

ROTA HIGH SCHOOL SY 2012 -2013 STUDENT HANDBOOK



DODDS High School
Rota
Mitchell | Giurgola Architects
with
G&A Promotores



DAVID GLASGOW FARRAGUT
HIGH SCHOOL
ADMIRALS



THIS HANDBOOK BELONGS TO:

**SY 2012-2013
DGF MIDDLE/ HIGH SCHOOL**

Web site: <http://www.rota-hs.eu.dodea.edu>
Main Office: 727-4183
Address: PSC 819 Box 63 FPO, AE 09645
Fax number: 727-4150
Registrar: 727-4181
Guidance Counselor: 727-4580
Nurse: 727-4182
JROTC– 727-4576
ASACS– 727-6422



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31404, 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

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**REGULAR BELL SCHEDULE
SY 2012-2013**

C DAY: MONDAY SCHEDULE
WARNING BELL 0825

PERIOD 1:	0830	0920
PERIOD 2:	0925	1015
PERIOD 3:	1020	1110
<i>LUNCH</i>	1110	1150
PERIOD 4:	1155	1245
PERIOD 5:	1250	1340
PERIOD 6	1345	1435
PERIOD 7	1440	1530

A DAY: TUESDAY AND THURSDAY
WARNING BELL 0825

PERIOD 1:	0830	0958
PERIOD 2:	1007	1135
<i>LUNCH</i>	1135	1220
PERIOD 3:	1225	1355
PERIOD 4:	1400	1530

B DAY: WEDNESDAY AND FRIDAY
WARNING BELL: 0825

PERIOD 5:	0830	0958
PERIOD 6:	1007	1135
<i>LUNCH</i>	1135	1220
PERIOD 7:	1225	1355
SEMINAR/ ADVISORY:	1400	1530

2012-2013 SCHOOL CALENDAR

First semester – 92 Instructional Days

Monday, August 27	Begin First Quarter and First Semester Early release 1330 ES Only; 1530 HS dismissal
Monday, September 3	Labor Day- Federal Holiday-School Closed
Thursday, September 6	MHS Open House, 16:00-19:00
Friday, September 21	School Improvement – Early Release 1330 for ES & HS
Friday, September 28	DoD Mandatory Training- Half-day Early Release at 1130 for ES & HS
Monday, October 8	Columbus Day – Federal Holiday-School Closed
Friday, October 12	School Improvement Workday – No School for students
Friday, October 19	School Improvement - Early Release at 1330 for ES & HS
Thursday, November 1	End of First Quarter (47 days of classroom instruction)
Friday, November 2	NO SCHOOL FOR STUDENTS - Teacher Work Day
Monday, November 5	Begin Second Quarter
Thursday, November 8	NO SCHOOL- ES Parent/Teacher Conference; HS in session
Friday, November 9	NO SCHOOL- ES & HS Parent/Teacher Conference
Monday, November 12	Veteran’s Day- Federal Holiday-School Closed
Thursday, November 22	Thanksgiving- Federal Holiday-School Closed
Friday, November 23	NO SCHOOL- Recess Day-School Closed
Friday, December 7	School Improvement - Early Release at 1330 for ES & HS
Thursday, December 13	Accelerated Withdrawal Date for the First Semester
Monday, December 24	Begin Winter Recess
Tuesday, December 25	Christmas- Federal Holiday – School Closed

2013

Tuesday, January 1	New Year’s Day- Federal Holiday-School Closed
Monday, January 7	Instruction Resumes
Friday, January 11	School Improvement Early Release at 1330 for ES & HS
Monday, January 21	Martin Luther King Jr. Day- Federal Holiday-School Closed
Thursday, January 24	End of Second Quarter and First Semester
Friday, January 25	NO SCHOOL- Teacher Work Day (45 days of classroom instruction)

Second Semester- 92 Instructional Days

Monday, January 28	Begin Third Quarter and Second Semester
Friday, February 1	NO SCHOOL - ES Parent/Teacher Conference; HS in session
Monday, February 4	School Improvement Workday - No School for students
Monday, February 18	President’s Day – Federal Holiday
Friday, February 22	School Improvement- Early Release at 1330 for ES & HS
Friday, March 15	School Improvement- Early Release at 1330 for ES & HS
Thursday, April 4	End of Third Quarter (48 days of classroom instruction)
Friday, April 5	NO SCHOOL FOR STUDENTS – Teacher Work Day
Monday, April 8	Begin Spring Recess
Monday, April 15	Instruction Resumes- Begin Fourth Quarter
Mon-Fri. April 15-19	ES Re-registration week for SY 2013-2014
Friday, April 19	NO SCHOOL ES & HS Parent/Teacher Conference HS Registration for SY 2013-2014
Friday, April 26	School Improvement -Early Release at 1330 for ES & HS
Thursday, May 16	Accelerated Withdrawal Date End of School Year
Monday, May 27	Memorial Day- Federal Holiday
Friday, May 31	School Improvement- Early Release at 1330 for ES & HS
Thursday, June 13	End of 4th Quarter/2ndSemester (43 days of classroom instruction) Students dismissed at 1130
Friday, June 14	NO SCHOOL- Teacher Work Day

SCHOOL IMPROVEMENT PLAN

DoDEA MISSION STATEMENT

The Department of Defense Education Activity provides, in military communities worldwide, exemplary educational programs that inspire and prepare all students for success in a global environment.

DGF MIDDLE/HIGH SCHOOL MISSION STATEMENT

We empower all students at Rota High School to learn to their maximum potential and to become productive, responsible members of a dynamic, global society. All stakeholders are committed to providing a rigorous, standards-based curriculum in a nurturing and safe environment.

DGF SCHOOL 2012-2013 GOALS

All students will improve written communication skills. All students will improve mathematical problem solving skills.

ACCREDITATION

DGF Rota High/Middle School has been an accredited member of the North Central Association (NCA) of Schools and Colleges/AdvaneED since 1975. NCA approves only schools whose teaching staff, curricular standards, equipment and materials standards meet or exceed the criteria for certification. We will receive an on site inspection visit from NCA/AdvancED this spring as part of the normal five year cycle.

CHAIN OF COMMAND

The Individual Classroom Teacher

Assistant Principal of DGF Rota High/Middle School,
Ms. Cheryl Aeillo

E-mail: Cheryl.Aeillo@eu.dodea.edu

Principal of DGF Rota High/Middle School,
Mr. Daniel Serfass

E-mail: Daniel.Serfass@eu.dodea.edu

Superintendent of Mediterranean District,
Mr. Kent Worford, Vicenza, Italy

E-mail: med-supt-dso@eu.dodea.edu

Director of DoDDS-Europe Area, Dr. Nancy Bresell
Wiesbaden, Germany

E-mail: director.dodds.europe@eu.dodea.edu

Director of Department of Defense Education Activity, Marlee Fitzgerald
Arlington, Virginia DoDEA.Director@hq.dodea.edu

SECTION I - GUIDANCE

INCOMING TRANSFERS

All incoming students must report to the Guidance Office for processing. Students transferring into DODEA schools from the United States will not be required to meet DODEA graduation requirements if these differ radically from those in schools from which students have transferred. The major exception to this policy is United States History, which will be required of all senior students if not previously completed. (The intent of this policy is not to penalize a student who has successfully completed a normal load in his stateside school and who would find it impossible to meet DODEA requirements on transferring to a DODEA school.)

<u>Graduation Requirements</u>		
Students must have a minimum of 2.0 Cumulative GPA		
<i>Curricular Area</i>	<i>Credits Needed through Class of 2015</i>	<i>Credits Needed Class of 2016 & beyond</i>
Language Arts	4	4
Social Studies	3	3
Mathematics	3	4
Science	3	3
Foreign Language	2	2
Fine Arts	1	1
Personal Fitness	.5	.5
Lifetime Sports	1	1
Health	.5	.5
Career Education	0	0
Computer Technology	0	0
Professional Technical	2	2
Electives	6	5
Total	26	26

All graduating classes must have a cumulative GPA of 2.0 to graduate

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

WEIGHTED CREDITS

Beginning in school year 2004-05, DoDEA implemented a practice that does not weigh 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.

DROPPING AND ADDING COURSES

Courses may be added or dropped prior to the completion of ten instructional days.

Courses dropped within this time period will not appear on the transcript.

After the completion of 10 instructional days, courses may not be dropped until the end of the semester.

GRADE POINT AVERAGE

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

AP POLICY

All students enrolled in AP courses are required to complete the full course and the weighted credit to take the AP exam in order to receive the weighted credit. DoDEA pays the cost for this exam. See the current Course Description Guide for a listing of AP courses (weighted). It is available on the AP Web site and in the guidance office.

RANKING FOR GRADUATION

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

HONORS DIPLOMA

Criteria used to achieve a DoDEA honors diploma:

- earn passing course grades and take the requisite exams in a minimum of four advanced placement exams.

- obtain a cumulative GPA of 3.8 or higher based on student grades attained at the end of the second semester of the graduating year.

EARLY GRADUATION

The requirements to graduate early include a conference of the principal, student and parents where letters from both student and parents are presented stating reasons for the early graduation. Students must have at least a 2.5 GPA. All necessary forms are available from the guidance counselor.

HIGH SCHOOL COURSES TAKEN IN GRADES 7 AND 8

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

CREDIT BY EXAMINATION

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

REPEATING A CREDIT COURSE

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

HOMEWORK/MAKE-UP WORK

DoDDS policy is to assign homework as appropriate to all students capable of completing assignments. Homework is a part of a student's school day and assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities. When students have excused absences, it is their responsibility to call a study buddy, find out what they have missed and make up any missed assignments and tests. Upon students' return to school, they will have the opportunity to make up tests, quizzes, or class work and get clarification. Students, including athletes, have one day for every day missed to make up

work. For example: a student who misses Friday must have (Thursday) A day's work by Monday and (Friday) B day's work by Wednesday. A student who missed the B day on Wednesday has until Monday to turn in his or her work. Absences have a direct negative impact on learning. When your child is (or will be) absent for more than two (2) days, you may request homework assignments. Call the Main Office 727-4183.

*For athletic and sponsored trips, students need to get their assignments on the sheet or planner starting on Tuesday for a trip leaving on Friday.

LATE WORK

Homework, projects, assignments are given 100% opportunity for credit when they are turned in on time. An assignment not turned in on the due date may still get partial credit if it is turned in the next time the class meets. Homework, projects, and other assignments will only be given an opportunity for up to 70% credit when they are one class period late. After one class period beyond the due date, NO CREDIT IS POSSIBLE.

INCOMPLETE GRADES

Incomplete grades are only granted in the case of a medical emergency or emergency leave. The administrators must approve incomplete grades. Incomplete work must be made up within ten (10) instructional days following the marking period. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame. All incomplete grades will automatically be changed to an "F" grade unless the teacher completes a grade change sheet.

MYDATA

Grades are available on MYDATA. Parents can access this program any time to check on student progress with the understanding that teachers have one week to post grades from the time that students' work is due.

REPORT CARDS

Report cards are issued four times a year. At the end of the first and third quarters, grade cards are presented to the parent and student during conferences with the teachers. Report cards for the second quarter is given to the students and fourth quarter reports are mailed home one week after school ends.

HONOR ROLL

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

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

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

HONOR WEIGHTED

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

STANDARDIZED TESTING

The Department of Defense Schools (DoDDS) participates in several standardized testing programs designed to provide student and system information. Individual academic progress and program trends are studied to allow DoDEA to make important curricular decisions. Tests include the Terra Nova, and end of course US History. Tests are typically administered in the spring semester.

TRANSCRIPTS

The transcript is the official record of a student's school career. The academic career is recorded on the transcript. DGF Rota High/Middle School maintains transcripts for four years after a student graduates. Upon the fifth year, the transcripts are transferred to Prometric, St. Paul, Minnesota and archived for 50 years. Requests should include the following information:

- Full name under which enrolled at time of attendance
- Social Security Number
- Date of Birth
- Name of school and year of graduation or last date of attendance
- A daytime telephone number
- Address transcript/record should be mailed to
- The requestor must sign the request letter because of the Privacy Act

Transcript requests may be mailed or faxed to :

Prometric
DoDDS Program
1260 Energy Lane
St. Paul, Minnesota 55108

Fax: (651) 603-3008

WITHDRAWAL AND TRANSFER PROCEDURES

The sponsor of a student who is being withdrawn because of a permanent change of station (PCS) move must inform the Registrar a minimum of five days prior to withdrawal from DGF MHS. This allows time for records to be copied and for students to complete required withdrawal tasks. A copy of the PCS orders must be provided. The student will be given a Student Clearance Sheet from the registrar, which must be signed by the teachers, information specialist, nurse and the principal. Students must establish that all materials have been returned.

Teachers will give withdrawal grades only, not final grades, on the student's last day at school.

ACCELERATION/PCS

A student whose sponsor is transferring to another duty location (on PCS orders) and who will withdraw from school within twenty school days of the end of the semester may be eligible to complete advance assignments and examinations to receive credit for the semester in an accelerated program. Specific dates for acceleration will be announced at the beginning of each school year. The student should receive permission to accelerate at least 30 days prior to departure. Forms to request acceleration are available from the registrar and require approval from the principal. A copy of the sponsor's PCS orders is required. Credit is awarded if the student successfully completes all the requirements outline by the teachers. It is the responsibility of the student to make arrangements with all teachers to take semester/ final exams. DGF recommends that any student requesting to accelerate have at least a 2.5 grade point average.

Acceleration is not authorized for early release to go on a family trip. Acceleration that is not connected with a PCS move must be requested in writing to the district superintendent through the principal.

SECTION II - HEALTH AND SAFETY

EMERGENCY PROCEDURES

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

FIRE DRILLS

Fire drills at regular intervals are required by regulation and are an important safety precaution. It is essential that when the first signal is given, students follow these evacuation procedures: Everyone stand 70 feet away from all buildings. Stay off the fire lanes, driveways, and parking lots. Stay away from fire hydrants. Be orderly and quiet and stay with your teacher. Re-enter the buildings when the all-clear signal is given and return to the classroom previously left.

SCREENINGS

Hearing, Height, Weight & Blood pressure screening will be done the first week of school on all students. Parents will be notified if there is a problem with any of the screenings. Vision screening will be scheduled with the optometry clinic in the fall. In addition, screenings will be done throughout the school year if requested by teachers and/or parents.

ILLNESS

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. Students must report to their assigned teacher and obtain a pass before reporting to the nurse. In order to be considered excused, an ill student must check out through the nurse. Sponsors are required to keep the school informed of current emergency phone contacts. Students will not be released to any person other than a designated emergency contact. Only medications that have been prescribed by a physician, with the proper permission forms, which match pharmacy labels on the medication, will be administered. "Over the Counter" medications will not be administered unless they follow the guidelines as published in the School Health Services Guide. Students are NOT allowed to carry medications unless cleared through the School Nurse Office. The DoDDS form is available in the nurse's office and the clinic has also a supply of these forms.

Notify the school nurse of any current or special medical problems that students might have. This will help in monitoring any potential problems. **PLEASE DO NOT SEND YOUR CHILD TO SCHOOL IF HE/SHE IS NOT FEELING WELL.** It is very unlikely that being at school will make your child feel better. The school nurse is not a physician and is not trained to diagnose illnesses. If you suspect your child is ill, a physician should see him. General guidelines for keeping your child out of school include:

- Temperature of 100 degrees or higher
- 41 Nausea, vomiting, or severe abdominal cramps
- Marked drowsiness or fatigue
- Acute cold, sore throat, or persistent cough
- Eyes that are red, inflamed or have a discharge
- Ear ache
- Head lice, scabies or impetigo. Any other weeping skin lesions unless protected and diagnosed as non-contagious
- Other symptoms suggestive of acute illness

If your child develops any of the above symptoms at school, you will be notified and asked to pick your child up as promptly as possible. **PLEASE ENSURE THAT THE SCHOOL HAS CURRENT AND CORRECT HOME, WORK AND EMERGENCY CONTACT TELEPHONE NUMBERS.** The school nurse will treat routine injuries occurring at school. Under certain circumstances, a note will be sent home with the child explaining the type of injury, what was done for the injury, and what the parent should watch for or do. The nurse cannot be responsible for caring for injuries, which occur off school grounds or outside school hours.

Parents will be promptly notified of serious injury. If necessary, the injured child will be transported to the Naval Hospital Emergency Room. Should an ambulance not be available or school officials determine that there is not time to wait for an ambulance, a privately owned vehicle will be used.

SECTION III—ATTENDANCE

Sponsors are required to ensure each dependent child regularly attends school sessions unless the child is excused from attendance or is suspended. Attendance records are maintained for each student. *Parents are encouraged to contact the school on a regular basis regarding their child's attendance patterns.* Chronic absences affect a student's school progress. It is the school's policy that students come to school and remain in school until the school day is over. School officially begins with the first period at 0830 and ends at 1530. Leaving school grounds without such permission is considered truancy. DGF Rota High/Middle School has a closed campus for all students. This applies from the time the student arrives in the morning until the dismissal bell in the afternoon.

On the day that a student misses school, it is the parent's responsibility to call 4183 between 0730 and 0830 to inform the school of the student's absence and the reason for the absence.

SIGN IN AND SIGN OUT

All students are required to sign in at the office if they arrive late to school. Students must sign out any time they leave school during the day. Students must have a note from the parent or call a parent to sign out of school at any time during the school day. Students who are ill must report to the nurse's office prior to signing out. Students who fail to sign out are subject to disciplinary action. Parents can send a note if their child has an appointment during the day so that their child is ready for pick up.

Procedure for students who have scheduled appointments:

- Go to the office first thing in the morning or during lunch time to get a pass (give the office the note from parents)
- Give the pass to your teacher at the indicated time.
- Wait in the Main Office for your parents.

CALCULATION OF ATTENDANCE

Students will be identified present or absent, based upon the following criteria:

- absent up to 25% of the school day= absent 1/4 of the school day
- absent between 26% to 50% of the school day= absent 1/2 of the school day
- absent between 51% to 75% of the school day= absent 3/4 of the school day
- absent between 76% to 100% of the school day= absent full day

SCHOOL SPONSORED ACTIVITIES

1. Curricular– student attendance is recorded as “present school sponsored activity”
2. Non-curricular
 - Participation in Interscholastic Athletic Programs:

-Students are required to be in school the full day on the day of a weekday game. The only exception is for an appointment approved by the school administrator in advance.

- Students are required to be in attendance the full day of an extra-curricular event or the full day prior to an event held on the weekend in order to be eligible to participate in the event. For example, students must be in attendance all day Friday for a Friday or Saturday event. If the bus leaves for an event on Thursday afternoon for a weekend event, the student must be in school all day Thursday.

-A student cannot be absent from school and attend practice except for an excused absence approved by the administrator in advance.

-A student who is “unexcused absent” on the day of a scheduled athletic program is ineligible for participation in that event.

-A student suspended from school is not eligible, at the minimum, for the next scheduled competition.

- Student attendance is recorded as “present school sponsored non curricular activity”

- Students are responsible for identifying and making up all classroom activities or assignments which were missed as a result of being out of school while traveling to/ from and participating in an interscholastic athletic program.

EXCUSED ABSENCES

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

DoDEA considers the following conditions to constitute reasonable cause for absence from school for reasons other than school related activities. The principal has the final authority to identify an absence as excused from school:

- 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 relative
- religious holidays
- emergency conditions such as fire, flood or storm
- unique family circumstances warranting absence and coordinated with school administration
- college visits that cannot be scheduled on non school days
- pandemic event

UNEXCUSED ABSENCES

- oversleeping
- missing the bus or ride
- seeing friends or relatives off
- non school sponsored functions
- family trips
- absences during standardized testing
- absences on military down days
- leaving school to attend tournaments when the students is not part of the team

*** The above list is not all-inclusive*

CONSEQUENCES REGARDING UNEXCUSED ABSENCES

Unexcused absences may result in disciplinary actions (i.e detention, in school suspension & expulsion). Students may lose credit when they have accumulated 7 or more unexcused absences in a class or course during a semester.

TARDY

- Late arrivals will be considered "tardy unexcused" unless the school receives written verification from the parent or sponsor consistent with the reasons for excused absences.
- Students are expected to report to school each day on time and to report to all classes on Time. Failure to do so constitutes tardiness.
- Passing time between classes is 5 minutes. Students are to be in class ready to work when the Starting bell chimes or they will be counted tardy
- Students are responsible for making up all missed work when arriving late to class.
- Students missing less than 1/2 school day will be counted present but will be marked "tardy excused or "tardy "unexcused".

STUDENT SUPPORT TEAM (SST)

Students with excessive school absences and tardies will be monitored by the Student Support Team to assist students in the completion of all required work.

STUDENT FULL TIME ATTENDANCE

Students should not be enrolled in DoDEA schools to attend on an intermittent or irregular basis. Exceptions to the full time attendance policy may be approved by the principal for seniors when it would be in the best interest of the student and the family on the basis of established family, personal and financial obligations (e.g part time employment in order to earn income to defray expenses incurred or anticipated, for family support or college expenses). Part-time enrollment may also be authorized by the principal for the child to be enrolled in a course of study required for graduation or admission to college.

**** PLEASE REFER TO DoDEA REGULATION #2095.01 for a more detailed explanation of the attendance policy.**

SECTION IV– DISCIPLINE

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

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

In all cases the administration reserves the right to determine the severity of consequences. Teachers follow an assertive discipline plan to enforce their classroom rules. This plan generally includes:

- One-to-one counseling with the student
- Notification of parent by phone or writing that a problem exists
- Arrangements for a parent conference
- Referral to administration at which time a discipline referral form is completed by the teacher and given to the administration.

Students who wish to clarify a situation with a staff member have an obligation to do so privately after class or after school. Students may not disrupt classrooms to settle differences of opinion or arguments or question a teacher's authority. Each student is responsible for following three basic rules established at the beginning of the school year:

- Respect yourself
- Respect others
- Obey any reasonable request by an adult in the school.

DETENTION

-TEACHER DETENTION

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

-ADMINISTRATIVE DETENTION

Detention may also be assigned by the administration on an as-needed basis. Students will be given a discipline notice at least the day before the detention is to be served stating the date of the detention and the reason for it. This referral must be signed by the student's parent or sponsor and returned to the administration the next school day. Students placed on detention must report with materials necessary to do homework. Unless given a work detail while on detention, the student must (1) remain seated unless given permission to move, (2) remain silent and work the entire time. Students who miss an after school detention will have it doubled. If a doubled after school detention is missed, suspension may result. Normally, after school administration detention/work detail is one or two hours.

SUSPENSION

Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. Students and parents will be notified of the reason for the student's suspension. Following a suspension, the parents will be required to bring the student to school for a scheduled readmit conference with the administration before being allowed back to classes. *During a suspension and for one week after, students may not travel nor participate in special activities.*

- In-House Suspension

In-house suspension will be utilized at the administrator's discretion for misconduct not involving violence or substance abuse. Students will be isolated from their peers for the entire school day to include lunch. Students will be expected to work independently on academic assignments. *During an in-house suspension and for one week after, students may not travel nor participate in special activities.*

-Out-or-School Suspension

Parents will be notified of any suspension and the reason for invoking it. A letter of suspension will be sent home to the parents with the conditions of the suspension fully noted. Suspensions are considered excused absences. Making up work for credit is allowed. Upon return to school the student must contact their teachers to arrange make-up work. As with any excused absence, students have an equal number of days to turn in the work. Parents may request work for extended suspensions. Assignments will be graded as though the student were in class.

While suspended, students may not participate in any school activity nor will they be allowed on school grounds until they have been reinstated by administration. This includes any weekend activity such as sports events, dances, or special events. Students will not be permitted to go to another school where activities with the student's school are being conducted while the student is suspended. In addition, students will not be allowed to travel or participate in special activities with the exception of practice for one week following the suspension.

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

EXPULSION

-DoDDS HAS A ZERO TOLERANCE FOR WEAPONS IN SCHOOLS

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

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

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

Please refer to TABLE of CONSEQUENCES for additional behaviors warranting expulsion.

-BEHAVIOR POLICIES & DISCIPLINARY ACTION ACTIVE PARTICIPATION

Students have a responsibility to be active participants in the learning process. Sleeping or napping in class is not acceptable. Teachers will notify the nurse who can counsel the student and contact the parents for a referral for a medical evaluation if necessary.

ALCOHOL USE/ POSSESSION

Students may not consume, nor be in possession of alcohol during the school day or at any school event. A minimum of two days of suspension will result. A referral will be made to the Adolescent Substance Abuse Counselor (ASAC).

BULLYING/INTIMIDATION/HARASSMENT

Social isolation of other students, malicious rumors, belittling, abusive or threatening comments/ behaviors towards others will not be tolerated. This includes internet postings on social networks and emails. Violators will be subject to suspension.

CAFETERIA

The following behaviors are expected from all students: Take your place at the end of the cafeteria line. Deposit all trash in appropriate containers. Return trays to appropriate place. Do not run, chase or engage in physically unsafe behaviors. Talk at a conversational level.

CELL PHONES

Cell phones are not to be used in classrooms. If a student brings a phone to school it should be put out of sight and turned off. If the phone rings in class or creates a disturbance at any time during the school day or at a school sponsored event the phone will be confiscated. It will be returned to the student's sponsor and/or parent. Further infractions may result in more severe disciplinary action.

CHEATING

DGF Rota High/Middle School has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. Those behaviors commonly associated with cheating include talking during a test, copying answers or being in possession of answers for assignments, or giving answers for assignments to another student. (This is not all-inclusive.) Additionally, students involved in cheating will receive a "O-grade" for the assignment and the classroom teacher will notify the parents. Plagiarism is a form of cheating and is not acceptable. Cutting information and pasting it into personal work without giving credit to the source is also plagiarism. Students will receive no credit and parents will be notified. Further consequences may also be assigned.

COMPUTER-USE POLICIES

- Students are to use the Internet for instructional, school approved activities.
- Students must have teacher approval before they use the Internet.
- Students are not allowed to use chat rooms or free email accounts. DoDDSe.net is the only authorized email account that can be set up at the request of a teacher and only may be used during class when directed by a teacher.
- Students will not tax the network by broadcasting messages.
- Students are to leave the working system of any computer as they find it.
- Unauthorized downloading of files is prohibited.
- Students are expected to keep the network secure and not share their passwords or accounts with anyone else.
- Students are not to publish their photo, name or address or that of any other person.
- All floppy disks, CDs and pen drives must be scanned for viruses by an adult prior to use.

CONSEQUENCES FOR COMPUTER-USE INFRACTIONS

- *Actions that cause harm to files, operating system, computer set-up, Internet, student work, the network or visiting pornographic sites.*

Result: Likely to cause removal from computer, network, Internet or all three depending upon severity of infraction.

- *Sharing passwords or accounts*

Result: 1st offense: Letter to parent and 1-week suspension of computer privileges
2nd offense: 9-week suspension of privileges

- *Unauthorized Internet use*

-Broadcasting messages

-Inappropriate Internet use -- non-school related sites, games, subscriptions, providing personal information to non-school related sites, illegal emails, etc.

Result: 1st Offense: Warning, Letter to Parents

2nd Offense: 2-week suspension

3rd Offense: 9-week suspension

DRESS CODE

Students and parents are responsible for ensuring that dress is not a health or safety hazard and that it does not offend or cause distractions at school. Students are required to wear clean, suitable clothing at all times. Footwear must be worn at all times.

- No offensive, drug related, alcohol, etc. words on clothing or jewelry
- No clothing that exposes the armpits. No spaghetti strap blouses for women, basketball and/or undershirts for men.
- No short shorts or skirts. (neat shorts or skirts may be worn as long as they are at least mid thigh, below finger tip length. Slits in skirts should be no higher than mid thigh.) Pants with holes or rips are NOT permitted- even the ones that are sold that way. If a student chooses to wear this style, tights must be worn under the pants. No skin showing through the holes. This also applies to short skirts, shorts etc. Tights must be worn under them as well if the shorts, skirts, dresses are shorter than below fingertip level.
- No midriff shirts or tube tops. Skin should not be visible between bottom and top clothing. Cleavage is NOT to be visible at any time.
- Hats (males or females), hoods, bandanas and/o sunglasses **may not** be worn inside any of the buildings.
- Combs or brushers should be stored appropriately and not worn in the hair.
- Underwear should not be visible, worn as exterior clothing.
- For safety reasons, no jewelry to include, arm or neck bands and piercings, may not have spikes or other protruding parts.
- With the exception of spirit days, no pajamas or slippers will be worn at school.

Inappropriate dress will result in removal from class until dress complies with the code. The DGF staff expects students to dress sensibly and come to school ready to learn. Additional dress requirements are specified for special activities such as graduation, National Honor Society programs, dances, and awards assemblies.

If inappropriate clothing continues to be worn by the students, administrative action will be taken; i.e detention, ISS, etc.

FIGHTING

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

FORGERY

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

GANG BEHAVIOR

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

Within DoDDS: Europe 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.

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

DoDDS-Europe promotes 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.

HALL CONDUCT

Students are to conduct themselves in an orderly manner when passing between classes. Students will go directly to classes. Students out of class for any reason **MUST** have a hall pass. Any adult in the building may request to see the hall pass. Students are to make every effort to use the rest room facilities during the passing period between classes. Individual teachers establish policies for allowing students to leave the classroom during class time.

ILLEGAL DRUG USE/POSSESSION

The security police will be notified of any suspected drug use. Students possessing or using will be suspended pending a disciplinary board. Expulsion is possible.

ILLEGAL DRUG PARAPHERNALIA

Any object used, intended for use, or designed for use with controlled substances is not allowed at school, on school grounds, or at school functions.

INSUBORDINATION

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

ITEMS INAPPROPRIATE AT SCHOOL

Students are not permitted to bring to school any personal items that interfere with the classroom atmosphere or endanger the health and safety of other students. Students are responsible for all personal property and therefore should not bring items that may easily be stolen. The following are examples of items that should not be brought to campus* and may be confiscated and kept until a parent comes to pick them up: radios, discman/Mp3/iPods, electronic games, dice, and toys. Items not claimed by the sponsor will be donated to charity.

Cell phones are not to be used in the school building with the exception of passing & lunchtime

Skateboards and roller blades may not be ridden on school property at any time to include before and after school

***Discman/MP3/iPods** are authorized on the buses, but they are not allowed in the school classrooms with the exception of its limited use in certain individually focused classes such as art, computer and business lab classes. They are permitted only when their use will not inhibit the social interaction vital to learning. They are permitted at other times and should not be used when walking to and from classes.

Violations will result in confiscation of the banned article until a parent retrieves the items.

MISCONDUCT IN THE CLASSROOM

Each teacher will establish classroom rules and enforcement procedures. When a student continues to violate classroom rules after the teacher has taken corrective action, the student will be referred to the administration.

OFF-CAMPUS DEFINITION

Off-campus is defined as outside of the high school complex without permission at anytime during the school day. Only students who are given a home lunch pass from the principal may leave campus during lunch. Students must fill out a request and have their sponsor sign this request. Such a pass allows the student to go home for lunch only. The student may not go to any other facility on or off base to have lunch.

PHYSICALLY DANGEROUS BEHAVIOR

Running, wrestling, and throwing objects in the halls or classrooms are dangerous and are not acceptable behaviors. In addition, any behavior that has the potential to harm another person is not acceptable at school. Violators will face a minimum of detention.

PROFANITY AND INAPPROPRIATE LANGUAGE

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

PUBLIC DISPLAYS OF AFFECTION

Kissing or embracing on campus, during school, or at school functions is not allowed. Handholding is permitted.

SEXUAL HARASSMENT

Sexual harassment is a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment. Engaging in deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is also engaging in sexual harassment. Sexual harassment isn't about sex or healthy personal relationships. Sexual harassment is an expression of power by one individual over another, and it can be personally devastating to the victim and others. What may seem like harmless behavior to one person can be totally offensive to another. It is important to understand this type of behavior, when unwelcome, is a form of illegal discrimination. Students involved in sexual harassment of any type will be subject to disciplinary action.

- Verbal harassment includes but is not limited to: Whistles, offensive comments, offensive jokes, terms of endearment (sweetie, babe, etc.), and inappropriate language.
- Non-verbal harassment includes but is not limited to: Looking a person up or down, gestures, sexually oriented posters, cartoons or pictures.
- Physical harassment includes but is not limited to: Touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping.

SPREADING RUMORS

If a person contributes to a fight by spreading information ("He said/She said" situations), he/she will be referred to parents/sponsors will be notified. Responsible and mature individuals resolve misunderstandings and provocation by discussing differences and by taking the time to talk things out. Students have the responsibility to refer serious disagreements to a staff member, to the counselor, or to the administration. The administration supports resolving differences by communication and will provide a quiet place for students to discuss these differences when necessary. The proper way to deal with the problem is politely and privately and via the chain of command (teacher, counselor, or administrator).

THEFT

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

TOBACCO USE

DGF Rota High/Middle School follows DoDDS-Europe smoking policy and at all times. 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, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence which may include referral to counseling or appropriate authority for any student found to be smoking during the school day whether on or off campus.

UNPREPARED FOR CLASS

Students who are without the materials necessary to learn and participate in class are considered unprepared for class. These materials include completed homework. Repeat offenders will be dealt with by the teacher and may result in a referral to the administration.

VANDALISM

The student will be required to pay for or repair damages. Consequences will depend upon the severity and intention.

Mediterranean District Disciplinary Matrix

STUDENT RIGHTS AND RESPONSIBILITIES

DS Manual 2050.1 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 consequence for student misconduct does not supersede DoDEA Regulation 2051.1. 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 DSO Superintendent, Mr. Worford.

Category I: Minor Infractions		
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 en-danger self or others • Unauthorized sale of items (candy, etc.) • Dress code violations which the student refuses to correct • Minor disrespect (talking back, rolling eyes, etc.) • Other minor offenses 	Referral 1:	Warning and/or contact with the parent/guardian
	Referrals 2 - 4:	Warning, parent contact, and/or detention, Saturday School; 1 day In-School Suspension
	For Referral 5 and each additional referral.	Warning, parent contact, and/or detention, Saturday School; 1 day In or Out of-School Suspension. Once a student has accumulated a minimum of 5 referrals, a behavior plan may need to be created to address behavioral concerns.
<p style="text-align: center;">An administrator may offer the following alternatives to Out-of-School Suspension:</p> <ul style="list-style-type: none"> • A parent may opt to shadow his/her child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only. • The Principal at each school may limit the number of times that shadowing is allowed instead of Out of School Suspension (OSS). <p><u>NOTE:</u> If the offense has taken place in the teacher's classroom (with the exception of tardies), all teachers are generally expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator (including parental contact and referral to guidance).</p> <p>The consequences listed above come into effect only after the student has been referred to an administrator.</p>		

Category II: Serious Infractions

Category II: Serious Infractions	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<p>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></p> <p>Minor Vandalism (\$25 or less) (Restitution required)</p> <p>Minor Theft (\$25 or less) (Restitution required)</p> <p>Leaving school grounds without administrative permission (also includes failure to sign out)</p> <p>Falsifying, forging, cheating, or plagiarizing the work of others. (written or verbal)</p> <p>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.</p> <p>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).</p> <p>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.</p> <p>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.)</p> <p>Any activity that endangers self or others while at school</p> <p>Violating attendance regulations or policies (i.e., truancy).</p>	Referral 1:	After School Detention
	Referral 2:	Detention or Saturday School or Work Detail <i>Examples of work detail: working the booster tent, help setting up the football field; assisting at the track meet, etc.</i>
	Referral 3:	1 day In or Out of School Suspension
	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>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: Severe/Extreme 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: Serious 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: Severe 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: Extreme Infractions	Referral	Possible sanctions for Category IV infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> • Using electronic means to threatening, bullying, harassment and/or abuse others • Accessing restricted private data 		<i>Immediate termination of all computer privileges and suspension from school</i>
<p>** Administrative Action may include, but is not limited to the following: Warning and Counseling Session, Detention, Parent Notification, Suspension or School Work Detail</p> <p>1. Restriction of computer usage means stand-alone computer workstations with no access to the internet or network resources OR a special log-in.</p> <p>2. Termination of computer privileges necessitates removal from computer courses for the semester or year.</p> <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>		

SECTION IV - GENERAL INFORMATION

BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

The school furnishes textbooks to all students and school equipment as needed. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When the pupil completes a course or transfers from the school, all books and equipment must be returned to DGF Rota High School. Students are responsible for the texts and equipment checked out to them. Lost books may be replaced by ordering the book on-line and having it sent directly to the school. The office will supply necessary details regarding the specific book.

BULLETINS

A daily bulletin is read to each first period to inform the students of upcoming activities. The daily bulletin is also sent electronically to all sponsors. Following DoDDS policy of keeping parents informed of school activities, a monthly newsletter is also e-mailed to each parent. The DGF Web page at <http://www.rota-hs.eu.dodea.edu> is available to keep the community informed about school activities.

LOCKER RULES

High School Lockers are available for student use. The administration reserves the right to search any locker with probable cause. When possible, the student will be present for the search. The DGF Rota High/Middle School Student Government representatives developed the following rules for lockers:

- No graffiti is allowed inside or outside lockers
- Pictures inside lockers are acceptable only if taped onto the inside of the lockers.
- No obscene pictures or drawings are permitted.
- Students will be asked to remove anything seen in a locker that is not proper. Use good judgment on what is displayed in the locker.
- Do not slam locker doors.
- Please keep the locker area clean.
- No sharing of lockers.
- Lockers are to be kept locked at all times.

LOST AND FOUND

Students who find lost articles are asked to take them to the main office where the owner can claim them. Small items, to include, glasses, jewelry, and wallets should be turned into the office staff. If identified, identification cards and wallets are returned to the owner immediately.

LUNCH TICKETS/CAFETERIA

DGF has one lunch period. The school cafeteria has a hot lunch program. The NEX will provide and oversee our lunch program. Lunch tickets may be purchased at the NEX Customer Service Department. Only those students who live on base and have a lunch pass may leave the campus to go home for lunch. All other students will remain on the school grounds during the lunch period. Lunch passes may be obtained by presenting a written request signed by the parents, asking that their son/daughter be allowed to come home for lunch.

Free and Reduced Lunch is available to applicable students. Please see the DGF School's Liaison Officer, Ms. Barbie Peters for information and forms.

PARENT-TEACHER-STUDENT CONFERENCES

Parents and teachers have the welfare and development of the students as their first concern. For this reason, it is important for parents, teachers, and student's to work together. Report cards are to be picked up by the parent and student on designated days at the end of the first marking period. Parent Teacher conferences will be announced during which open conferences are held. It **is expected that students attend the** PTS conferences **with their** parent/guardian. Throughout the school year parents may schedule conferences as they feel necessary. Parents should call the school for appointments (4181/4183).

SCHOOL DANCES

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

STUDY TRIPS

Study trips are a vital and unique tool in the educational program of a child. They aid in the acquisition of accurate cultural and historical information, and they provide the chance for first-hand experiences. The purpose of the study trip is to gather information, correct and/or ease false impressions, and motivate interests. Study trips will be scheduled throughout the school year and we will be seeking parent volunteers to assist. We hope you will become involved. Parent permission slips must be turned in to the sponsors of the trip by the date specified. Absences due to such activities are excused and students are expected to turn in missed work upon return to school.

Authorized study trips are scheduled throughout the school year for the purpose of enriching the curriculum.

SEMINAR/ADVISORY

Seminar/Advisory is held every Wednesday and Friday during the last period of the day. The main purpose of seminar is academic: reading, studying, tutoring, advising focus students, test or assignment make-up, research, and writing. Seminar will be divided roughly into three 30 minute periods. During the first 30 minutes all students will remain in their original seminars and engage in Sustained Silent Reading (SSR). This activity is in support of DoDEA Reads and the standard that all students will read the equivalent of 25 books a year. Students will be allowed to move from their seminar to other locations after the first 30-minute Sustained Silent Reading period. The first step in leaving seminar after SSR is for the student to present a pass from a teacher for travel. NO student will be permitted to leave without first having a pass from the destination teacher. The seminar teacher may issue Information Center or computer passes using the student planner. A pass authorizing travel must be obtained in advance. There will be no passes to obtain a pass. Students travel with their planner. Students are responsible to return to their assigned seminar. Failure to do so will mean no travel for the following seminar period. Students may go to multiple destinations provided they come to seminar with a pass from those teachers they need to see. Seminar teachers will sign students out for any and all destinations.

TELEPHONES

Students will not be called from their class unless an emergency exists. Students needing to use the telephone during the school day should use the office phone during break time or lunch. At all other times it is up to the discretion of the classroom teacher to allow the use of the classroom phone.

VISITORS

Parents are welcome to visit the school at any time. However, it is recommended that parents first call the school in order to avoid possible class conflicts, special programs, tests, and so forth. All visitors, including parents, must sign in at the main office and obtain a visitor's pass before visiting classrooms. Students wishing to bring visitors to school are required to present a written request the DAY BEFORE the visit. This written request must have the signature of all the student's teachers before a visitor's pass will be given. No visitors are permitted during exams or standardized testing.

SECTION V -TRANSPORTATION

BICYCLES

Students riding bicycles to school are to park them in the area on the street side of the gym. Bicycles should be locked to the rack. Bicycles are not to be ridden on campus during school hours. Security of bicycles is the responsibility of the owner.

BUS INFRACTIONS/RULES

The school bus office deals with minor bus infractions. School administration will get involved when serious misconduct occurs that may lead to suspension or expulsion from the bus as well as school. Bus safety is of paramount concern to all of us. On or around school buses, students must conduct themselves in accordance with these school bus rules:

1. Obey the driver or adult.
2. Enter and exit the bus safely and always show your bus pass.
3. Stay properly seated and use seatbelts when available.
4. Keep your hands, feet, and other body parts to yourself.
5. Nothing is to be thrown out of the windows.
6. Do not throw things.
7. Remain quiet and do not disturb the driver or others.
8. No profanity, indecency, smoking, prohibited items, or vandalism.
9. Do not eat, drink, or chew gum.
10. Be responsible; be safe.

PRIVATE VEHICLES

Students driving scooters or cars to school must be properly licensed and obey all on-base driving rules. Students are not excused if they arrive late to school in private vehicles. Scooters/mopeds are to be parked in designated areas only (on the street shoulder by the high school gym or in front of the math wing on Granada St.).

SECTION VI -EXTRA-CURRICULAR ACTIVITIES POLICY

The Extra-Curricular Activity Program at DGF Rota Middle/High School is an exceptionally broad and positive program. The school offers interscholastic sports, cheerleading, chorus, band, speech, drama and many other activities to allow students the opportunities to develop talents and interests in this critical area. All students are strongly encouraged to participate in extra-curricular activities. They are especially important for the development of a well-rounded individual. All students who participate in extracurricular activities are required to maintain a standard of conduct at all times which reflects the standards of DGF Rota Middle/High School and the Rota Base community.

The use of alcohol, tobacco products or illegal drugs at anytime, will be cause for suspension or removal from all extra-curricular activities. Any student who has been suspended for any reason may not participate in any out of school events or special activities for seven days following the suspension. All students participating in any extracurricular activity that involves traveling may be subject to a suitcase search by School Administration and/or Military Working Dogs.

ELIGIBILITY

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

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

**Please see DODDS Eligibility Policy at the end of this section for more details.

SCHOOL-BASED ACTIVITIES ATHLETICS

The athletic teams participate in the Division III of the DoDDS Athletic Conference.

Tournaments with other DoDDS districts are scheduled at the end of the regular season of play.

Students may not be 19 or older on September 1 to be eligible to play interscholastic sports.

- *Fall Season:* Cheerleading, Cross Country, Football, Golf, Volleyball, Swimming (sponsored by the community)
- *Winter Season:* Basketball, Cheerleading, Swimming (sponsored by the community)
- *Spring Season:* Soccer, Track and Field, Baseball, and Softball

ATHLETIC AWARDS (GRADES 9-12)

An athlete who meets individual sports requirements will receive a varsity letter and/or a pin (emblem of the sport). To earn an athletic letter, each athlete must complete the sport season, inclusive of tournaments, unless medically excused. The letter will be worn on approved athletic jackets or sweaters. After receiving a varsity letter in a given sport, an athlete earning varsity status in other sports shall receive a first year award (pin emblem of sport), and for subsequent year awards the athlete will receive a bar .

ATHLETIC REQUIREMENTS

After-school activities/athletics for middle school and elementary school age students are the responsibility of Youth Services not DGF High School. DGF Rota High School does not have authority nor does it receive funding to initiate such services.

PARTICIPATION NOTE

DoDDS Europe students will not participate in an athletic event when they've had a concussion. This is effective until a doctor or other qualified medical personnel clears them. The parent or guardian cannot give permission.

ADDITIONAL SCHOOL CLUBS/ACTIVITIES

Additional clubs or activities are any school/DoDDS sponsored program, club, or event that is not a part of the regular curricular offering, for which no academic grade is assigned, and in which student participation is voluntary.

DRAMA

Each year the drama department presents several plays performed for the community. Plays vary in content and scope dependent on the students involved.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)

FBLA brings business and education together in a positive working relationship through innovative leadership and career development programs. It provides students a competitive edge through career exploration, self-improvement, and community service opportunities. As a member of FBLA, students build resumes, experience the rewards of volunteerism, and enjoy travel and special activities.

FUTURE EDUCATORS OF AMERICA (FEA)

FEA is designed for students interested in a teaching career on any level from pre-school through college. FEA members listen to speakers at seminar meetings and participate in "Shadow Days" at Rota Elementary and Middle Schools. Members are also eligible to attend the FEA European-wide Conference held in Germany each year.

NATIONAL HONOR SOCIETY

The National Honor Society, sponsored by the National Association of Secondary School Principals, recognizes and fosters academic achievement while developing other characteristics essential to citizens of a democracy. Through chapter service activities, members maintain and extend the qualities that were the basis of their induction. To be considered for membership, students must be second semester sophomores with a cumulative GPA of 3.5 or higher. Membership is both an honor and a continual obligation.

STUDENT COUNCIL

The executive student council is elected in the spring of each year for the following year. They are responsible in assisting with the beginning of the year orientation activities and locker distribution. Throughout the year the executive board is responsible for school wide activities and directing class events. In the fall, students may run for student council class officer positions. Other students can join student council committees.

**DEPARTMENT OF DEFENSE DEPENDENTS SCHOOLS-EUROPE
ACADEMIC ELIGIBILITY POLICY**

Reference: fa) DoDEA Manual 2740.2, "DoDEA Interscholastic Athletic Program" August 19, 1997

PURPOSE

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

APPLICABILITY AND SCOPE

The requirements of this program apply to all DoDDS Europe schools and offices.

POLICY

Eligibility to participate in interscholastic/extracurricular activities requires a minimum GPA of 2.0 and no more than one failing grade. Semester grades are used to ensure that all students are on track to meet graduation requirements.

FOR ALL STUDENTS:

All incoming Ninth grade students are eligible for first semester activities if they are not failing more than one class weekly. Tenth, Eleventh, and Twelfth grade students must earn a 2.0 GPA and may fail no more than one class the previous semester to be eligible. A student declared ineligible may practice but is not authorized to participate in competition, be in school uniform at a scheduled event, or travel with the team/club to any away event. All student participants will be monitored for D's and F's on a weekly basis throughout the semester. Students who earn more than one failing grade in the classes in which they are enrolled are ineligible for competition/participation. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team. Grades during the period of monitoring will be cumulative from the beginning of each quarter.

STUDENTS WHO DO NOT MEET THE GPA REQUIREMENT:

Students may request reinstatement of eligibility after three weeks of ineligibility. This request must be supported by demonstrated academic achievement, which meets the basic eligibility requirement of 2.0 GPA, and no more than one failing grade. The GPA of students who are reinstated will continue to be monitored every week through the end of the semester to ensure students maintain eligibility requirements. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester. Schools may not establish additional eligibility criteria. Schools may provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to, monitoring sessions, tutoring, before and after school study halls/instruction, etc. This paragraph is intended to establish equity for all students, to include those transferring to other DoDDS schools and who wish to continue participating in the IAP.

Each school is to develop a specific plan for monitoring grade eligibility; however, to achieve uniformity, all schools must complete the grade checks by 4 p.m. every Tuesday of each week that interscholastic programs are being held. A student declared ineligible on the Tuesday grade check will be ineligible from Wednesday 8 a.m. through the following Wednesday 8 a.m. A letter of exception to this policy may be submitted to the Area Athletic Coordinator for changing the day. This request must be based upon unique needs. Scholastic eligibility may be waived for students at the discretion of the Principal if the student is identified as "special needs" by the Case Study Committee and Individual Education Program is on file. All other eligibility requirements, i.e., age, number of semesters, etc., must be met.



DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635

JUL 26 2012

MEMORANDUM FOR DODEA AREA DIRECTORS

DODEA AREA DEPUTY DIRECTOR, CIA
DODEA AREA ASSISTANT DEPUTY DIRECTOR, CIA
DODEA DISTRICT SUPERINTENDENTS
DODEA DISTRICT ASSISTANT SUPERINTENDENTS
DODEA DISTRICT MS/HS MATHEMATICS ISS
DODEA HIGH SCHOOL PRINCIPALS
DODEA HIGH SCHOOL COUNSELORS
DODEA MATHEMATICS TEACHERS, GRADES 9-12

SUBJECT: Policy to Increase High School Mathematics Graduation Requirements

The purpose of this memorandum is to announce a Department of Defense Education Activity (DoDEA) policy change to increase the number of mathematics credits required for high school graduation from the current requirement of three credits to a requirement of four credits. Additionally, three of the four required credits must be earned from courses completed in grades 9-12. This policy change affects students entering the ninth grade in School Year (SY) 2012-2013.

A Directive-Type Memorandum will formally establish these changes to the mathematics graduation requirements and these changes shall be incorporated into a broader DoDEA graduation requirement issuance within one year.

The new policy aligns with DoDEA's goal to challenge each student to maximize his or her potential and to excel academically, socially, emotionally, and physically for life, college and career readiness. The demand for preparing students for success in the 21st Century requires an increase in rigorous standards for mathematics. Currently, 50 percent of DoDEA seniors do not enroll in a mathematics course and are in jeopardy of not realizing this critical goal. The new mathematics graduation policy parallels the national trend to require additional mathematics courses with rigorous content and provides assurance that students receive a challenging and comparable course of study that is required in a majority of the states. Currently, 22 states require 4 credits in mathematics, and 46 states have adopted an internationally benchmarked set of standards, the K-12 Common Core State Standards (CCSS). DoDEA plans to implement the K-12 CCSS for English/Language Arts and Mathematics.

The DoDEA high school mathematics program will provide students with the ability to meet the revised requirements. A comprehensive review of the current DoDEA high school mathematics courses and typical mathematics courses offered in high school classes across the country, as well as an examination of skills needed by 21st Century high school graduates, culminated in the introduction of new courses beginning in SY 2012-2013. Four new courses - Engineering Applications (18 week, semester course), Financial Literacy (18 week, semester course), Algebraic Modeling (36 week, full year course) and Advanced Functions (36 week, full

year course) - have been designed to build a foundation from which students can engage in higher levels of mathematics. Each high school is expected to implement, at a minimum, one or more sections for Algebraic Modeling starting in SY 2012-2013. Starting in SY 2014-2015, I expect that all courses will be available in each DoDEA high school.

Students entering grade 9 in School Year 2012-2013 shall be required to meet the following graduation requirements:

- Earn 4 credits of mathematics.
 - i. Earn 1 credit each of Algebra and Geometry.
 - ii. Earn 2 credits from courses that have a course code of 400 or above (excluding mathematics lab classes).
- Earn 3 of the required 4 units of mathematics credit toward graduation from mathematics courses taken in grades 9-12.

Please direct any questions or concerns to Ms. Diane Bishop, Mathematics Coordinator. She can be reached at (703) 588-3170 or via email at diane.bishop@hq.dodea.edu.



Marilee Fitzgerald
Director



**DEPARTMENT OF DEFENSE
EDUCATION ACTIVITY
4040 NORTH FAIRFAX DRIVE
ARLINGTON, VA 22203-1635**

June 22 2012

MEMORANDUM FOR DODEA AREA DIRECTORS

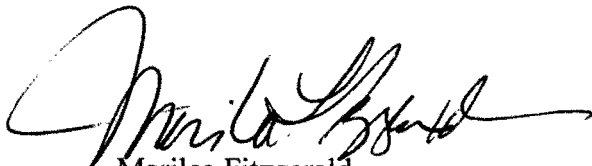
DODEA AREA DEPUTY DIRECTORS, CIA
DODEA AREA ASSISTANT DEPUTY DIRECTORS, CIA DODEA
DISTRICT SUPERINTENDENTS
DODEA DISTRICT ASSISTANT SUPERINTENDENTS DODEA
AREA STAFF
DODEA DISTRICT STAFF
DODEA PRINCIPALS
DODEA ASSISTANT PRINCIPALS
DODEA TEACHERS ASSOCIA-
TION PRESIDENTS

SUBJECT: High School Graduation Requirements Regulation 2000.1 Revision

The purpose of this memorandum is to inform you that the Department of Defense Education Activity (DoDEA) has established a timeline to revise the current High School Graduation Regulation 2000.1, July 29, 2004. Requirements for graduation must align with the increased demands for a work force capable of responding innovatively to critical issues and the constant flux of global changes in the 21st century. The current high school graduation regulation is outdated, and neither adequately addresses national trends in rigorous secondary education, nor prepares our students for success in post-secondary life in the 21st century.

It is my expectation that the revised regulation will be based upon internal and external feedback from all stakeholders. In order to ensure that this is a thorough process, we will use Intersect to launch an Internet based Graduation Regulation Discussion Group, beginning on August 1 and going through September 30, 2012. Topics of discussion will include, but are not limited to, minimum graduation requirements, alternatives to graduation requirements, grade point average, course requirements, and diploma types. Please visit the following link to participate in the discussion or share literature related to graduation requirements: <http://intersect.hq.ds.dodea.edu/groups/graduation-regulation>.

Additionally, an external communication site will be launched from the DoDEA webpage during the months of August and September 2012 as a method of eliciting input from our community stakeholders. My intent is to sign a revised graduation regulation that is developed with input from our global DoDEA community by February 2013. The revised regulation will be implemented in school year 2013-14 for the graduating class of 2017. Ongoing communication will take place throughout this process. For additional information, please contact David Cantrell, Chief, Student Services Branch via email at david.cantrell@hq.dodea.edu or by telephone at (703) 588-3147.



Marilee Fitzgerald
Director



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



Department of Defense Education Activity
REGULATION

NUMBER 2051.1

Incorporating Change 2, March 23, 2012

EDUCATION DIVISION

SUBJECT: DISCIPLINARY RULES AND PROCEDURES

References: (a) DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," August 16,

1996 (hereby canceled) .

(b) DoD Directive 1342.20, "Department of Defense Education Activity (DoDEA)," October 19, 2007

(c) DoD Instruction 1342.12, "Provision of Early Intervention and Special Education Services to Eligible DoD Dependents," April II, 2005

(d) DoDEA **Administrative Instruction** 2500.14, "Nondiscrimination and Accommodation on the Basis of Disability in DoDEA Conducted Education Programs and Activities," October 30, 2007

(e) through (I) see enclosure I

1. REISSUANCE AND PURPOSE This regulation reissues reference (a) under the authority of reference (b) to update policy and procedures for disciplinary action 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), and including special rules for students covered by reference (c).

2. APPLICABILITY AND SCOPE

This regulation:

2.1. Applies to the Office of the Director, Department of Defense Education Activity; the Director, Domestic Dependent Elementary and Secondary Schools, and Department of Defense Dependents Schools, Cuba (DDESS/DoDDS-Cuba); the Director, Department of Defense Dependents Schools, Europe (DoDDS-E); the Director, Department of Defense Dependents Schools, Pacific, and Domestic Dependent Elementary and Secondary Schools, Guam (DoDDS- P/DDESS-Guam); and all DoDEA District Superintendents, School Principals, Teachers, and Support Staff.

Change 2, Date:

2.2. Applies to all students enrolled or participating in, or traveling to or from, programs or activities under ODESS and DoDDS jurisdiction: including home-schooled students who use or receive auxiliary services and/or attend courses/classes/activities in DoDEA schools or settings.

2.3. Does not create any rights or remedies outside of those enumerated within and may not be relied upon by any person, organization, or other entity to allege a denial of such rights or remedies.

3. DEFINITIONS

Tenns used in this Regulation are defined in enclosure 2.

4. POLICY

It is DoDEA policy that:

4.1. Management of student behavior is a responsibility shared by students, sponsors/parents/guardians, teachers, and the military and school communities; that consists of teaching and reinforcing positive student attitudes and behaviors.

4.2. Discipline should be progressively and fairly administered. Disciplinary actions not fully described in this Regulation, such as, but not limited to: verbal reprimands, conferences, detention, time-out, alternative in-school placements, school service programs, community service and counseling programs, and other behavior management techniques should be considered prior to resorting to more formal disciplinary actions that remove a student from school for a long term suspension or expulsion as a first offense; except when a student poses an immediate threat to his or her safety or the safety of others. (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs).

4.3. Removal from school by placing a student in an alternate educational setting outside of school, or a long-term suspension or an expulsion of a student from school, are extreme disciplinary consequences normally used to modify the undesirable conduct of a student for whom other behavior management techniques and disciplinary actions have proven futile; or when a student poses an immediate danger to himself/herself or to others (e.g., offenses involving firearms or other weapons, fighting or violence; or the possession, use, or sale of drugs).

4.3.1. Students should be encouraged to perform community service in addition to the removal. The coordination of this community service must include input from the sponsor/parent/guardian and, when appropriate, the community commander or designee.

4.3.2. Students must complete all assignments of work and exams satisfactorily during the period of removal to earn credit.

4.3.2.1. The principal must make suitable arrangements for students who have been removed to ensure they can take necessary examinations.

4.3.2.2. The principal should make alternate examination arrangements for a graduating senior who is scheduled to start post secondary education or whose family is pending a permanent change of station, to minimize interference with those plans.

4.4. Corporal punishment by teachers, principals, or other persons employed by DoDEA is prohibited.

4.5. The grounds for imposing disciplinary consequences are prescribed in enclosure 3.

4.6. Discipline must be administered consistent with the student's behavior management plan, where applicable.

4.7. Disciplinary consequences for students with disabilities shall not be more frequent or severe than for students without disabilities committing the same or similar offenses.

4.8. All regular disciplinary rules and procedures in enclosure 4 apply to students with disabilities who are proposed for minor discipline, including removal to an alternate educational setting or removal from school or the school bus for 10 school days or fewer.

4.8.1. The DoDEA removal procedures for 10 school days or fewer are prescribed in enclosure 4.

4.8.2. The DoDEA procedures for removal for more than 10 consecutive school days are prescribed in enclosure 5.

4.9. Special rules must be followed when a disciplinary consequence for a child with disabilities would result in a change of placement.

4.9.1. The discipline procedures for students *with disabilities* eligible for special education *under reference (c)* are prescribed in enclosure 6.

4.9.2. *The discipline procedures for students with disabilities eligible for a 50-1 Accommodation Plan under reference (d) are prescribed in enclosure 9.*

4.9.3 The DoDEA worksheet to determine if misconduct is a result of a student's disability is at enclosure 7.

4.10. Regular educational services required by this Regulation to be provided to a student without disabilities who is removed, must also be provided to a disabled student who is removed.

4.11. Written notices, appeals, documents, and memoranda in support of appeals required or authorized by this Regulation that are to be delivered to a parent/sponsor/guardian, or to the school; may be delivered by sending them home with the student, and/or may be sent to the parent/sponsor/guardian or to the school by mail or by e-mail. If e-mail is used as the notification method to notify the parent/sponsor/guardian, the principal or designee will telephone to advise him or her that an e-mail has been sent. Written notices may be used in lieu of oral notices when the use of a written notice will expedite the required communication.

Change 1, September 8, 2008

telephone to advise him or her that an e-mail has been sent. Written notices may be used in lieu of oral notices when the use of a written notice will expedite the required communication.

4.12. Sample memoranda for sponsors/parents/guardians, and additional guidelines and forms for school bus discipline. are at enclosure 8.

5. RESPONSIBILITIES

5.1. The Director, Department of Defense Education Activity, shall:

5.1.1. Ensure that student discipline is administered fairly, without discrimination; and the discipline is in compliance with the policies and procedures of this Regulation and DoD instruction 1342.12 (reference (c)) and DoDEA Regulation 2500.14 (reference (d)).

5.1.2. Review the annual report prepared by each DoDEA Area Director concerning removals in excess of 10 cumulative school days in a school year, including expulsions. This report shall be used to establish the presence or absence of potential discrimination.

5.1.3. Ensure that the data in each report shall include the following information consistent with the requirements of references (c) and (d):

5.1.3.1. The number and percentage of children with an Individualized Education Program (IEP) or an Accommodation Plan by race, ethnicity, gender, limited English proficiency status, and disability category who:

5.1.3.1.1. Received a free appropriate public education.

5.1.3.1.2. Participated in regular education.

5.1.3.1.3. Were subjected to long-term removal or expulsions including removal to an alternative educational setting.

5.1.3.2. The incidence, duration, and type of long-term removal.

and (d).

5.1.3.3. The number and nature of complaints filed with DoDEA under references (c)

5.1.3.4. The disposition of such complaints.

5.1.4. Serve as the final appellate review authority in cases involving removal for more than 10 consecutive school days.

5.1.5. Direct DoDEA Directors, superintendents, and principals to remove students in accordance with the policies and procedures prescribed in this Regulation and to ensure that any disciplinary decision made concerning a student's disciplinary action is:

- 5.1.5.1. Supported by a preponderance or the evidence contained in the record;
and
- 5.1.5.2. Delivered promptly to the student and his sponsor/parent/guardian.

5.2. The Director, Domestic Dependent Elementary and Secondary Schools and Department of Defense Dependents Schools, Cuba; the Director, Department of Defense Dependents Schools, Europe; and the Director, Department of Defense Dependents Schools, Pacific and Domestic Dependent Elementary and Secondary Schools, Guam; shall:

- 5.2.1. Ensure compliance with the provisions of this Regulation.
- 5.2.2. Exercise first level appellate authority on appeals from disciplinary orders issued by the district superintendents adjudicating a removal from school in excess of 10 days, including expulsion.
- 5.2.3. Exercise general supervisory control over the administration of school discipline within their Area, ensuring that:
 - 5.2.3.1. Disciplinary procedures are administered consistently with this Regulation.
 - 5.2.3.2. Timelines specified in this Regulation are followed.
 - 5.2.3.3. Administrative proceedings in disciplinary matters are carried out with efficiency and impartiality in accordance with references (c) and (d).
 - 5.2.3.4. Disciplinary consequences are dispensed with reasonable consistency for similar offenses and circumstances.
 - 5.2.3.5. Disciplinary information is maintained in compliance with the DoD Privacy Program, DoD 5400.11-R (reference (e)).
- 5.2.4. Hold district superintendents accountable for adherence to the standards, policies, and procedures in this Regulation and references (c) and (d).
- 5.2.5. Coordinate with district superintendents to ensure that theater commanders and the DoDEA community stakeholders are informed and understand the educational benefits of the policies and procedures in this Regulation.
- 5.2.6. Enlist broad community support for, and cooperation with, school authorities in the exercise of school-related disciplinary authority consistent with this Regulation.
- 5.2.7. Provide to the Director, DoDEA, by July 1 of each year, an annual report of all removal orders issued under their cognizance, reflecting the data elements required by subparagraphs 5.1.2. and 5.1.3 of this Regulation.

5.3.8. Provide to the cognizant Area Director, by June 15 of each year, an annual report of all removal orders issued under their cognizance, reflecting the data elements required by subparagraph 5.1.3. of this Regulation.

5.4. The DoDEA General Counsel shall:

5.4.1. Review for legal sufficiency all proposed decisions on appeals that involve a student's removal for more than 10 consecutive school days.

5.4.2. Provide advice and assistance to DoDEA officials in any stage of a disciplinary proceeding.

5.4.3. Advise the Directors, superintendents, and principals on matters affecting the fairness; impartiality; consistency of proceedings; and adherence to the policies of this Regulation.

5.5. The DoDEA Principals shall:

5.5.1. Dispense and exercise general supervisory control over the administration of school discipline within the school, as prescribed in subparagraph 5.2.3 of this Regulation.

5.5.2. Issue a decision in any case where the principal has conducted an informal conference and determined that:

5.5.2.1. A removal for 10 consecutive days or fewer is appropriate, in accordance with the procedures in enclosure 4.

5.5.2.2. The student accused of misconduct was afforded a sufficient opportunity to establish that he or she did not commit the misconduct and/or to identify extenuating or mitigating circumstances before a disciplinary consequence was rendered.

5.5.3. Consult with the cognizant district superintendent; after which, appoint appropriate members to, and convene, a disciplinary committee. The disciplinary committee shall conduct a hearing and make recommendations to the district superintendent in any disciplinary action in which the principal recommends that a student be removed for more than

10 consecutive school days. (See enclosure 5)

5.5.4. Appear and represent, or designate a member of the school staff to appear and represent, the interests of the school in proceedings before a disciplinary committee.

5.5.5. Forward the case file to the district superintendent in all cases in which:

5.5.5.1. A disciplinary committee makes a recommendation concerning discipline; or

5.5.5.2. The principal's disciplinary decision is appealed to the district superintendent.

5.5.6. Engage the faculty, DoD sponsors/parents/guardians, and students in the development of a comprehensive school disciplinary program consistent with this Regulation. The program needs to include pre-planned, reflective response strategies that are specifically defined, and ensure that the disciplinary consequence is proportional to the seriousness of the inappropriate behavior.

5.5.7. Work with commanders and the DoDEA community stakeholders to inform them of the DoDEA's policies and procedures; enlist broad community support for, and cooperation with, school authorities in the sharing of responsibility for exercising school bus and other school-related disciplinary authority consistent with this Regulation.

5.5.8. Ensure that the student and the sponsor/parent/guardian (even **if** the student is emancipated) are:

5.5.8.1. Informed of charges against the student and the proposed disciplinary action.

removal.

5.5.8.2. Furnished a copy of this Regulation in cases involving possible disciplinary

5.5.9. Ensure that personnel appointed to the school disciplinary committee are DoD employees or volunteers who sign a volunteer agreement in accordance with DoD Instruction 1100.21 (reference (f)). It is important that the disciplinary committee members understand their responsibilities under the DoD Privacy Program (reference (e)), and that the underlying information developed and retained in student files concerning any student disciplinary action is maintained in full compliance with Agency recordkeeping requirements and in accordance with reference (e). This does not prevent disclosure of a particular disciplinary consequence that has been imposed on a particular student for violating a specific provision of *this Regulation*.

5.5.10. Explain to the student and the sponsor/parent/guardian the terms and conditions of any disciplinary action (i.e., the date upon which the student is eligible to return to school the student's obligation to continue education during any period of removal, etc.).

5.5.11. Ensure that student records accurately reflect the final disposition of disciplinary actions in accordance with reference (e).

5.5.12. Provide to the cognizant district superintendent, by May 30 of each year an annual report which reflects the data elements required by subparagraph 5.1.3. of this Regulation.

5.6. The DoDEA Teachers and Educational Staff Members shall:

5.6.1. Utilize the range of behavior management techniques, to include the independent exercise of minor disciplinary actions for minor student misconduct. Teachers and other educational staff members (e.g., counselors, nurses), with the consent of the principal, may order in-school removals when appropriate to the needs of the student and his or her disruptive behavior.

5.6.2. Ensure that, in cases where teachers utilize the range of behavior management techniques cited in subparagraph 5.6.1. of this Regulation, the student knows the nature of his or her misconduct and understands why the disciplinary action is being imposed. When there is a doubt about the culpability of persons involved in misconduct, or there is some possibility of mitigating circumstances, the educational staff member administering discipline should provide an opportunity for the student facing a disciplinary action to express his or her reasons for the alleged misconduct.

5.7. The DoDEA Students:

5.7.1. Shall comply with all DoDEA student disciplinary rules, regulations and procedures.

5.7.2. Shall be responsible for providing information and/or evidence in defense or mitigation of the charges against the student and complying with the timelines required by this Regulation.

5.7.3. May appeal a disciplinary decision, as follows:

5.7.3.1. Appeals Not Involving Removal. Appeals from disciplinary actions imposed by a teacher or a principal that do not involve removing a child from the school are resolved through a conference (informal hearing) between the sponsor/parent/guardian and the teacher or principal in accordance with subparagraph E4.6.1.

5.7.3.2. Appeals Involving Removal for 10 Consecutive School Days or Fewer. A principal's decision of removal for a period of 10 consecutive school days or fewer may be appealed to the district superintendent. No further appeal is authorized.

5.7.3.3. Appeals Involving Removal for More Than 10 Consecutive School Days. A district superintendent's decision of removal for a period of more than 10 consecutive school days, including expulsion, may be appealed to the cognizant Area Director and then to the Director, DoDEA.

6. EFFECTIVE DATE

This Regulation is effective July 1, 2008.

**Acknowledgement and Understanding of
Student Handbook
2012-20123**

The Rota High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc.

Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their seminar period teacher NLT **September 15, 2012**.

Parent Name (Printed)

Student Name (Printed)

Parent Signature/Date

* Student Signature/Date

*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2012-2013