

**AVIANO
MIDDLE/HIGH SCHOOL**

DISCIPLINE POLICY

SY 2010-2011

DISCIPLINE

A. INTRODUCTION

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:

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

B. DETENTION

Teacher Detention

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

Administrative Detention

Detention may also be assigned by the administration on an as-needed basis. Students 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.

C. SUSPENSION

Suspensions from 1 to 10 days require involvement of school administration, sponsor, and command officials. The student and his/her parents will be notified of the reason for the student's suspension. ***A student who is suspended is ineligible to participate in extra-curricular events, trips, competitions, etc., for the remainder of the week in which the suspension begins. A "week" is defined as the period of Monday through Sunday. Students may practice with the team after they have completed their suspension.***

Out-of-School Suspension

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

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

D. EXPULSION

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

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

BEHAVIOR POLICIES & DISCIPLINARY ACTION

Each student at Aviano Middle/High School has the right to expect an educational environment where he/she can strive to achieve his/her intellectual potential without regard to race, religion, sex, national origin, disability, age, color, sexual orientation, or status of parent.

Students are expected to attend regularly, be diligent in their studies, conform to school rules and regulations, and conduct themselves in a manner that respects the rights of others. Students have a responsibility to be active participants in the learning process.

Students are expected to behave responsibly at school and at school sponsored events. Students share with administrators, teachers, and support staff the responsibility of creating an environment that is conducive to learning and of notifying school staff of any behavior that may endanger the safety and well being of themselves or others.

Every student has the right to expect courtesy, fairness, and respect from school personnel and other students.

Students have a responsibility to respect the rights, authority, and property of students, teachers, administration, and all others included in the educational process.

Students and their parents/sponsors are responsible for properly maintaining textbooks and equipment provided by the school, for respecting school property and the property of others and school staff, and for complying with school rules and regulations.

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

Bomb Threat

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

Bullying (including cyber bullying):

Aviano Middle/High School is committed to providing all students with a safe and supportive school environment.

A student, either individually or as a part of a group, must not harass or bully others.

Prohibited conduct, but is not limited to, physical intimidation, taunting, name-calling, and insults.

Prohibited verbal conduct consists of comments regarding the race, national origin, marital status, sexual orientation, gender, religion, disability, characteristics, or associates of the targeted person.

Violation of the policy will result in disciplinary action.

Bystanders:

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

Cafeteria Behavior:

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

- Take your place at the end of the cafeteria line
- Deposit all trash in appropriate containers.
- Return trays to appropriate place.
- Do not run, chase or engage in physically unsafe behaviors
- Talk at a conversational level.
- Do not use inappropriate language
- In addition, **food will not be taken out of the cafeteria. Do not eat in the school hallways, red top or alcove areas.** If you are scheduled to attend a meeting, eat your lunch first in the cafeteria or brown bag your lunch.

Classroom Behavior:

Each teacher will establish rules and enforcement procedures in their classrooms. Students frequently violating established rules and regulations would be referred to the administration for disciplinary action

Cell Phones and electronic devices:

Students may not use electronic devices except in designated areas. Using portable communications devices contrary to school policy (e.g. beepers, cell phones, personal computers, Blackberries, other similar 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) will be subject to confiscation by administrators, support staff and teachers. All personal electronic devices brought to school are the responsibility of the student. The school is NOT responsible for any electronic devices lost/stolen.

Cheating

Aviano Middle/High School has a no-tolerance policy regarding cheating. Students found exhibiting behaviors commonly associated with cheating will be subject to discipline. 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 "0" grade for the assignment and the parents will be notified by the classroom teacher.

Dress Code:

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

- No offensive (drug, alcohol, sex) related words on clothing or jewelry
- No spaghetti straps, backless, halter-tops, strapless or one shoulder tops.
- No low-cut blouses or dresses that reveal cleavage or the back.
- No tank shirts or deep cutouts under the arms.
- No basketball jerseys.
- No sleeveless undershirts.
- No midriff shirts or tube tops.
- Skirts, shorts, short trousers, and pants must be longer than your longest fingertips.
- Slits in skirts or dresses should not be worn.
- Hats, hoods, bandanas, and/or sunglasses should not be worn in the building.
- Combs or brushes should not be worn as exterior accessories.
- Underwear should not be visible or worn as exterior clothing.
- No spikes in jewelry, articles of clothing, neckbands and piercing.
- No chains, including wallet chains.
- No pajamas, slippers or any type of sleepwear should be worn at school (exception only during spirit days).
- Leggings and spandex pants should not be see through or revealing, if worn, the blouse or dress must be the length of the arms fingertips.
- Skin should not be visible between bottom and top clothing.
- No bulky winter coats worn in the classroom. They must be stored in your locker.

False Fire Alarm

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

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.

Freedom of Religion:

Aviano Middle/High School does not conduct religions exercises, nor support any particular religious beliefs or practices.

Students have the right to observe their own religious beliefs and practices in school provided such activities neither violate the rights of others nor disrupt or interfere with school activities.

Gang-like behavior:

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.

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 disciplinary action.

Students that engage in or have association with acts of hazing 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.

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** use his or her planner or have a pass from a teacher. Any adult in the building may request to see the hall pass.

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

Inappropriate language

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

Insubordination:

Students who willfully refuse to follow directions of a teacher or other staff 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 use in 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 either not be brought to campus or used appropriately. These items may be confiscated and kept until a parent comes to pick them up: radios, discman/Mp3 players/boom boxes, electronic games, dice, and toys. Items not claimed by the sponsor will be donated to charity. These items are authorized while on the bus and during lunch. Cell phones are not to be used in the school building with the exception of lunchtime or after school.

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

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

Laser Pointers:

Students are prohibited from possessing or using laser pointers anywhere on school property, on buses or on school sponsored events in/off campus.

Pledge of Allegiance/ Salute to the American Flag:

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

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

Plagiarism

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.

Public Display of Affection:

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

Technology Use:

Students computer and Internet access through the DoDEA network is a privilege not a right.

Students computer and Internet access shall only be used for educational and research consistent with DoDEA's educational objectives.

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

- Students are not allowed to use chat rooms or free email accounts. Dodea.gaggle.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.

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

Sexual Harassment

Aviano Middle/high School does not tolerate students being subjected to sexual harassment either by faculty, staff, or other students.

Sexual Harassment is defined by the EEOC as unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of sexual nature.

- **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.

Students who experience sexual harassment by peers or adults should immediately report the incident to a staff member or the administration. The case will promptly be investigated with the upmost confidentiality and no student will suffer reprisal for reporting the incident, making a good-faith complaint, or participating in the investigation.

Tobacco Products

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

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.

Truancy

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

Substance Abuse (Alcohol, inhalants, and other drugs):

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

Substance abuse includes using, possessing, selling, dispensing, or being under the influence of illegal drugs or alcohol and/or any abuse or misuse of legal substances (examples: over the counter medicine non prescription drugs, sniffing glue, inhalants, taking non-recommended amounts of pills or other substances, or taking medicines prescribed for another person).

The security police will be notified of any suspected drug use. Students will be suspended pending a disciplinary board hearing.

Vandalism

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

Weapons:

Students are prohibited, while on school property, school buses, school sponsored events in/off campus, from the unauthorized use or possession of guns, knives, other weapons, explosives, or other objects that can be used with the intent of threatening or harming any individual. Weapons include, but not limited to: Any gun, any look-alike gun, ammunition, any object designed or intended to propel a missile of any kind, any weapon that can expel or may be readily converted to expel a projectile by the action of an explosive or any stun gun or laser.

Any knife (examples: dirk, bowie knife, switchblade knife, or any knife having a metal blade)

Any razor, slingshot, spring stick, metal knuckles, or blackjack

Any studded accessory or article of clothing (example: studded collar, chain belt)

Mace, pepper spray, or similar propellants

Any explosive device (examples; firebomb, explosive material, a hoax explosive device, a chemical bomb, poison gas, or other incendiary device).

Any weapon of like kind as those enumerated above.

Search and Seizure:

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

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

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

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

School Bus conduct:

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

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

Locker Rules

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

Students are advised to use lockers for storage of books. They are not intended for storage of valuables, CD players, MP3 players, money, cell phones, etc. The school will accept no responsibility for valuables stored in school lockers. These types of items are not required or necessary in an educational environment and should be left at home. Students are also advised not to leave personal property such as book bags, gym bags, purses, etc. unattended in the halls or lobbies. All book bags must have identifying information on them.

Locker rules:

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

Student Email Accounts

DoDDS-Europe students have access to a safe, filtered email system that allows them to communicate effectively with their parent sponsors who may be on a deployment, at work or at home. As each student is enrolled at Aviano Middle/High School, they receive a doddse.net email account.

This email account is the only email account that is available to students at school.

While at school, your child can access the doddse.net home page through a link on the school's Intranet. While at home, the URL is <https://www.gaggle.net/>. A student login name typically consists of the first letter of the first name, the first three letters of the last name and four numbers followed by @dodea.gaggle.net. A fictitious login might be **FLa1234@dodea.gaggle.net**. The email address for the student would be the same as the login name - **FLa1234@dodea.gaggle.net**. Students create their own passwords that are not kept on file.

One added benefit of this dodea.gaggle.net email account is that each user has a 25 MB digital locker – room on a server – to upload files. This encourages students to save work begun at school to their digital lockers so that it can be downloaded at home. Students can also easily move files between home and school.

Telephones

Students will not be called from classes for messages unless an emergency exists. Students needing to use the telephone during the school day may request permission to use an office phone.

Visitors

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

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. No DoDDS student that takes family trips is permitted to visit our school while his/her DoDDS school is in session.

Students' Rights and Responsibilities

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

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

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

Special Note: 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 Service Guide. Students are NOT allowed to carry medications unless cleared through School Nurse office. (The DoDDS form is available in the nurse's office and clinic also has a supply of these forms.)