
7. Students must adhere to the bell for passing, using the 5 minutes in between for bathrooms and locker visits.

Students/Teachers Objectives

1. Encourage the ongoing process of individual assistance from teachers in order to promote student achievement aligned with curricular standards and CSI goals.
2. Students will be responsible with assistance from the teachers for completion of present class assignments; assignments missed, and projected assignments, to include quizzes and tests, directly aligned with curriculum standards that promote challenging learning opportunities.
3. Promote increased writing proficiency, number sense, critical thinking and student achievement through current instruction under teacher supervision, individual tutoring, and small group interaction.

SMOKING

Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, on their way to or from school, or when participating in school-sponsored activities on or off campus. Violation of this policy will result in disciplinary action in accordance with the table of penalties and referral to counseling.

SPECIAL EDUCATION PROGRAM

Vicenza High School has a teacher of the learning impaired, mild to moderate and moderate to severe. Each student enrolled in our special education program has an Individual Education Plan (IEP), which outlines a student's specific education requirements. Supplementary specialists within the district include: speech therapist, nurse, psychologist, and counselor.

STUDENT GOVERNMENT

Vicenza High School has an active Student Council. Elections for Student Government officers are usually held in May or at the beginning of the each school year.

STUDENT RECORDS

Student records are developed and maintained by DoDEA schools in order to record and store information about students for legitimate educational purposes.

Forwarding of records upon transfer to another school

Each parent is encouraged to review his or her child's records before they are released to the new school. Parents may hand-carry copies of records with them to their new duty station.

Retirement of records

Student records (permanent transcripts) will be maintained at this school for four years. During this period, you may request transcripts through us, at the following address:

Guidance Office
Vicenza High School
Unit 31401, Box 11
APO AE 09630

REMEMBER: No copy will be provided without appropriate written authorization and signature of either parent/guardian or student if 18 years or older.

STUDY TRIPS

Study trips are an important aspect of the school program. The school provides transportation, but students are responsible for admission fees and lunch expenses. All study trips are chaperoned with at least one adult for every ten students. Parents must give written permission for students to participate in study trips on and off post.

TELEPHONES

Our office telephones are for official school business. The High School Main Office phone numbers are DSN: 634-7656 or DSN 634-7072. Commercial 0444-71-7656 or 0444-71-7072.

Cellular telephones: See “cellular telephones”

TRANSPORTATION

All issues regarding school bus transportation are the responsibility of the Student Transportation Office, which is located at both Vicenza School Complex campuses or at phone 634-8366.

VISITORS

The school welcomes visitors. DoDEA Regulation 4700.2, Enclosure 4, requires all visitors to report to the main office to obtain a visitor's badge prior to going to the classroom. With the teacher's approval, a time and date can be determined for a classroom visit.

Students wishing to bring visitors must obtain at least one-day prior approval from the school administration and each of the student's teachers before bringing a visitor to school. On the day of the visit, the student and the visitor are to report to the principal before attending any classes.

Student visitors are not allowed during the first month of school and the final month of each semester.

WITHDRAWING FROM SCHOOL

When the student withdraws from school he or she will observe the following procedures:

1. The parent will meet with the principal with a copy of orders or if at all possible, the school would appreciate an advance notice of two weeks. Students will be expected to attend school the day of clearing.
2. On the last full day of school for the student, he or she will report to the registrar where he or she will be issued a checkout form. The student will give his or her teacher the checkout form at the beginning of each class and turn in the books for each individual class. Each teacher will record the grade in progress at the time of withdrawal, clear the student of all records and textbooks, and sign the form.
3. After the student has all grades and teachers' signatures, he or she will go to the Information Center, main office and nurse's office in order to have the form signed.
4. The student will then report to the registrar where he or she will be officially withdrawn from school.
5. Once a student checks out of school, he or she is not allowed to be on school grounds or in the building without the principal's approval.
6. Official student records cannot be hand-carried to the next school. An unofficial copy of the transcript and a copy of the withdrawal form will be provided.

SAT and ACT

Registration for the SAT and ACT can now be done on-line! Be sure to register at least five weeks in advance. Avoid the time and hassle of registering by mail. See your counselor for details or go to The College Board web site: www.collegeboard.org

DAILY BLOCK SCHEDULE

Vicenza High School is using the following daily schedule for the 2012-2013 school year.

TIME	DAY 1 BLACK	DAY 2 GOLD
8:10-9:35	1	5
9:40-11:05	2	6
11:10-12:35	3	7
12:35-13:20	LUNCH	LUNCH
13:25-14:50	4	Seminar

Half Day: Day ending at 11:05

Periods	DAY 1 BLACK	Periods	DAY 2 GOLD
1	0810-0850	5	0810-0905
2	0855-0935	6	0910-1005
3	0940-1020	7	1010-1105
4	1025-1105	8	

Early Release: Day ending at 12:35

Periods	DAY 1 BLACK	Periods	DAY 2 GOLD
1	0810-0915	5	0810-0935
2	0920-1020	6	0940-1105
3	1025-1135	7	1110-1235
4	1140-1235	8	

7 Period Day: Periods 1-5 =50 Minutes, Periods 6, 7 =40 minutes

Periods	Time
1	0810-0900
2	0905-0955
3	1000-1050
4	1055-1145
5	1150-1235
LUNCH	1235-1320
6	1325-1410
7	1415-1450

8 Period Day: Periods 1-5=45 minutes, Periods 6, 7=40 minutes and Seminar 15 minutes

Period 1: 0810-0855
Period 2: 0900-0945
Period 3: 0950-1035
Period 4: 1040-1125
Period 5: 1130-1215
LUNCH: 12:15-1300
Period 6: 1305-1340
Period 7: 1345-1430
Seminar: 1435-1450



Department of Defense Education Activity
ADMINISTRATIVE INSTRUCTION

NUMBER 2051.02
Date: April 17, 2012

GENERAL COUNSEL

SUBJECT: Student Rights and Responsibilities

References: See Enclosure 1.

1. PURPOSE. This Administrative Instruction replaces DoDEA Manual 2051.2 (Reference (a)), and Director of Department of Defense Education Activity (DoDEA) Memorandum (Reference (b)), under the authority of DoD Directive 1342.20 (Reference (c)), to update policy and responsibilities for students' rights for all students enrolled in schools under the Department of Defense Education Activity (DoDEA), including both Department of Defense Domestic Dependent Elementary and Secondary Schools (DDESS) and Department of Defense Dependents Schools (DoDDS).

2. APPLICABILITY. This Administrative Instruction applies to:

a. The Office of the Director, DoDEA; the Director, DDESS, and DoDDS, Cuba (DDESS/DoDDS-Cuba); the Director, DoDDS, Europe (DoDDS-E); the Director, DoDDS, Pacific, and DDESS, Guam (DoDDS-P/DDESS-Guam) (hereafter collectively referred to as "DoDEA Area Directors"); and all DoDEA Area and District Superintendents, School Principals, Teachers, and Support Staff.

b. All students enrolled or participating in, or traveling to or from school programs or activities, including home-schooled students who use or receive auxiliary services and/or attend courses/classes/activities in DoDEA schools or settings.

3. DEFINITIONS. See Glossary.

4. POLICY. It is DoDEA policy that:

a. The following rights are retained by students:

(1) Right to a public education of high quality, including the opportunity to participate in school activities, in accordance with Executive Order 13160 (Reference (d)), Director of Department of Defense Education Activity Memorandum (Reference (e)), DoDEA Administrative Instruction 2500.14 (Reference (f)), and DoD Instruction 1342.12 (Reference (g)), without regard to race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.

(2) Right to expect a safe school environment that is conducive to learning and free from undue interference in the pursuit of their education, including freedom from discrimination, harassment (including sexual harassment), bullying (including cyberbullying), drugs and alcohol, and other unwanted conduct, consistent with References (d) – (g) and DoDEA Director Memorandum “Safe and Drug Free Schools” (Reference (h)).

(3) Rights of freedom of speech, expression of views, and assembly under Amendment I of U.S. Constitution (Reference (i)); freedom from unwarranted search and seizure under Amendment IV of Reference (i); and due process under Amendment V of Reference (i). These rights shall be recognized, respected, and balanced with the responsibility of DoDEA schools to maintain an environment conducive to learning and free from disruption.

(4) Right to fair and appropriate discipline in accordance with DoDEA Regulation 2051.1 (Reference (j)).

b. Students shall treat teachers, administrators, and other school staff with courtesy, fairness, and respect; and teachers, administrators, and other school staff shall treat students with courtesy, fairness, and respect.

c. This Administrative Instruction shall not be construed to limit the authority of DoDEA or its employees to maintain order and discipline in accordance with Reference (j).

d. Schools allow equal access to school facilities by student sponsored noncurriculum related activities if a school allows any such student group access to school facilities in accordance with the standards set forth in Enclosure 4.

e. This Administrative Instruction creates no rights or remedies other than those already in law or other regulation, and does not establish a basis independent of such other law or regulation and may not be relied upon by any person, organization, or other entity to allege a denial of any rights or remedies in any administrative, judicial or other forum.

5. RESPONSIBILITIES. See Enclosure 2.

6. EFFECTIVE DATE. This Administrative Instruction is effective beginning School Year 2012-2013



Marilee Fitzgerald
Director

Enclosures:

1. References
 2. Responsibilities
 3. Student Rights And Responsibilities And Related School Duties
 4. Standards for Disallowing Student Expressive Rights
- Glossary

ENCLOSURE 1

REFERENCES

- (a) DoDEA Manual 2051.2, "Student Responsibilities and Privileges," February 26, 1997 (hereby canceled)
- (b) Director, Department of Defense Education Activity Memorandum, "Equal Access to DoDEA School Facilities by Noncurriculum Related Student Groups," May 7, 2008 (hereby canceled)
- (c) DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," October 19, 2007
- (d) Executive Order 13160, "Nondiscrimination on the Basis of Race, Sex, Color, National Origin, Disability, Religion, Age, Sexual Orientation and Status as a Parent in Federally Conducted Education and Training Programs," June 23, 2000
- (e) Director, Department of Defense Education Activity Memorandum, "Executive Order 13160 Guidance: Ensuring Equal Opportunity in Federally Conducted Education and Training Programs," March 18, 2003
- (f) DoDEA Administrative Instruction 2500.14, "Nondiscrimination and 504 Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," April 29, 2009
- (g) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," April 11, 2005
- (h) Director of Department of Defense Education Activity Memorandum 10-E-001, "Safe and Drug Free Schools," October 26, 2010.
- (i) United States Constitution, Amendments I, IV, and V
- (j) DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," April 4, 2008, as amended
- (k) DoDEA Regulation 2050.9, "Department of Defense Education Activity Family Advocacy Program Process and Procedures for Reporting Incidents of Suspected Child Abuse and Neglect," January 27, 1998
- (l) DoDEA Regulation 4800.1, "Department of Defense Education Activity Safety Program," March 6, 2001
- (m) Section 4 of title 4, United States Code

ENCLOSURE 2

RESPONSIBILITIES

1. DIRECTOR, DODEA. The Director, DoDEA, shall oversee the implementation of this Administrative Instruction.

2. AREA DIRECTORS, AREA SUPERINTENDENTS, AND DISTRICT SUPERINTENDENTS. The DoDEA Area Directors, Area Superintendents, and District Superintendents shall ensure that district and school policies and procedures reflect the policies and procedures in this Administrative Instruction.

3. DODEA SCHOOL PRINCIPALS. The DoDEA School Principals, under the authority, direction, and control of the cognizant DoDEA District Superintendent shall:

a. Comply with the policies and procedures in this Administrative Instruction.

b. Ensure current school policies and procedures are aligned with this Administrative Instruction, and establish new policies and procedures, as necessary, to implement the guidance contained herein.

c. Ensure students and parents are provided notice (e.g., through a student handbook, or by publication on the school web site) each school year of school policies, regulations, and procedures including the following:

(1) School's student dress code.

(2) Academic and behavioral (disciplinary) requirements that students must meet to participate in school-sponsored extracurricular activities or to hold a leadership position in a curriculum-related club, team, or student organization.

(3) General standards of access to school facilities and support (i.e., reasonable time, place, and manner in which an activity may be held) based on matters other than the philosophical, religious, or political content of the student activity.

(4) Notice of the school's authority to conduct random and periodic searches of school property and to seize contraband items belonging to students, and notice of the school's authority to search student possessions and person when there is reasonable suspicion that the student is in possession of items prohibited by Reference (j).

(5) Notice regarding the presence of surveillance equipment. Furthermore, students may be disciplined based on evidence gathered through surveillance equipment.

d. Respect students' rights while recognizing the need for taking disciplinary action when necessary.

e. Ensure that staff maintain accurate attendance records which will be used by Administration to notify parents when excessive or unexcused absences occur, and ensure that the school documents excused absences in writing.

f. Ensure that students are disciplined in a fair and appropriate manner.

g. Operate and maintain a safe school environment that is conducive to learning.

h. Promptly investigate and respond to incidents or complaints involving students made by students, parents, teachers, or DoDEA staff members. Such complaints may include, but are not limited to, incidents of discrimination, harassment (including sexual harassment), intimidation, hazing, bullying (including cyberbullying), or retaliation.

i. Ensure that no retaliation is taken against a student for raising concerns, reporting claims, or filing complaints alleging discrimination or harassment (including sexual harassment, intimidation, hazing, or bullying (including cyberbullying)) based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent or for testifying, assisting, or participating in any matter in an investigation or other proceeding raising such claims. A student who is found by the Administration to have made an intentional false claim, complaint, etc. may be disciplined in accordance with Reference (j).

j. Establish and render decisions regarding a student's eligibility (as determined by school policy) to participate or to hold a leadership position in said activity when a student has been involved in inappropriate conduct.

k. Select, from a list of applicants, and in accordance with any extra-duty compensation requirements, school staff to serve as sponsors/advisors of school-sponsored student activities and ensure that such sponsors supervise all activities of said extracurricular activity.

l. Curtail, or disallow student expressive rights under this Administrative Instruction, including student speech and dress, student participation in organizations, and student or organizational access to school facilities, if the student or organization engages in conduct that the principal determines has met or is likely to meet the standards described in Enclosure 4.

m. Decide whether to allow a limited open forum to operate on the campus. Nothing in this Administrative Instruction requires the principal to establish a limited open forum; however, if a school has at least one noncurriculum related student group, it must either discontinue its practice of allowing such groups access to school facilities, or provide equal access to all other noncurriculum related student groups.

4. DODEA SCHOOL EMPLOYEES. DoDEA school employees shall:

- a. Comply with the policies and procedures in this Administrative Instruction.
- b. Respect a student's rights while recognizing the need for taking disciplinary action when necessary.
- c. Promptly report to the principal, or designee, the following:

(1) Incidents or complaints by students or parents, including complaints about discrimination or harassment (including sexual harassment), based on race, sex, color, national origin, disability, religion, age, sexual orientation; or status as a parent, intimidation, hazing, bullying (including cyberbullying), or retaliation against persons who report or participate in the investigation of such incidents herein.

(2) Violations of any reporting obligation vested in DoDEA school employees by law or regulation, such as the reporting of suspected child abuse or injuries as required by DoDEA Regulation 2050.9 (Reference (k) and DoDEA Regulation 4800.1 (Reference (l))).

5. DODEA STUDENTS. DoDEA students shall:

- a. Actively participate in the educational process, to include school-sponsored activities in and outside of the classroom, as appropriate.
- b. Comply with the policies and procedures in this Administrative Instruction.
- c. Comply with the standards for student behavior outlined in school policy and procedures.
- d. Refrain from conduct or behavior that is disruptive or causes, or might reasonably be predicted to cause, disruption at school, on school-provided transportation, and at school-sponsored and school-supervised activities on or off campus. Also refrain from interfering with the education of other students or the orderly operation of the school.
- e. Respect the rights and human dignity of other students and all school employees, which includes refraining from discrimination or harassment (including sexual harassment), based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent; intimidation; hazing; or bullying (including cyberbullying); or retaliation.
- f. Attend school and classes regularly and punctually, except when excused.
- g. Make a conscientious effort in all classes.
- h. Participate in and take advantage of educational opportunities provided by DoDEA schools.

i. Assist school employees in operating a safe school by abiding by the laws of the United States, the local military installation, the host nation, and DoDEA policies, regulations, and procedures, and by complying with the directions of principals, teachers, educational assistants, and other authorized school employees when the student is properly under the authority of school employees.

j. Properly maintain school property.

k. Not endanger themselves, other students, school employees, or the public by possessing materials or objects that are potentially hazardous and/or prohibited by law in the United States, the military installation, or the host nation.

l. Dress in a manner that complies with the school's dress code policy.

m. Bring to the attention of a school employee behavior or activities that may endanger the safety and well-being of themselves or others.

n. Accept the consequences of their actions, including discipline, in accordance with Reference (j).

ENCLOSURE 3

STUDENT RIGHTS AND RESPONSIBILITIES AND RELATED SCHOOL DUTIES

1. EQUAL ACCESS FOR STUDENT-SPONSORED NONCURRICULUM RELATED

GROUPS. If the principal permits a school to operate a limited open forum by maintaining a practice of allowing any single noncurriculum related student group access to school facilities, the principal shall ensure that all noncurriculum related student groups (including activities of a religious nature) are permitted equal access to meet on school premises and use school facilities during noninstructional time. Access to groups may be disallowed in accordance with Enclosure 4.

a. Students may:

(1) Initiate and organize noncurriculum related student groups that are open to all students upon approval of the group by the principal, or designee, if the student group is able to obtain a voluntary faculty or school employee to monitor the student activity to ensure compliance with applicable school policies. A student initiated group that is unable to find a faculty member or other school employee to volunteer for this purpose will not be permitted access to or use of school facilities.

(2) Meet only during noninstructional time; student attendance and participation shall be voluntary.

(3) Invite nonschool persons to attend meetings as long as the nonschool person does not direct, conduct, control, or regularly attend meetings. Nonschool persons shall follow the school's established procedure for gaining access to school facilities.

(4) Have equal access during noninstructional time to school facilities and equipment, including the use of bulletin boards, the public address system, and copiers, subject to reasonable limitations of time and expense as determined by the principal, or designee.

b. Principals or designees, and school employees shall not:

(1) Deny the use of school facilities to a noncurriculum-related student group if at least one such group has been allowed access to school facilities.

(2) Sponsor any noncurriculum related student groups.

(3) Participate in a religious meeting of a noncurriculum related student group.

(4) Compel any faculty member or other school employees to serve as a faculty monitor.

(5) Expend appropriated funds beyond incidental costs.

(6) Impose a minimum size limit on student groups.

(7) Allow a student activity at which attendance of the students is not completely voluntary.

(8) Allow a student activity that violates any of the standards prescribed in Enclosure 4 of this Administrative Instruction.

c. For the purpose of this section only, the following definitions apply:

(1) noncurriculum related student groups. Student-led groups not directly related to a school's curriculum because of one of the following:

(a) The subject matter of the group is not actually taught, or will not soon be taught, in a regularly offered course at the school.

(b) The subject matter of the group does not concern the school's body of courses as a whole.

(c) Participation in the group is not required for a particular course.

(d) Participation in the group does not result in academic credit.

(2) noninstructional time. Time set aside by the school before actual classroom instruction begins or after actual classroom instruction ends. Schools that permit the use of facilities during lunch and recess periods shall make this time available to all noncurriculum related student groups.

(3) nonschool persons. Persons who are not students, employees, or authorized volunteers of the school.

2. FREEDOM OF EXPRESSION

a. Speech

(1) Students:

(a) May express their individual views in a respectful manner that does not violate the standards in Enclosure 4 of this Administrative Instruction.

(b) Shall respect the rights of fellow students to hold and express an individual or different viewpoint.

(c) Shall refrain from the use of vulgar or plainly offensive, obscene, or sexually explicit language, symbols, caricatures, drawings, or any other visual, auditory, or sensory

expression in any media.. that detracts from a positive learning environment, is inconsistent with the goal of maintaining an atmosphere of mutual respect, or undermines the mission of the school.

(2) School employees shall encourage tolerance of different viewpoints that do not violate the standards of Enclosure 4 and respect for each student's right to his or her opinion. However, such expressive rights may be curtailed in accordance with Enclosure 4.

b. School-sponsored Publications, Productions, and Other Media

(1) Newspapers, yearbooks, and literary magazines, and school-sponsored productions, such as school plays, shall be approved by the principal or designee.

(2) Principals or designees may edit content or prevent dissemination of publications if the content or activity violates any of the standards described in Enclosure 4 of this Administrative Instruction.

(3) As with other school-sponsored activities, principals or designees shall identify for each publication/production a faculty member or advisor who shall:

(a) Establish, with the input of the student editorial staff, publication requirements and guidelines.

(b) Ensure that a variety of viewpoints are represented, and that students have the opportunity to express their views within the requirements and guidelines of the activity.

c. Non-school Sponsored Publications, Productions, and Other Media

(1) Students may distribute or display non-school sponsored publications or materials in accordance with school guidelines established by the principal or designee.

(2) Principals or designees shall:

(a) Establish the time, place, and manner of distribution or display based on reasonable content-neutral guidelines. Distribution or display may include designating a bulletin board, wall space, or other area that may be used to post non-school sponsored materials.

(b) Edit or prevent the distribution or display of publications or materials that violate the standards prescribed by Enclosure 4 of this Administrative Instruction.

(c) Inform students of the reason if distribution or display is edited or prevented.

d. Dress Code

(1) Students shall not be prohibited from self-expression in their style of dress or grooming unless it violates the school's dress code or the standards prescribed by Enclosure 4 of this Administrative Instruction.

(2) Student exemption to a school's dress code policy may be requested by a parent for a sincerely held religious or philosophical belief, disability, medical reason, or due to financial hardship. Principals or designees may require a written request at the beginning of each school year stating the basis for the exemption.

(3) Students may be subject to discipline, in accordance with Reference (j), for violating the dress code, particularly for repeat offenses, and for refusing to cooperate with teacher or administrator requests to bring the student into compliance with the dress code

e. Patriotic Exercise

(1) Students shall:

(a) Have a daily opportunity to participate in patriotic exercises, such as reciting the Pledge of Allegiance under section 4 of title 4, United States Code (Reference (m)), and saluting the U.S. flag. However, they may not be compelled to participate if they or their parents object, and may decline to do so.

(b) Not be disciplined or stigmatized for participating or abstaining from participating in patriotic exercises, but may be disciplined for conduct that disrupts or interferes school activities or the educational environment in accordance with Reference (j).

(c) Respect and not interfere with the rights of others who wish to participate in patriotic exercises.

(d) Respect the customs and flags of all nations.

3. RELIGIOUS EXPRESSION

a. Students shall:

(1) Ensure that they do not violate the rights of other students when exercising their own religious expression under Amendment I of Reference (h).

(2) Show proper respect for the religious or nonreligious beliefs of other individuals.

b. School employees shall ensure that:

(2) School-sponsored courses, activities, or events neither encourage nor discourage religion or religious practice.

(3) Students are not coerced to participate in student-initiated religious activities.

c. Students may:

(1) Engage in independent religious discussion to the same degree that they may engage in other types of permissible speech. The freedom to engage in religious expression in school does not include the right to compel other students to participate in religious discussion.

(2) Observe religious practice in school, such as private prayer, saying grace before meals and wearing yarmulkes and head scarves, so long as the practice does not violate the standards prescribed in Enclosure 4 of this Administrative Instruction.

(3) Express their beliefs about religion in the form of homework, artwork, presentations, and other written and oral assignments, free from discrimination by school faculty or other students based on the religious content of their submissions. Such assignments and submissions shall be assessed by curricular standards or other relevant instructional criteria. This expression is subject to the standards in Enclosure 4.

4. SEARCH AND SEIZURE

a. General / Non-individualized Searches

(1) Principals may conduct a general search of school property (e.g., desks, lockers, storage spaces, school computers, including data and internet access records), on a periodic or random basis.

(2) The search shall be conducted by the principal in the presence of another school employee, who will serve as a witness. When practicable, teachers will not be used to perform search functions.

(3) The school affords students and parents adequate prior notice of its general search policy, by alerting students and parents of the search policy each school year. This is done by issuing a memorandum, by publishing and distributing a student handbook containing the notice, or by publishing such a notice on the school website.

(4) General searches of school spaces and property may be conducted in cooperation with the appropriate installation authorities or military police, including dogs trained to detect the presence of contraband.

b. Individualized / Reasonable Suspicion / Targeted Searches. Principals may conduct a targeted search of a student's personal belongings, including bags and the interior of student vehicles on school property; and in a student's desk, locker, storage space, school computer, or

other property of the school when there is reasonable suspicion to believe the student possesses a prohibited item. Prohibited items include illegal drugs, weapons, or other items that are evidence of misconduct (as defined in DoDEA Regulation 2051.1 (Reference (j))) in violation of federal, state, or local law, or DoD (or any military installation thereof), or DoDEA policy, rule, or regulation. Such items shall be confiscated.

(1) Targeted searches may be conducted whenever the student is involved in a school-sponsored or school-supervised activity or event so long as there is reasonable suspicion to conduct the search.

(2) A targeted search of the student's person shall only be conducted under exigent circumstances. When possible, a targeted search of the student's person shall be conducted in a private room, or non public area, conducted by a school official of the same sex as the student being searched, and witnessed by one additional school employee of the same sex as the student. When practicable, teachers will not be used to perform search functions.

(3) Reasonable efforts to locate the student and to notify the parent shall be made prior to a targeted search, or as soon as is practicable under the circumstances. The principal, or designee, shall advise the student and parent of the circumstances justifying the search and seizure.

(4) Evidence found during a general search, or a dog sniff, that alerts authorities to potential contraband, may provide reasonable suspicion sufficient to conduct an individualized search.

c. Surveillance

(1) Schools may use video surveillance in public locations of school property to monitor school grounds and on school-provided transportation.

(2) Principals or designees shall post in a visible place, notification regarding the presence of surveillance equipment and that students may be disciplined based on evidence gathered through surveillance equipment.

d. Seizure

(1) Illegal drugs, weapons, or other items prohibited by or constituting evidence of misconduct under Reference (j), that belong to or are found in the possession of any student and are found during a general or targeted search, shall be confiscated (seized). Appropriate discipline will be imposed for possession of the seized evidence in accordance with Reference (i).

(2) Unless possession of confiscated items is illegal or dangerous, the confiscated items shall be returned to the rightful student-owner or to the student-owner's parent as soon as is practicable and safe, or otherwise, a receipt for its retention shall be issued until such time as it may be returned.

(3) The confiscation of items shall not be considered a disciplinary action, but is accomplished to preserve health and safety or to provide evidence incidental to the exercise of a disciplinary action.

5. STUDENT COMPLAINTS

a. A student with a complaint about misconduct or other inappropriate conduct, including a violation of this Administrative Instruction, may report the complaint to any school employee with whom they feel comfortable making such a report (e.g., teacher, counselor, psychologist, coach, administrator).

(1) Students may personally, or through a representative, file a written complaint for a violation of this Administrative Instruction or of discrimination or harassment based on race, sex, color, national origin, religion, age, sexual orientation, status as a parent, or disability, or retaliation.

(2) Any school employee who receives a complaint by a student or parent that involves misconduct or other inappropriate conduct, including a violation of this Administrative Instruction, shall promptly notify the principal or designee and assist as necessary in the investigation of the complaint.

b. Principals or designees shall:

(1) Establish and publicize procedures by which a student who alleges a complaint can report such incidents.

(2) Promptly report a complaint involving an allegation of child abuse to the local Family Advocacy Program in accordance with Reference (k).

(3) Investigate and attempt to resolve complaints, when not inconsistent with b. (2), above.

(4) Ensure confidentiality to the maximum extent possible about the complaint, any resulting investigation, resolution, and any other information pertaining to the complaint.

(5) Follow proper protocol if the nature of a complaint requires communication of the complaint information to other officials.

ENCLOSURE 4

STANDARDS FOR DISALLOWING STUDENT EXPRESSIVE RIGHTS

The principal shall deny or curtail student expressive rights, including access to facilities, described in this Administrative Instruction, when the principal determines that a student or student group has or is likely to:

1. INTERFERE WITH ORDERLY CONDUCT. Materially and substantially interfere with the orderly conduct of educational activities within the school or threaten good order or discipline on school premises.
2. ENDANGER HEALTH, SAFETY, OR WELL-BEING OF OTHERS. Threaten or advocate practices that endanger the health, safety, or well-being of students, school staff, or any other persons.
3. BE PERCEIVED TO ADVOCATE MISCONDUCT. Be reasonably perceived to advocate misconduct, including, but not limited to, student drug, alcohol, and/or tobacco use; violence, or harassment, or discrimination based on race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent.
4. ENGAGE IN INAPPROPRIATE LANGUAGE OR CONDUCT. Employ language or conduct that is vulgar, plainly offensive, obscene, or sexually explicit; or engages in speech that is knowingly or recklessly false, defamatory, libelous, or slanderous.
5. ENGAGE IN INAPPROPRIATE SCHOOL PERFORMANCES. Engage in performances for the school as a whole and employ activities or speech that the principal, or designee, deems to be inappropriate for the intended audience (e.g., because of mature or adult subject matter).
6. DISCRIMINATE. Discriminate or advocate discrimination, or deny attendance at meetings, based upon race, color, sex, gender, gender preference, national origin, disability, religious preference, marital status, or political affiliation.
7. VIOLATE LAWS AND POLICIES. Violate any federal, state, or local law, or DoD or DoDEA regulation or policy.

GLOSSARY

bullying. Physical, verbal, psychological, or written intimidation or harassment towards another individual. This includes, but is not limited to, conduct or words that are threatening, taunting, hazing, name calling, insulting, cursing, gesturing, coercing, manipulating, humiliating, or abusive.

cyberbullying. Bullying/harassment through the use of electronic communications, or using electronic communications to convey a message in any form (text, image, audio, or video) that discriminates, harasses, or intimidates an individual. Includes but is not limited to, the use of computers, mobile phones, other electronic devices, or Internet, social networking sites, and instant messaging.

defamatory. Tending to disgrace or lower public opinion about an individual or to harm an individual's reputation (i.e., the confidence, esteem, respect, or goodwill in which others hold a person).

harassment. Words, conduct, or action (usually repeated or persistent) that demeans, annoys, alarms, or causes emotional distress in a person, and serves no legitimate purpose. It is often used in connection with conduct, based on status protected by References (d) and (e) (i.e., race, sex, gender, age, sexual orientation, marital status, religion, disability).

incidental costs. Lighting, heat, power, and other expenses necessary for the daily operation and use of school facilities.

libelous. Pertaining to false written statements or words about an individual that tend to harm an individual's reputation or lower public opinion about the individual.

reasonable suspicion. Information sufficient to induce an ordinary, prudent, and cautious individual under circumstances to believe there is a moderate chance of finding evidence of misconduct.

sexual harassment. Unwelcomed sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

slanderous. Pertaining to a false oral statement about an individual that tends to harm an individual's reputation or lower public opinion about the individual.

student. An individual enrolled full or part-time in any DoDEA school or program.

substantial disruption. A disruption that creates a significant likelihood of harm to persons and/or property, or materially interferes in the normal and routine conduct of classes, school activities, or operation of the school. When determining whether there is a substantial disruption, the following factors should be taken into account:

History of disruption at the school or during school activities and its causes.
Whether the activity in question would be likely to lead students to act in a disruptive manner.

Whether the activity in question is similar to an activity that has proven disruptive in a similar environment.