

Parent/Student Handbook

2012 – 2013



Education Builds Our Nation

Motto

Sigonella Middle/High School
PSC 812 Box 2630
FPO AE 09627
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Email: sigonellahs.principal@eu.dodea.edu

Website:

<http://www.sigo-hs.eu.dodea.edu/>

Administration Hours

0700 - 1700

Office Hours

0730 – 1600

Teacher Hours

0725 – 1500



**DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT
UNIT 31401, BOX 11
APO AE 09630-0005**



10 August 2012

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

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

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

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

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

Mr. Kent Worford, Superintendent
Mediterranean District

Welcome to Sigonella Middle/High School
“Preparing life-long learners, and global citizens”



The teachers and support staff of Sigonella Middle/High School are looking forward to having an exceptional year with you and your child. Our goal is to provide a quality educational experience for all children at our school.

As a US overseas school, Sigonella MHS is a member of the Department of Defense Education Activity (DODEA) and overseas schools (DODDS). We are a part of the Europe Area and Mediterranean District. Our mission is to serve the children of US active duty personnel and civilian contractors stationed on NAS Sigonella. Our student enrollment averages between 200-260 children in grades 6 through 12. We have a teaching and support staff of 41 who serve the student population.

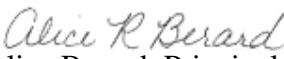
The staff at Sigonella M/H School works hard to build a positive relationship between the school and home. It is the collective work of our students, their parents, and our teachers that make a school a great place to be. We encourage direct communication between you and your child's teachers. As a member of our educational community, we also hope that you will be involved in the school's many organizations. Some ways you can become involved are to volunteer inside and outside the classroom, attend School Advisory Committee (SAC) meetings, or become an active participant in the Booster Club and PTSO. Together we can continue to provide a pleasant, safe, and meaningful educational environment for all students.

This school year, Sigonella M/HS will be reviewing and implementing the recommendations from our AdvancED visit. We will continue to offer excellent education and continue with commendations that AdvancED recognized in their visit.

Sigonella Middle/High School is an outstanding school and we have many reasons to celebrate. We look forward to this upcoming school year and are honored to be teaching your children. This student/parent information handbook has been compiled for your use. While it certainly is not all inclusive, it is hoped the information in it will be beneficial to you. Please take the time to read the handbook and discuss the important points with your children. If you have suggestions or recommendation on how we can improve, please let us know.

We are planning a rewarding school year, and we look forward to working with every one of you.

Respectfully,


Alice Berard, Principal


Donald Williams, Assistant Principal

Sigonella Middle High School

Mission Statement

To provide an exemplary education that inspires and prepares all DoDEA students for success in a dynamic, global environment.

Vision Statement

Prepare life-long learners, leaders, and global citizens.

Stimulating learning environment for all students

Inspiring life-long learning

Commitment to excellence

Interacting with respect, kindness, and joy

Leadership, ethics, and integrity

Young adults prepared to enter our global society

Student Performance Goals

1. All students will improve math skills, the ability to synthesize and evaluate information toward problem solving, in all curricular areas, as measured by the selected system-wide and school based assessments.

Intervention: IDEA Four Step Model for Problem Solving

2. All students will improve writing skills, the ability to express ideas using organization and precise vocabulary across the curriculum, as measured by the selected system-wide and school based assessments.

Intervention: 6+1 Traits of Writing

Department of Defense Dependents Education Activity
VISION, MISSION AND GOALS

DoDEA Vision

Communities investing in success for ALL students!

DoDEA Mission

“To Provide an Exemplary Education that Inspires and Prepares All DoDEA Students for Success in a Dynamic, Global Environment.”

DoDEA Guiding Principles

Success for all students
Trust and respect for others
Uncompromising advocacy for students
Development of lifelong learners
Equal access to a quality rigorous education
New and motivating challenges to inspire excellence
Teaching with high expectations
Safe and stable learning environment

DoDEA Community Strategic Plan

GOAL 1: Highest Student Achievement

All students will meet or exceed challenging standards in academic content so that they are prepared for continuous learning and productive citizenship.

GOAL 2: Performance-Driven, Efficient Management Systems

DoDEA will use performance-driven management systems that operate in a timely, efficient, and equitable manner; place resource allocation and decision-making at the lowest operational level; and facilitate a safe environment conducive to optimum student achievement.

GOAL 3: Motivated, High Performing, Diverse Workforce

The DoDEA workforce will be motivated, diverse, and committed to continuous professional growth and development resulting in exemplary performance and optimum student achievement.

GOAL 4: Promoting Student Development through Partnerships and Communication

Every level of DoDEA will develop, promote, and maintain partnerships and communications to enhance student development

**Sigonella Middle High School
Staff Roster**

To Email Type: `FirstName.LastName@eu.dodea.edu`

Mrs. Alice Berard – Principal
Mr. Donald Williams – Asst. Principal

Alford, Lizzie - Secretary	Holland, Cindy - Teacher
Andre, Phillip - Teacher	Iozzia, Salvatore - Host Nation
Arnold, Christine - Teacher	LaRocca, Kendra - Teacher
Arnot, William - Teacher	Larson, Irene - Registrar
Ascierto, Margie - Counselor	Lewis, Vickie - Teacher
Baum, Dale - Teacher	Martinez, Sven - JROTC
Bennett, Pamela - Paraprofessional	McCarthy, Shawn - Teacher
Bohon, Heather - Teacher	McCauley, Marsha - Teacher
Brown, Curtis - Teacher	McKown, Matt - Teacher
Budny, Thomas - Admin. Officer	Micalizio, Lynn - Paraprofessional
Burke, Jim - JROTC	Rinaldi, Gene - Teacher
Capiral, MariaCamille - Teacher	Schlechter, Mary - Teacher
Caro, Andrew - Teacher	Soeby, Lynn - Teacher
Cashman, Alison - Teacher	Spadaro, Patricia - Supply
Chandler, Michelle - Nurse	Syrkel, Michael - Teacher
Corey, Roger - Teacher	Urquilla, Theresa - Teacher
D'Arrigo, Sandra - Trans. Asst.	Waddell, Jack - Teacher
Dosch, Rebecca - Teacher	Waldbillig, Anthony - Educational Tech
Doucette, Jeanne - ASACS	Wiley, Neata – Information Specialist
Gillett, Mark - School Psychologist	
Grasso, Joe - Transportation Officer	

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Accreditation



The North Central Association of Colleges and Secondary Schools (NCA) AdvancEd accredits Sigonella Middle/High School. This is an accreditation program that provides an on-site team visitation every five years. DoD schools are evaluated by using Department of Defense Educational Activity (DODEA) standards as well as the accreditation standards. Sigonella was visited during the spring of 2012 and was found to be fully accredited. During the 2012 accreditation visit Sigonella Middle High School received two highly functional ratings and received an outstanding evaluation report. This report is available for review. We will continue to strive to ensure Sigonella MHS not only meets the standards of AdvancEd, but also exceeds them. Parental involvement is crucial to the success of this process. If you would like to be involved, please contact the Principal at the school, 624-4281.

To be accredited by AdvancED, schools must:

1) Meet the AdvancED standards for quality schools

The standards require that the school has a clear vision and purpose; has effective and responsive leadership; has a rigorous curriculum taught through sound, research-based methods; collects, reports, and uses performance results; provides adequate resources and support for its educational programs; and values and communicates with its stakeholders.

2) Engage in continuous improvement

To demonstrate continuous improvement, the school must identify a shared vision, maintain a school-wide profile of the current reality, establish plans, assess the implementation of interventions, and document the results of its efforts to improve student learning and school effectiveness.

3) Demonstrate quality assurance through internal and external review

Schools must engage in a continuous process of self-assessment and review. In addition, once every five years, accredited schools must host a Quality Assurance Review (QAR) Team comprised of professionals from outside the school. The team evaluates the school's adherence to the AdvancED standards, examines the efficacy of the school's improvement efforts, and reviews the effectiveness of the school's methods for quality assurance. The team identifies commendations and recommendations to help the school improve student learning and school effectiveness.

LOGISTICS and BASIC INFORMATION

SCHOOL TELEPHONE NUMBERS

ADMINISTRATIVE OFFICE (Principal, Asst. Principal, Office Personnel)	624-4281
REGISTRAR	624-4284
SCHOOL COUNSELOR	624-3284
TRANSPORTATION	624-3244/3247
SCHOOL LIASON OFFICER	624-3242
FAX NUMBER	624-3899/3248
WEBSITE	http://www.sigo-hs.eu.dodea.edu

SCHOOL OFFICE HOURS

0730 - 1600 Monday through Friday

DoDDS CHAIN OF COMMAND

Local

Ms Alice Berard
Principal Sigonella Middle/High School
PSC 812 Box 2630
FPO AE 09627

Area

Dr. Nancy Bressel
Director DoDDS Europe
Unit 29649, Box 285
APO AE 09096

District

Mr. Kent Worford
District Superintendent of Schools
MED District
Unit 31401 Box 11
APO AE 09630-0005

Washington

Ms. Marilee Fitzgerald
DoDEA Acting Director
4040 North Fairfax Drive
Webb Building
Arlington, VA 22203-1634

MILITARY CHAIN OF COMMAND

Captain Scott Butler
Commanding Officer, Naval Air Station Sigonella, Italy
U.S. Naval Air Station
PSC 812, Box 1000
FPO AE 09627-1000

Rear Admiral Anthony Gaiani
Commander, Navy Region, Europe - URAFSWA
PSC 817 Box 108
FPO AE 09622

Admiral Jonathan W. Greenert
Chief of Naval Operations
2000 Navy Pentagon
Washington DC 20350-2000

Daily Class Schedules

<u>High School/Middle School</u>			
<u>A Day</u>		<u>B Day</u>	
0745-0915	Period One	0745-0915	Period Five
0915-0925	Nutrition Break	0915-0925	Nutrition Break
0925-1050	Period Two	0925-1050	Period Six
1055-1220	Period Three	1055-1220	Period Seven
1220-1300	Lunch	1220-1300	Lunch
1305-1430	Period Four	1305-1430	Period Eight

Signonella Middle and High School	
Early Release Schedule	
0745-0915	Period Five
0915-0925	Nutrition Break
0925-1050	Period Six
1055-1220	Period Seven
No lunch will be served for middle/high school students on early release days	

PERIOD EIGHT - Seminar/Advisory

The purpose of this block of time in the schedule is to provide opportunities for students to receive additional academic assistance from teachers, study, make up tests, complete and/or obtain help with missing assignments, work in the library, meet with counselors and/or seminar/advisory teachers, attend class and activity meetings, and to support our school improvement efforts. The school also attempts to schedule special events such as academic award celebrations and pep rallies during this time frame to ensure maximum academic instructional time for students.

Section I: General School Information

Enrollment/Registration

Eligibility requirements to enroll new students must be met and copies of all required documents from the preceding school must be presented. Students and sponsors/parents will meet with the counselor to develop a schedule. The student will begin attending classes the following day if the registration is complete by noon. If the registration process is complete in the PM, the student will begin classes on the second day.

A handbook designed to be a comprehensive guide to eligibility and enrollment policies for the DoDDS-Europe (DoDDS-E) schools can be found at <http://www.eu.dodea.edu/enrollment/>. This handbook has been designed to cover the entire spectrum of student eligibility and enrollment. Tuition rates for the 2012-2013 academic year can also be found on this website.

The sponsor or parent must complete the required paperwork to re-register for each school year. The sponsor must provide copies of orders two weeks prior to the expiration of orders used for current enrollment purposes.

Maximum Age

Per DoDEA Regulation 1342.13, a dependent may not be enrolled in school if he/she has reached their 21st birthday by October 31st of the current school year.

Emergency Contact

Parents/Sponsors are requested to keep the school informed of any change in the emergency contact indicated on the registration form. Please drop off all corrections and changes at the main office or call 624-4281. If a situation arises that calls for immediate attention, the Naval Air Station Sigonella Commander will be notified if the emergency contact information is missing or if there is no response from the individuals listed as the emergency contacts.

Emergency Evacuations

Emergency evacuation (fire drills and bomb threats) procedures are explained to all students by their seminar/advisory teacher. Procedures are established to ensure the safety of all students during real and practice evacuations. Fire drills are conducted each month. Teachers are responsible for the students in their classroom during an evacuation. Students are expected to cooperate and stay with their teacher during the evacuations. Students will not re-enter the buildings until the all-clear signal is given by official personnel.

Lost and Found

Please contact the main office. Lost and found items are discarded at the end of each semester if they are not claimed.

Dress Code Regulations

Purpose of Policy

One of the fundamental purposes of school is to encourage the development of a positive attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire can promote or disrupt the educational climate and process. Appropriate attire in the educational environment is essential to the stability and mission of our school.

Interpretation and Implementation of Policy

The building principal/designee shall use reasonable discretion in interpreting and implementing the provisions of this policy. If a conflict arises in the interpretation of this policy, the building principal or designee's decision shall be final.

Enforcement

If a student's attire is found to be improper, the teacher will send the student to the office and the principal/designee will notify the student's parents/guardian and/or request that the student change into proper attire. Students who refuse to change out of the improper attire or who repeat dress code violations shall be subject to disciplinary actions up to and including expulsion.

Sigonella Middle/High School Students shall **NOT** wear clothing, pins, jewelry, accessories or other items of adornment that:

- display obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures.
- convey messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.

- depict bawdy, salacious or sexually aggressive messages.
- are transparent or expose the midriff, back, naval or cleavage when carrying on daily activities such as raising ones hand/or bending over.
- sag below the student's natural waistline or must be held in place with the hands.
- are underwear used as outer garments to include undergarment type t-shirts unless covered by another shirt.
- are not appropriate for a classroom setting including, but not limited to, bathing suits and pajamas.
- are tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless, etc.

Note: All tops must have a minimum 3-finger width shoulder covering on both shoulders and not excessively expose the underarm or midriff areas.

- have excessive tears, rips, slits, or holes in the garment. Holes in pants may not be above fingertip length (above mid-knee cap).
- are accessories, which could in some way pose a danger to the wearer or others and/or could be used as weapons.
- are too tight and/or inappropriate in length as measured being at least fingertip length.
- expose underwear.
- are head coverings or accessories not related to or required by student's bona fide religious practices (including, but not limited to hats, stocking caps, do rags, wave caps, scarves or bandanas). This does not include girls' headbands as long as they are not bandanas.
- are hats/caps
- are athletic jerseys with large armholes unless a shirt with smaller armholes is worn underneath.

Immunizations

All DoDEA students must have required immunizations. Students will be un-enrolled from school if immunization guidelines and timelines are not met. Please see the school nurse for further information.

Lockers

Students in grades 6-12 will be assigned lockers and combination locks. All PE students will also be assigned lockers and combination locks to secure their items in their PE lockers. The security, contents, and care of assigned lockers is the responsibility of the student who should not share his/her locker or give locker combo to others. Locker damage will be charged to the sponsor for reimbursement of costs.

Study Trips

Study trips are an important part of the Sigonella MHS curriculum. They are designed to help students take advantage of the unique opportunities offered by life in Sicily. Students are responsible to consult teachers of classes they will miss (see pre-arranged absence information).

Textbooks

All required textbooks are supplied without charge. Students have the responsibility to care for their textbooks in a proper manner. Arrangements for replacement of lost or damaged books will be made with the Registrar and School Supply Technician. Final records will be withheld until lost or damaged books have been replaced.

Unsecured Property

Students should not leave backpacks or other personal property in hallways or on top of lockers. Unattended personal property may be confiscated and held by the administration for parent pickup. The school is not accountable for personal property left unattended.

Inclement Weather/Contingency Plan

When it becomes necessary to cancel or delay school opening because of inclement weather, labor protests, bomb threats, terrorist activity or natural disasters, the Installation Commander will inform the School Liaison Officer and the Administration. The School Transportation Office Lead will notify the school transportation contractors. There will be an announcement on AFN and the local radio station.

Daily Bulletin

A daily bulletin is published for student and faculty members. A faculty member must endorse announcements for the daily bulletin.

Use of School Telephones

Parents are asked not to call the office with messages for the students unless it is urgent and/or an emergency. Parents are asked not to call students' cell phones during the school day. We ask that parents/sponsors make all necessary arrangements with students prior to the beginning of the school day. Students are asked not to use the school telephones unless the situation is considered to be urgent. Cell phones are not to be used during the school day. Cell phones that go off during the school day will be given to the administration and a conference will be held with the parents.

Electronic Devices:

All electronic devices must be turned off and secured out of view at all times on school grounds. These devices must remain secured (put away and out of view) and turned off. The school is not responsible for lost or stolen devices. If this policy is violated, the electronic device will be confiscated and held by the administration for parent pick-up. Detention and/or other disciplinary consequences will also be given for repeat offenses.

Lunch Program

On Campus

Middle school students eat lunch in the school cafeteria. They are not permitted to leave the school grounds for lunch unless signed out and accompanied by an adult during the lunch period. Lunch tickets for use in the cafeteria may be purchased at the NEX. A la carte items are also available daily as part of the lunch menu. All menus and service in the cafeteria are the responsibility of the NEX. Students who do not wish to eat the prepared lunch may bring a sack lunch to be eaten. Food purchased in the cafeteria must be eaten in the cafeteria.

Off Campus

Students in grades nine through twelve with a GPA of 3.0 or higher may eat in the food court or purchase items from the commissary instead of eating in the school cafeteria. *An administrator must approve any exception to this policy.* Students will be issued a "lunch pass card" if they have met the GPA requirement for off-campus lunch. Students off campus without a 3.0 card are subject to disciplinary action.

Information Center

The Information Center is open for use during school hours. Students may come individually with a teacher's pass or with scheduled classes. Students with prior permission may come to the Information Center during seminar/advisory period for reading or studying.

Seminar/Advisory Travel

Students must obtain a seminar/advisory appointment from the teacher(s) they need to work with PRIOR to the seminar/advisory period when they need to travel. Students may not travel to other teachers without a pre-arranged pass. Students must also use the "Seminar Card" found in the back of their student planner when traveling during seminar/advisory period. Teachers may also require students to sign in/out of their classroom.

Hall Passes

At all times when outside of the classroom, students must have a teacher bathroom or hall pass, a completed office/nurse/library/counselor/etc. pass, or their completed "Seminar Card" (found in the back of their student planner).

Students must use the closest available bathroom. PE locker rooms/bathrooms are off limits to all students except for students in the PE class taking place at that time.

Visitors at School and/or School Events

Parents/Sponsors and community visitors are always welcome in the school. We believe that student achievement is higher when parents/sponsors are visible in the school environment.

- As a courtesy to teachers, parents are requested to coordinate classroom visits with the teacher in advance. *Please do not try to conduct conferences with teachers during instructional time.* Appointments for teacher conferences may be made by calling the Main Office (624-4281/2) or contacting the teacher directly or by email.
- **Visitors to the school must sign in at the Main Office and receive an official visitor's badge.**
- Only Sigonella MHS students and bona fide guests will be allowed to attend school social activities. A special form must be completed and approved by school administration in order to have guests attend any school functions. School sponsors of the event will have these forms available.

- Students occasionally request to have guests accompany them to classes for all or part of a school day. A request form is available in the Main Office. The form should be completed and be signed by all of the classroom teachers the guest will be visiting, and then submitted to the Main Office for final approval. Request should be submitted to main office a minimum of 24 hours in advance of the visit.

SECTION II: SCHOOL ATTENDANCE

Absences

DoDEA policy states, “*All students enrolled in DoDEA schools must attend classes regularly and punctually in order to remain enrolled.*” It further states, “*Adherence to the school attendance policy is the responsibility of the parents and students.*”

Information regarding the official DODEA Attendance policy can be reviewed online at:

<http://www.dodea.edu/attendance/>

Pre-Arranged Absences

The pre-arranged absence form should be used for situations like family trips, emergency leave or other extended absences and athletic events. Forms can be picked up in the main office or from the head coach for sporting events. In the case of an emergency the three-day notice may not be possible.

The following steps must be completed at least three school days prior to departure:

Step 1: Student obtains assignments and signatures from their teachers for the period of their absence.

Step 2: Student and sponsor/parent sign the pre-arranged absence form indicating they are aware of teacher comments and the work that must be completed.

Step 3: Pre-arranged absence form must be taken to the main office for administrator approval or to the head coach for athletic events. The student retains the assignment section of the form – page two.

Step 4: Student should submit completed work as agreed with teachers.

Make-up Work

When students are absent they are responsible for the work missed during their absence from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence (1 day excused absence = 1 day to make up work). Just because a student is absent on an A day does not mean he/she has until the next A day to make up missed work. It is the student’s responsibility to make arrangements for make-up work. **For pre-arranged absences, students must check with the teacher about assignments before the absence.** Teachers may require that makeup work be completed before the student leaves for the prearranged absence.

Excused Absences

Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family or local hardship situation), pre-arranged family trips (see pre-arranged absence section above for requirements), as well as medical appointments and religious obligations, which cannot be arranged during non-school hours (DoDEA Inst 1005.1). Excused absences are also granted to those students participating in school-sponsored activities such as athletic events, interscholastic activities, and field trips. Absences for an extended period of time because of hospitalization, emergency leave, etc. will be dealt with on an individual basis with the school administration. **When possible, all medical/dental/ID card appointments, etc. requiring students’ attendance should be scheduled during the seminar/advisory period which is held “B” days from 13:05 to 14:30.**

Unexcused Absences

Any student who is absent from school without the permission of his or her parents/sponsor or school authority is truant. Students with unexcused absences will not be granted make-up work privileges (see above policy on make-up work). Unexcused absences/truancy may also result in disciplinary action (see Section VIII, “Disciplinary Rules and Procedures”), including lunch and/or after school detention, Saturday School, in-school suspension (ISS), and out-of-school suspension. (See Section VIII, Truancy)

Returning to School after Absence

Students should report to the Main Office before going to class on the day after any absence other than a pre-arranged absence. Students should bring a note from the parent/sponsor indicating the specific reason for the absence so the absence can be changed to “excused” before the student returns to class. If a student fails to bring a note the absence will remain “unexcused”. The student has until the beginning of the second school day after the absence to submit a

note in order for the absence to be changed to “excused”.

Homework during Illness

When a student is ill and it is anticipated the absence will be for more than one day, sponsors may contact the Main Office to arrange to pick up class work and/or homework assignments.

Signing In and Out of School

Students may not sign themselves in and out of school. A parent’s written note, fax, or email is required. Students needing to sign in or out of school during the school day must do so at the Main Office. Students who do not officially sign in/out during school hours will be considered truant. Students will receive disciplinary consequences for not officially signing in/out of school.

Sponsors’ Absence from the Area

When both parents, or a single parent, are absent from the area (TAD, special trip, deployment, etc.) it is important that they inform the school of the name, address, home and work telephone numbers of the person appointed as acting guardian. In emergencies, if the school cannot contact sponsors or the individual designated as acting guardian, the respective command will be notified.

Tardy Policy

Students who are late to class will be marked tardy by that teacher. A weekly tardy report will be reviewed by the administration. Tardiness will result in the following disciplinary consequences: 3 tardies during the same quarter = one hour after school detention, 3 additional tardies during that same quarter = two hour after school detention, 3 additional tardies during that same quarter = suspension.

SECTION III: ACADEMIC PROGRAM/STUDENT RECORDS

Grade level classification is determined as follows:

Grades 6-8	Successful completion of previous grade
Grade 9	Successful completion of 8 th grade.
Grade 10	Student must have earned at least 6.5 credits.
Grade 11	Student must have earned at least 13 credits.
Grade 12	Student must have earned at least 19.5 credits.

A Student Placement Committee composed of teachers, counselors, and administration will meet with parents to consider any requests for exceptions to these guidelines. Parent requests must be submitted to the principal in writing. The Student Placement Committee will then make a recommendation to the principal, who makes the final decision. If parents disagree with the decision, appeals may be made through the DoDEA Chain of Command.

DoDEA System Assessments and Accountability

Detailed information about DoDEA system assessments including the Terra Nova standardized test is accessible at: <http://www.dodea.edu/datacenter/assessment.cfm>

School Records

The Privacy Act affords each student the right to expect the school to maintain accurate official student records for each student enrolled. These records contain official data pertinent to understanding the student’s educational history (e.g., name, birth date, academic work completed, grades received, medical histories, and any special programs the student is enrolled in at the school).

All students or their sponsors have access to their school records. If a student’s parents are divorced, both parents may access their child’s records, unless a court order explicitly restricts such access or denies custody to one or both of the parents. If students are under 18 years of age, their parents may restrict their access to student records. Students who have reached 18 years of age have access to and jurisdiction over their school records. A professional staff member will be available to assist a student and/or parent to interpret the contents of their records.

GRADUATION REQUIREMENTS

Minimum Credit Requirements for Graduation	Carnegie Units
Language Arts/English: (2 yrs. of ESL may replace English)	4.0
Social Studies (required courses: US History (1.0) and US Govt. (0.5))	3.0
Mathematics (Algebra 1 and Geometry required)	3.0
Science (Biology and Chemistry or Physics required - Applications classes are acceptable)	3.0
Computers	0.5
Physical Education	1.5
Fine Arts (Music and Visual Arts)	1.0
Career and Technical Education (CTE)/Career Ed (Business & JROTC)	1.5
Health	0.5
Foreign Language (two years of the same foreign language)	2.0
Electives	6.0
TOTAL CREDITS	26.0

A cumulative GPA of 2.0 is required for graduation.

Minimum Recommended Requirements for Four-Year College Entrance:

LANGUAGE ARTS	4 Credits
SOCIAL STUDIES	3-4 Credits
MATHEMATICS	3-4 Credits (through Advanced Algebra or higher)
LAB SCIENCE	2-4 Credits (Biology, Chemistry, Physics and/or AP Biology)
FOREIGN LANGUAGE	2-4 Credits (of the same language)
COMPUTER	1 Credit
FINE ARTS	1 Credit

College bound students should be advised that most colleges require a grade of “C” or better in individual courses used for college admission.

Grade Point Average

A student’s grade point average (GPA) is determined by the average of the grade point values for all grades received to date. An official GPA for transcripts is calculated after each semester. Weighted point values are assigned to each letter mark in Advanced Placement courses provided the student takes the AP exam. **No weight is given to honors classes**, whether taken at a DoDDs School or transferred in from another school.

DoDEA awards HS credit for specific courses taken in 7th and 8th grades (Algebra I, Geometry, or other higher level mathematics courses, as well as Foreign Language courses). However, those grades are not computed into the HS GPA.

DoDDS policy is to accept at face value grades awarded in other school systems. In some case, however, other schools may use weighted scales that are not similar or equitable to the DoDDS’ scale (i.e., honors classes from other schools will not receive a weighted grade). For transfer students, the grades earned in the previous school including marks of + or – will be included. Point values for the mark will be automatically

calculated based on DoDDS policy. A plus or minus after the mark will be recorded, but not affect the points for GPA calculation. Home-schooled students GPA's will be calculated for the purpose of class rank utilizing grades generated by their final examinations assuming that the similar standards apply to grading those examinations as applied to other DoDDS students. In some cases, appropriate standardized test percentiles may be used to generate grades in accordance with DoDDS standards. DoDEA Honors Diploma requirements are a minimum 3.8 GPA and passing at least 4 AP classes.

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

Grade scale used by DoDEA to determine GPA

MARK	GRADE POINT VALUE
A = 90 – 100	4.0 (5.0 AP)
B = 80 – 89%	3.0 (4.0 AP)
C = 70 – 79%	2.0 (3.0 AP)
D = 60 – 69%	1.0 (2.0 AP)
E = Effort (Used for IEP students only)	1.0
F = 59 and BELOW	0.0
I = Incomplete (Two weeks to make up)	Not used in computation
P = Pass	Not used in computation
N = No Grade	Not used in computation
WP = Withdrawal Pass	Not used in computation
WF = Withdrawal Fail	0.0

For further information, please see the Guidance Counselor.

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 GPA.

Repeating a Credit Course

A course for which credit has been granted may be repeated for content or skill mastery. Credit will only be given once and the grade computed will be the grade received from the most recent retake of the course. A recommendation from the teacher and permission from the principal must be obtained.

Incomplete Grades

Incomplete grades are only granted in the case of medical emergency or emergency leave. The administration must approve incomplete grades. Incomplete work must be made up within ten 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.

Honor Roll

Final quarter grades are used to determine quarterly Honor Roll selection. Students who have any D’s or F’s will not be considered for the Sigonella Honor Roll.

Superior Honor Roll is determined by all “A”s with a GPA of 4.0 or above.

High Honor Roll is determined by “A” s and “B”s and “C”s with a GPA of 3.5 to 3.99.

Honor Roll is determined by “A”s and “B”s and “C”s with a GPA of 3.0 to 3.49.

Academic Award Celebrations

Students will be recognized for academic achievement during a formal Awards Assembly held at the end of each semester. Students will receive recognition in all subject areas as well as for outstanding civic and social growth. Any special recognition is also awarded at this time.

Course Selection

Secondary students make course requests in the spring for the following school year. Parents must be actively involved with their students in making course selections. The school guidance counselor is available to assist parents and students in designing their high school educational plans. Particular emphasis should be placed on completing graduation requirements by the years recommended. Due to Sigonella High School's small size, it is not always possible to offer every course a student may wish to take.

Distance Learning Courses

The DoDEA Virtual School is a fully accredited program that provides online course options for all DoDEA required high school courses and many advanced and elective courses. Program and course information is available online at: <http://www.dodea.edu/VirtualSchool/index.cfm> The DoDEA Virtual School course offerings are further supplemented by distance learning courses offered through certain universities. See Counselor for information about all available distance learning courses.

Changes to Schedule

Requests for schedule changes will be considered only during the first two weeks of each semester and must be coordinated between sponsor, counselor, and teacher(s). Schedule changes after the second week of each semester are rare and must be approved by the Principal. If approved, the counselor will coordinate the change request with the sponsor, student and the teachers involved in the change. No schedule changes are allowed after the sixth week of the semester. Between the second and fifth week, if a student changes courses, a W with the grade he/she earned in the course up to that point will appear on the transcript. All work from the beginning of the term must be made up in the new course for credit to be earned. Requests to change from yearlong classes at the semester must be with the understanding that students must select available courses in the same period as the course dropped. Choices may be very limited.

Mid-Quarter Progress Reports

Progress reports are issued mid-way through the grading period. Progress reports may be given to the student, e-mailed, and/or mailed to the sponsor. **Parents who are concerned about their son/daughter's progress are urged to monitor progress via GradeSpeed (see main office for information) and contact the teacher or the counselor.**

Report Cards and Parent Conferences

Each quarter, students' quarterly report cards will be available for pick up on parent conference day and/or will be mailed to the parents. Semester grades and credits earned are included in the 2nd and 4th quarter report cards.

Homework Policy

DoDDS policy is for teachers to assign homework as appropriate. Homework assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment experiences. Some courses will require more homework than others. As part of their grading policies, teachers will identify the degree to which homework impacts the determination of a student's grades.

Transferring From School

When transferring from Sigonella Middle/High School during the school year, the following procedures should be followed:

1. Parents should advise the registrar as early as possible before the date of withdrawal. The registrar will notify the counselor.
2. Parents/Sponsors should provide the registrar with a copy of the orders as soon as available.
3. The counselor will notify teachers of the withdrawal date. The withdrawal date may not be more than two school days before the day of actual departure.

Students should pick up a clearance form from the registrar two school days prior to the withdrawal date. The student must have all teachers complete the clearance form over the two-day period. The day before the actual withdrawal date,

the student should ensure all obligations have been met to include turning in all books and materials, clearing with the school nurse, and paying for items lost or damaged. On the day of withdrawal, the student is normally expected to complete the full school day. This must be accomplished before school records may be released. Parents may pick up copies of records to hand carry after completion of clearance procedures.

The school recommends parents hand carry copies of school records. This will aid the receiving school in registering and scheduling the student. However, only records requested by the receiving school and sent in the mail are considered official records. For other helpful information about PCSing, please go to the website for the Military Child Education Coalition, www.militarychild.org

Student Withdrawals

Accelerations

Only students with PCS orders and passing grades may accelerate.

A student who is transferring and planning to leave within **twenty school days** prior to the end of the semester may be eligible to complete advance assignments and final examinations and receive credit for the semester in an accelerated program. Specific acceleration dates for each semester will be published on the DoDEA website at the beginning of each school year. Students must attend school for the entire day on the withdrawal day.

The parent/student must request permission to accelerate at least 30 days prior to withdrawal through the counselor. A meeting will be held with the counselor, student, sponsor and all academic teachers to develop an acceleration plan. The following guidelines must be followed:

1. The sponsor must provide the school with a copy of PCS orders no later than 30 days before the student's withdrawal date.
2. At the acceleration meeting, the student, sponsor and all teachers will sign an acceleration contract that provides the student with advance assignments with due dates and the date of the final exam.
3. The school recommends that any student requesting to accelerate have at least a 2.5 GPA.
4. Upon satisfactory completion of all assignments and the final exam, the student will be granted semester credit. A copy of grades will be available on the date of withdrawal. An official transcript will be forwarded once final grades are posted. Sponsors are requested to leave a valid forwarding address with the school.

PCS Moves

For non-acceleration PCS moves, sponsors should provide the school with the requested withdrawal date, a copy of the PCS orders and the date school records will be picked up. Two days prior to the withdrawal date the student should obtain a clearance form from the main office to be completed by the end of the withdrawal day.

Early Departure/Non-PCS

Sponsor should request in writing to the principal if their child's withdrawal day is prior to the end of the semester. Teachers will not give final semester grades, but rather will provide withdrawal grades. No credit will be granted to students leaving early who are not PCSing. Report cards will be mailed to the sponsor after the above noted checkout process has been completed.

Transcripts

A high school transcript is an official record of a student's high school career and is therefore a very important document. Official transcripts are mailed to the gaining school upon request of that school; original transcripts remain at Sigonella MHS for five years after a student graduates.

To obtain a copy of an official transcript up to five years after graduation from Sigonella, write to

Sigonella High School
PSC 812 Box 2630
FPO AE 09627

After five years from graduation, or in the event DoDEA/DoDDS has been deactivated, address requests to:

Educational Testing Service
POB 6605
Princeton NJ 08541

Phone (609) 720-6740
Fax (609) 720 - 6800

Identify the school from which the student graduated and list all addresses to which transcripts are to be mailed. Once the transcript has been retired, there is a charge for initial and any additional transcripts needed.

Home Schooling

It is the policy of the Department of Defense Education Activity (DoDEA) to neither encourage nor discourage sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is a sponsor's right and can be a legitimate alternative form of education for their dependents. DoDEA encourages DoD sponsors who wish to home school their dependents to communicate their desire to the local military community commander to determine if there are any command policies or other rules that ensure that home schooling practices meet host nation requirements.

DoDEA schools will provide and offer home schooled DoD dependents classes and or special education services consistent with existing regulation and policy. Sponsors of home schoolers who take single or multiple classes must complete the registration form and comply with other registry procedures and requirements of the school. When classes carry prerequisites for admission, verification of competence must also be included.

DoD dependents who are educated in a home school setting but eligible to enroll in a DoDEA school, shall be permitted to use or receive auxiliary services of that school without being required to complete registration. Auxiliary services are defined as use of academic resources, access to the library, after hours use of school facilities, and participation in extracurricular activities.

DoDEA does not provide home schooling materials, such as textbooks, workbooks, software, etc., to DoD sponsors wishing to home school their dependents. Obtaining these materials is the responsibility of the DoD sponsor. However, DoDEA schools will loan material to sponsors if those materials would be helpful to the home school program.

SECTION IV: STUDENT SERVICES/SPECIAL PROGRAMS

Advanced Placement (AP)

The College Board's Advanced Placement Program is an opportunity for students to pursue college-level studies while still in secondary school. Students may earn high school credit and/or advanced placement for college. Weighted grades are given for AP courses. We currently offer AP courses in Calculus AB, English Language and Composition, English Literature and Composition, and US History. There are additional AP classes available through the DoDEA Virtual High School such as Computer Science and Physics. **All students signed up for AP courses MUST take the AP exam.**

Honors Classes

Honors World Literature and World History, grades 9 and 10 are offered at our school and require a higher level of thinking skills and rigor beyond that expected in regular English and History classes. No weight is given for grades earned in Honors classes.

Adolescent Substance Abuse Counseling Services Program (ASACS)

The ASACS Program is a Navy-sponsored effort dedicated to providing comprehensive prevention and counseling services for students and their families to enhance military readiness and overall support for families assigned overseas. This program includes prevention education in the classroom and through organized groups as well as confidential individual and family counseling. Services are focused on prevention and reduction of use of alcohol, tobacco and other drugs.

Career Practicum

The Cooperative Work Experience (CWE) course offers students an opportunity to acquire work experience and skills training. CWE students are placed in jobs in a variety of contexts throughout the Sigonella military community.

English as a Second Language (ESL)

The English as a Second Language (ESL) course is designed to strengthen English language skills (listening, reading, speaking, and writing) of students whose first language is something other than English. ESL is offered to students who may have difficulty in reading and understanding content area material in English.

Special Education

The special education program is for students who are declared eligible for special education services by the Case Study Committee (CSC) following DoDEA legal guidelines. The Case Study Committee (CSC) is comprised of administrators, counselors, special education teachers, classroom teachers, school nurse, school psychologist, speech/language pathologist, assessors, students (as appropriate) and parents. Sigonella Middle High School's special education program provides services for students with mild to moderate learning impairments. Students are educated in the least restrictive environment to include the resource room through inclusion in the regular classroom.

Gifted Education

The gifted education program is for students who are declared eligible for gifted education services by the gifted placement committee following DoDEA legal guidelines. Services may include counseling, pull-out, enrichment, placement in advanced courses, etc.

Support Classes in Reading and Math

Support classes in reading and math are available. These classes include READ 180, Middle School Reading Support, Algebra Lab I, Geometry Lab, Algebra II Lab, and Middle School Math Support. Please contact the counselor if you would like additional information.

Advancement via Individual Determination (AVID)

The purpose of the AVID program is to prepare students for college readiness and leadership in a global society. By ensuring research-based, quality instruction in writing, inquiry, collaboration, and reading within the entire school and specifically within the AVID elective class, AVID strives to make college preparatory curricula accessible to the maximum number of students. AVID students will:

- Succeed in the most rigorous curriculum
- Participate in program events and student leadership activities
- Increase their enrollment to four-year colleges
- Demonstrate AVID fundamentals in their core classes

Acceptance to the AVID program is based on student academic eligibility, interest, application, interview, and review by the school's site team. If you are interested in learning more or applying to the AVID program, contact the AVID Coordinator at 624-4281.

SECTION V: STUDENT HEALTH SERVICES

Health Services

The school nurse provides services to include health services, health counseling and consultation, and health education.

Health services include screening programs for vision, hearing, spinal curvature defects, as well as those children being referred to the Child Study Committee (CSC). Other screenings include those for new enrollees to the DoDDS system. Screening referrals are made to the NASSIG Naval Hospital for further evaluation.

Parents will be requested to pick up students who are ill or injured. Every attempt will be made to contact the parent first. If the parent/sponsor is not able to be reached, the emergency contact POC will be called. No students will be sent home without parental consent or the consent of the emergency contact person designated by the parent. **PLEASE BE CERTAIN THAT TELEPHONE NUMBERS ON FILE IN THE OFFICE ARE UP TO DATE.** You may call 624-4281 or send a note with your child to report any changes.

Medications will be administered according to DoDDS directives for school nurses. All medications are kept in the school health office in a locked cabinet. No over the counter medications will be dispensed. All medications must be in the original pharmacy container, labeled with the name of the student, name of the drug, dosage, and the time to be administered. A medication permission form signed by the parent and the physician can be obtained in the health office or via email and must accompany all medication.

SECTION VI: EXTRACURRICULAR ACTIVITIES

Sigonella MHS has an exceptionally broad program of extracurricular student activities. The school offers interscholastic sports, music, drama, student council, NHS/NJHS and other activities to provide students the opportunity to develop talents, interests, and leadership skills. All students are strongly encouraged to participate in extracurricular activities. To be eligible for extracurricular activities, students may not be failing in more than one subject and students must have a GPA of 2.0 from the prior semester for fall and spring activities and from the prior quarter for winter activities. The use of alcohol, tobacco products, or illegal drugs will result in removal from the activity for the entire season and possibly for the entire school year depending on the specific circumstances of the activity and substance use. If a student is suspended from school, he/she may not be eligible to participate in the activity. A student cannot be absent from school and attend practice or an event except for an excused absence approved by the administration in advance.

Social Activities

All school social activities will be scheduled through the high school or middle school student council and approved by the administration. *All school sponsored social activities will be chaperoned by faculty members and parents.* All school policies are in effect during social activities whether held at the school or another location.

Student behavior expectations are based upon DoDEA Regulation 2051.1 (http://www.dodea.edu/foia/iod/pdf/2051_1a.pdf) and are designed to make student participation in student activities positive. Activity directors may add to this policy but not delete any items. Students are expected to comply with these expectations from the time of departure to the time of return from any activity.

Dance Guidelines

Requests for a school dance are made by the student council faculty sponsor to the administration for final approval and placement on the school's master calendar. The school dance request must include the names of all chaperones. A minimum of one chaperone for every ten students is required. The faculty sponsor and the adult volunteer chaperones must be in attendance at all times. All school guidelines and rules will apply. In addition, the following will be in effect:

Dances will be held separately for grades 6-8 and 9-12.

Students will sign in and out noting the time upon arrival and departure. Students leaving prior to the end of a dance will not be permitted to reenter.

Students attending school dances will wear appropriate attire.

No lewd or provocative movements or behavior will be allowed while dancing.

Only Sigonella students may attend dances without prior approval from the administration. A student must sponsor any guests who are not students at Sigonella MHS. A written request must be submitted to the principal indicating the names of any guests and signed by the parent of the Sigonella Middle/High School student sponsoring the guest. The request must be submitted at least one week prior to the event. All guests are expected to abide by Sigonella MHS rules.

DoDDS-Europe Student Activities

DoDDS-Europe offers students a variety of state-level activities and academic competitions. These activities are designed to enhance and extend classroom instruction and provide students with the opportunity to apply their academic skills in reality-based situations. More information can be found at the following web site:
<http://www.eu.dodea.edu/activities/>

Some of the many activities are Academic Games, Berlin Seminar, Creative Connections, Drama Festival, Honors Music Festival, Junior Leadership Seminar, International Student Leadership Institute, JASON Project, Jazz Seminar, Junior Science and Humanities Symposium, Linguafest, National History Day, Math Counts, Model United States Senate, and SHOWCASE Student Anthology.

National Honor Society (NHS) and National Junior Honor Society (NJHS)

The NHS and the NJHS, sponsored by the National Association of Secondary School Principals, recognize and foster academic achievement while developing additional characteristics essential to citizens of a democracy. Through chapter service activities, members maintain and extend the qualities that were the basis of their induction:

Scholarship, Leadership, Service, Character, and Citizenship. Membership is both an honor and a continual responsibility.

Student Council

At Sigonella Middle/High School, both the high school and the middle school have a student council. Both student councils offer opportunities for students to develop positive civic responsibilities through participation in student government. Eligibility rules for candidates and rules for conducting campaigns and elections are published, announced, and uniformly enforced by the student council sponsors. Throughout the school year the student council is responsible for school-wide activities and directing class events.

Future Educators Association (FEA)

FEA is designed for students interested in a career in education at any level. Members are eligible to attend the FEA European-wide conference held in Garmisch, Germany each year.

Yearbook/Journalism

Students may be enrolled in the yearbook and/or journalism course during the school day. Students may also be part of the Yearbook/Journalism program as an extra-curricular activity with the sponsor's approval/supervision. A yearbook is published annually.

Music/Drama

The music and drama departments present several productions throughout the school year. Students and community members may participate in these productions.

SECTION VII: STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to an educational program comparable to those offered in public schools in the United States, in accordance with pertinent directives and regulations governing eligibility for enrollment.

Students, regardless of age, have the responsibility for conducting themselves in a manner that does not violate the rights of other people. Students share, with administrators and teachers, the responsibility of developing a climate within the school that is conducive to productive learning and living. It is the responsibility of students to complete a course of study necessary to obtain a high school diploma. Students and parents must take the responsibility for class attendance. In accordance with the local school policy, students are responsible for properly maintaining the textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled. For more information see DoDEA policies:

http://www.dodea.edu/foia/iod/pdf/2051_1a.pdf and http://www.dodea.edu/foia/iod/pdf/2051_02.pdf

Anti-Discrimination

DoDDS staff will extend to all students equal opportunities to participate in educational and school-sponsored activities. Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance. (DoDEA Regulation 2051.1)

Sexual Harassment

Students will be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances from adults and other students.

Smoking Policy

Students are prohibited from possessing or using tobacco products during the school day, on school-owned and/or operated buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the administration. No designated smoking areas will be defined or condoned by DoDDS-Europe schools.

School Property and Use of Facilities

Students may use school facilities, equipment, and services for student activities scheduled through the school activity program. Students have the responsibility for respecting school property and adhering to reasonable regulations governing the conditions for such use. Students and their families may be held financially liable for acts of vandalism that cause damage to school property, including school buses. Desks, lockers, and other storage spaces provided by the school are school property and as such may be searched by school officials.

Search and Seizure – Students and/or Lockers

Students are responsible for cooperating with law enforcement agencies in accordance with local laws and customs and under the provisions of all DoD and DoDEA regulations. Local regulations and host nation laws regarding search and seizure will be followed by school principals and installation police authorities in determining the propriety of particular searches and seizures. Military and foreign government police may search student lockers and student persons under laws generally applicable to search and seizure in the investigation of the violation of a host nation or U.S. criminal law. Military police may conduct health and safety inspections of the school with the cooperation of the school principal. School officials, generally the principal or designee, may conduct two types of searches: general and targeted.

This handbook hereby provides notice to all parents and students that principals may undertake unannounced inspections of desks, lockers, and other school spaces. Unannounced searches may be undertaken with the cooperation of the host nation and/or installation military police. Dogs trained to sniff out contraband and weapons may be used in these inspections.

Targeted Search

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

The school's official conducting the search may seize any stolen items and items that are specifically prohibited by law, school policy, applicable regulation, or local law. Parents shall be notified of any items impounded. School officials or the pertinent police authority will keep seized items in a safe place until their utility, as evidence, has been exhausted.

SECTION VIII: DISCIPLINARY RULES AND PROCEDURES

Sigonella Middle/High School's staff is committed to creating and maintaining a safe and inviting learning environment. Effective character development makes such an environment possible. This allows teachers to teach, students to participate in their own education, and enables learning to take place without interference. Sigonella MHS's discipline policy is designed to serve as notification of expectations for appropriate behavior. Our discipline policy is intended to address individual differences, maintain fairness and equity, and ensure students accept responsibility for their own behavior.

DoDEA has published a regulation containing guidelines for student discipline, including in school, to and from school, on school sponsored activities and excursions, and on the school bus. These guidelines form the basis of the Sigonella MHS discipline policy. For further details of the DoDEA Regulation 2051.1 see the DoDEA website: http://www.dodea.edu/foia/iop/pdf/2051_1a.pdf An appeals procedure is available to all students and is discussed in the DoDEA Reg 2051.1.

School rules apply in the classroom, on school grounds, and at all school functions held on campus or at an off-site location. This includes after school and weekend events. Each teacher also has a classroom discipline plan approved by the administration. Parents should be aware that some behaviors could result in suspension of base privileges and/or expulsion from the host nation.

TYPES OF INAPPROPRIATE BEHAVIOR

Abusive Behavior toward Peers

Threatening verbally or physically or placing a person or persons in fear of bodily harm.

Minimum – Counseling and/or detention

Maximum – Suspension or recommendation for expulsion

Alcohol

Possessing, using, or distributing alcohol. A referral to the alcohol and substance abuse counselor will be initiated within 24 hours.

Minimum – Counseling and/or suspension

Maximum – Counseling and/or suspension

Arson

Maliciously setting or attempting to set a fire. A referral to the school psychologist will be initiated immediately.

Minimum – Counseling and/or suspension

Maximum – Suspension or recommendation for expulsion and parent restitution

Assault

Physical attack on another student without retaliation from the victim. If the victim sustains serious injury, the offender will be referred to the disciplinary committee.

Minimum – Counseling and/or suspension

Maximum – Suspension or recommendation for expulsion

Battery on School Staff

Physically accosting any staff member

Minimum – Suspension

Maximum – Suspension or recommendation for expulsion

Bomb Threats

Possession, threat, false notification of any explosive device, or implying the threat of a bomb by verbal, written, or any other means.

Minimum – Counseling and/or suspension

Maximum – Recommendation for expulsion and financial reimbursement

Bullying

Intimidation of others either verbally or physically.

Minimum – Teacher/student/parent conference and/or student detention

Maximum – Suspension and participation in a counseling program.

Cafeteria and Courtyard Behavior

Students are expected to eat in the appropriate areas. Students are expected to behave appropriately in the lunchroom area and dispose of their own trash. Any inappropriate behavior will have the following consequence:

Minimum – Lunch detention and forfeiture of off campus lunch pass as appropriate

Maximum – Suspension and parent notification

Cell Phones, iPODS, Headphones and other Electronic Devices

These devices must be turned off and secured out of view in book bags, purses, or pockets while on school grounds.

They must remain secured (put away and out of view) and turned off. The school is not responsible for lost or stolen devices.

Minimum - Verbal corrections by staff to put the item away.

Maximum – Item will be confiscated and held by the administration for parent pick-up. Referral for detention and/or other disciplinary consequences for repeat offenses.

Cheating, Academic Dishonesty and Plagiarism

Unauthorized use of another person's work or talents or the providing of one's own work to another for an unauthorized purpose. No credit will be earned by those involved in such action.

Minimum – No credit on assignment/test and/or parent notification and/or detention

Maximum – Suspension

Computers and Network Usage

Students are responsible for their own computer accounts. Any behavior which constitutes deliberate destruction of or flagrant misuse of computer hardware, software, or the DoDEA network will result in disciplinary action.

Minimum – Parent notification/detention and/or removal of computer privileges

Maximum – Suspension

Disrespectful Behavior

Disrespect to any person, student or staff.

Minimum – Teacher conference and/or detention

Maximum – Suspension

Disruptive Behavior

Behaving in any way that is disruptive to the class or the general functioning of the learning environment.

Minimum – Teacher conference and/or teacher detention

Maximum – Parent notification and/or detention and/or suspension

Drugs

Possession, distributing and/or use (including sniffing or inhaling) or being under the influence of any substances which is or has the appearance of narcotics, controlled dangerous substances, drugs (prescription or non-prescription) used outside of their legal medical purposes; or possession of drug paraphernalia. Possession does not require ownership.

Minimum – Suspension/ referral to ASACS Counselor.

Maximum – Suspension/referral to Sigonella Security or recommendation of expulsion

Extortion

Threatening another student for money, food, favors, or other items.

Minimum – Parent conference/suspension

Maximum – Suspension

Fighting

Using aggressive physical contact to include pulling clothes and shoving. When a fight occurs both students usually will be considered guilty regardless of who started the fight.

Minimum – Counseling, parent notification and suspension

Maximum – Suspension or recommendation for expulsion

Forgery

Forging the signature of a sponsor, teacher, administrator, or misrepresenting the document, assignment, or paper.

Minimum – Referral to administration and parent notification/detention

Maximum – Suspension

Gambling

Wagering or betting in any form involving money or favors

Minimum – Referral to administration, parent conference and detention

Maximum – Suspension

Gum

Sigonella MHS is a *No Gum School*.

Minimum – Teacher/student conference/detention

Maximum – In-School Suspension (ISS) and Community Service

Harassment and Hazing

Behaving in a manner that persistently disturbs, irritates, or humiliates another student or teacher

Minimum – Teacher/student conference/counseling and detention

Maximum – Suspension and participation in a counseling program

Hats/Caps/Other Head Coverings

Students may not wear hats inside the school buildings.

Minimum – Confiscation of item and teacher conference

Maximum – Detention

Horseplay and Play Fighting

Activities that are unsafe or unacceptable in a school environment

Minimum – Verbal correction by staff

Maximum – Detention and/or parent notification

Inappropriate Dress

Wearing appropriate attire is expected for all students. A teacher may defer decision to an administrator. Appropriate attire is described in this student handbook under Dress Code Regulations.

Minimum – Student will be asked to change into appropriate attire, parent notification and detention

Maximum - Suspension and/or recommendation for expulsion

Inappropriate Speech

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

Minimum – Counseling and referral to a counselor

Maximum – Suspension

Insubordination

Failing to follow a reasonable request made by any adult authority is reason for disciplinary referral. If profanity or disrespect accompanies the insubordination, consequences will be more severe to include suspension.

Minimum – Referral to administration, parent notification and detention

Maximum – Suspension

Leaving Campus Without Permission

Leaving school grounds without appropriate permission is truancy. See student handbook for appropriate methods of gaining permission to leave campus.

Minimum – Parent notification, administration referral and detention

Maximum – Suspension

Lying

Providing false information.

Minimum – Counseling, administration referral and detention

Maximum – Suspension

Prohibited Items

Using or having item(s) visible at school or school activities that include, but are not limited to: water guns, toys, toy guns (see WEAPONS), matches, lighters, firecrackers, fireworks, caps, shoes with wheels, laser pens, and other items which can be determined dangerous or interrupts the learning of students. The school reserves the right to ban any item considered disruptive or inappropriate at any time. Students and parents will be informed of any additional items that are deemed a nuisance.

Minimum – Confiscation of item and parent notification

Maximum – Confiscation of item and parent conference with administration

Public Display of Affection

Displays of affection (kissing, excessive hugging, petting, overly intimate behavior, improper show of affection, etc.) can be disrespectful and disruptive. PDA is inappropriate and should not occur at the school.

Minimum – Verbal correction by staff, parent notification, and administrative detention for both parties

Maximum – Suspension, parent conference, and/or recommendation for expulsion

Restricted Items

Scooters, roller blades, and skateboards are not permitted on school grounds during the school day.

Cell phones, MP3's, IPODs, headphones, and/or other similar electronic items should not be visible while students are on school grounds. Students will abide by general school guidelines everywhere on the school campus except within individual classrooms. Teachers will communicate individual classroom guidelines for the use of the restricted items (with administrative approval). Any restricted items that are visible will be confiscated for parent pick up.

Minimum – Confiscation of item and parent pick-up

Maximum – Detention and/or other disciplinary consequences

Safety Violations

Acting in a manner that could endanger the health, welfare, or safety of others including misuse of fire alarms, fire extinguishers, laser pointers, or any potentially dangerous item is a safety violation. Prudent laboratory practice and behavior is expected.

Minimum – Suspension and counseling

Maximum – Suspension and referral to Fire Marshall

Sexual Harassment

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

Minimum – Detention and parent notification

Maximum – Suspension and/or recommendation for expulsion

Tardiness

Failure to be in class at the time the bell rings.

Minimum – Conference and/or detention with teacher

Maximum – Suspension

Theft

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

Minimum – Suspension, parent notification and compensation

Maximum – Suspension, parent conference, and referral to Sigonella security

Threatening a Staff Member and/or Student

Threatening verbally or physically in an attempt to intimidate.

Minimum – Suspension and parent notification

Maximum – Suspension, parent conference and recommendation for expulsion

Tobacco

Possessing, using, or distributing any tobacco product.

Minimum – Parent notification and suspension

Maximum – Suspension with parent conference prior to re-entering and a referral to a smoking cessation program

Truancy

Absent from school without school and parent permission.

Minimum – Detention, parent and teacher notification

Maximum – Counseling and suspension

Vandalism

Intentionally destroying or damaging school or personal property. This includes writing on walls, desks, books, tampering with fire alarms, or tampering or misuse of computers or computer programs. Sponsors may be liable for damages.

Minimum - Detention and restoration of property

Maximum – Suspension, restoration of property, and referral to Sigonella security

Weapons

Possessing, carrying, presenting, or using any item in a manner to harm or threaten an individual. This includes, but is not limited to:

guns or replicas of guns

knives, razors, box or carpet cutters, scissors

slingshots, numchucks

mace, pepper spray, or similar propellants

clubs or any object that may be used as a club.

Minimum – Suspension and parent notification

Maximum – Parent conference and recommendation for expulsion

DoDDS has a ZERO TOLERANCE POLICY for WEAPONS (DODEA reg. 2051.1)

SECTION IX: STUDENT SCHOOL BUS BEHAVIOR MANAGEMENT POLICY

Student Responsibilities

Students are responsible for complying with the behavior standards for school bus students. Each student will travel to and from school on the assigned bus. Students must be authorized to ride the 17:15 activity bus.

School Bus Passes

School bus passes are obtained from the School Bus Office (SBO) located in the front area of the ES building. Students will be responsible for safekeeping their assigned student bus pass. Students are required to present their school bus pass to the driver of the bus as they board the bus. Students who fail to present their passes must provide their names to the bus operator who will report the student to the administration and the SBO. Students or their sponsors must report the lost or damaged school bus passes to the local SBO before the office will replace a pass.

- All misconduct will be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance. Most rule infractions are cumulative for the SY. A series of minor infractions will result in more serious consequences.
- Discipline of students with disabilities must be consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1
- The transportation officer and the school administration are responsible for monitoring school bus safety and disciplinary control.

SECTION X: CODE FOR INTERSCHOLASTIC ATHLETICS

The Interscholastic Athletic Program provides excellent opportunities for students to participate in an organized athletic/sports program at Sigonella. The program includes: Volleyball, Basketball, Tennis, Soccer, Track and Field, Cross Country, Cheerleading, Wrestling, Baseball, Softball, and Football. A swim team that is sanctioned by the European Forces Swim League is also recognized as a varsity sport at Sigonella MHS.

Athletic Eligibility

A student must have a minimum of a 2.0 GPA and no more than one failing grade to participate in interscholastic sports/activities. Initial eligibility for the sport season will be determined by the semester or quarter grades as follows. For the fall sport season, the preceding spring semester grades will be used to determine initial eligibility for 10th-12th grade students. Incoming 9th grade students are automatically initially eligible for the fall sport season. For the spring sport season, the preceding fall semester grades will be used to determine initial eligibility. First quarter grades will be used to determine eligibility for winter sports.

Students will be monitored for D's and F's on a weekly basis throughout the season. Students who have more than one failing grade in the classes in which they are enrolled are ineligible for competition. 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. If a sport season carries over from one quarter to the next then the quarter grades will be used to determine eligibility for the week following the end of the quarter.

Students who do not meet the GPA requirement: Students may request reinstatement of eligibility after the first 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 three weeks through the end of the season to ensure students maintain eligibility requirements. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the season.

A student declared ineligible may practice, but is not authorized to participate in scrimmages, competitions, be in school uniform at a scheduled event, or travel with the team to any away event.

Scholastic eligibility may be waived for students at the discretion of the Administration if the student is identified as “special needs” by the Case Study Committee and the Individual Education Program is on file. All other eligibility requirements such as age and number of semesters must be met.

Sigonella MHS will 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, enrollment in support classes (math, reading), 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/student activities.

Any student who does not have an official transcript of credits from a school previously attended may not compete in any interscholastic competition. Exceptions: A transfer student will be eligible to participate in an athletic contest provided the scholastic progress is satisfactory and all DoDDS eligibility requirements have been met. The student may continue to participate on the basis of his or her weekly scholastic approval until the official transcript arrives. In a case of this kind, a school must be able to produce evidence that effort has been made to obtain the student’s eligibility record or the student becomes ineligible immediately. If, upon receipt of the transcript, the student is discovered to be ineligible, no protest may be entered for the games in which the student has participated.

An athlete who sustains a major injury (ex. concussion, broken bone) must obtain written approval from the doctor and/or parents in order to resume participation.

Parents who are not entitled to free medical care for their dependents should be aware that responsibility for injuries these students may incur is a personal expense unless satisfactory evidence can be presented, through established claim procedures that the injury resulted from government negligence, and monetary compensation should be provided. Parents who believe their present insurance coverage is not adequate should either increase the provisions available through their respective employers or supplement their existing coverage through a private company.

Participation in Activities When Suspended

Any student athlete suspended from school is not eligible, at the minimum, for the next scheduled DoDDS-Europe competition (whether at home or away).

SECTION XI – PARENT/SCHOOL ORGANIZATIONS

SCHOOL ADVISORY COMMITTEE

The purpose of the Sigonella Middle High School Advisory Committee (SAC) is to act as a liaison between the school and the community to foster a positive school environment for the students who attend the school. The SAC advises the principal on all matters affecting the operation of the school, including school policies, instructional programs, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, and standards of student conduct, school meal programs, continuous school improvement, and other education-related matters.

PTSO

The Sigonella MHS Parent, Teacher, Student Organization is an active support group for the school. The PTSO Executive Board meets on a monthly basis during the school year. The PTSO sponsors numerous school-wide fund raising events and supports school programs with the funds raised. In addition, the PTSO sponsors various student activities and is involved in the continuous school improvement process.

JAGUARS ATHLETIC BOOSTER CLUB

The Jaguars Athletic Booster Club provides support for all school athletic programs.

**Sigonella Middle/High School
Student Handbook
SY 2012-2013**



**Acknowledgement and Understanding of Student Handbook
2012-2013**

The Sigonella MHS Student Handbook has been emailed to all parents and is continuously available online at the Sigonella MHS website. The 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. Students are to return this signed portion to their advisory/seminar period teacher.

Parent Name (Printed)	Date	Student Name (Printed)
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Parent Signature*	Date	Student Signature*
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*Signatures represent parent/student awareness of school policies and procedures for School Year 2012-2013.