

STUDENT - PARENT HANDBOOK

Aviano Middle High School



Saints

SCHOOL YEAR 2012-2013

AVIANO MIDDLE/HIGH SCHOOL
UNIT 6210, BOX 180
APO AE 09604
DSN 632-5877 or 632-5777
CIV 0434-305877 or 0434-305777
FAX 0434-652410
Web Site: <http://www.avia-hs.eu.dodea.edu>

The handbook guidelines, calendar and school information may be
adjusted/revised- view an updated version at our web site...

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



**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



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Welcome Parents and Students

The first day of school is quickly approaching and we wanted to be sure you have all the information you need to make the transition back to school easy for everyone. A new school year is always exciting. Our focus will be on providing each student with new challenges that will result in a rewarding school experience. Academic emphasis on the core content areas will remain a priority as well as providing a learning program that builds each year to enable your student to reach DoDEA standards. Instruction in the fine arts, foreign language, technology, host nation, and physical education complete our program, providing each student with the opportunity to develop areas of interest and skill.

This handbook was designed to better help you learn what Aviano Middle/High School (AMHS) is all about. We ask that you use this guide as a resource throughout the course of the school year so that you will have a basic knowledge of some of the policies, procedures, practices, and programs that will affect you and your student. Information regarding student expectations, progress reporting, academic schedules, extra-curricular programs, health services, and bus safety are just some of the many entries you'll find within this handbook. Parents are asked to review its contents and to discuss items with students.

Since this handbook offers only a snapshot of what AMHS is all about, students, parents, and visitors are encouraged to ask questions to school staff at anytime so that individual needs can be addressed and met.

In collaboration between the school and home, we invite you to work alongside us at the school site so that the educational programs at the school will be enhanced, fulfilling, and rewarding for all involved. We encourage you to join us at school activities establishing strong foundations and being positive role models for your children.

On behalf of the entire Aviano Middle/High School staff, we welcome you! If you have any questions, please do not hesitate to call or email us at DSN: 632-5877 or +39 0434-305322 brad.seadore@eu.dodea.edu or kim.redmond@eu.dodea.edu, we look forward to working with you and your student throughout the school year to provide a productive and safe learning environment that supports student success. Once again, welcome to the new school year. We will do all we can to make it a great one and we know you will too.

Thanking you in advance,

Brad L. Seadore
Principal

Kim Redmond
Asst. Principal

"The Vision of Aviano Middle/High School is to provide a rigorous and challenging learning environment that will empower all students to maximize their success in the global community."

DoDEA MISSION

The Department of Defense Education Activity provides a world-class educational program that inspires and prepares all students in military communities around the world for success in a dynamic global environment.

AVIANO MIDDLE/HIGH SCHOOL MISSION

The mission of Aviano Middle/High School is to guide our students to become knowledgeable, skilled, and positively involved global citizens who are independent thinkers committed to life-long learning.

CORE COMMITMENTS

- We commit to being productive and organized by focusing on what is important and encouraging each other in positive ways.
- We commit to creating a stimulating environment in which we take time to talk to one another and share ideas.
- We commit to sharing our ideas, listening to each other, and following through on any consensus.
- We commit to building a positive, trusting work environment in which we support and trust each other while maintaining a sense of humor.

ACCREDITATION

Aviano Middle/High School is accredited through AdvancEd and the North Central Association (NCA) of Schools and Colleges. Aviano Middle/High School has been accredited since 1975. NCA approves only schools whose teaching staff, curricular standards and equipment and materials standards meet or exceed the criteria for certification. Our most recent inspection, SY 10-11, resulted in the maximum number of commendations. Results have been published to the community. Our next visit from the AdvancEd team will be in SY 15-16.

CHAIN OF COMMAND

Principal of Aviano Middle/High School, Mr. Brad Seadore
e-mail: brad.seadore@eu.dodea.edu

Assistant Principal of Aviano Middle/High School,
Ms. Kim Redmond
e-mail: kim.redmond@eu.dodea.edu

Superintendent of Mediterranean District, Mr. Kent Worford
Vicenza, Italy
e-mail: med-supt-dso@eu.dodea.edu

Director of DoDDS-Europe Area, Dr. Nancy Bresell
Wiesbaden, Germany
e-mail: director.dodds.europe@eu.dodea.edu

Director of Dependents Schools, Ms. Marilee Fitzgerald
Arlington, Virginia
e-mail: Director.D@hq.dodea.edu

ADMINISTRATION

PRINCIPAL
ASSISTANT PRINCIPAL

Mr. Brad Seadore
Ms. Kim Redmond

SCHOOL PHONE NUMBERS

POSITION AND/OR REASON FOR YOUR CALL	POSITION AND/OR PERSON WHO WILL TAKE YOUR CALL	DSN PHONE	CIVILIAN PHONE	FAX NUMBER
General Inquiry-	Recording/Choose from Selection	632-5677	0434 305677	0434 652410
Secretary	Mara Anderson	632-5293	0434 305293	
Principal	Bradford Seadore	632-5322	0434 305322	
Asst. Principal	Kim Redmond	632-5358	0434 305358	
10-12 Counselor	Deanna Oleson	632-5619	0434 305619	
6-9 Counselor	Debbie Lee	632-5917	0434 305917	
Student Affairs Office (attendance concerns)	Tessa Tauschek or William Crowder	632-5313 632-5715	0434 305313 0434 305715	
School Bus Office	Roberto Sist	632-5152	0434 305152	
School Registrar	Kelley Craver	632-5292	0434 305292	
Nurse	Sandy Young	632-5821	0434 305821	
Supply & Logistics	Bob Marich/ Annamaria Barzan	632-5089	0434 305089	

Please use military numbers whenever possible:

PARENT & COMMUNITY PARTNERSHIPS

AVIANO BOOSTER CLUB

The Aviano Middle/High School Booster Club is a volunteer organization dedicated to supporting students involved with athletics and various activities. The support provides supplementary assistance to activities for which other fund sources are insufficient or non-existent.

AVIANO SCHOOL BOARD

The School Board is composed of parent representatives from each of the Aviano schools. This board addresses education issues applicable to the entire school community. Elections are held in the spring. Meetings are held quarterly.

SCHOOL ADVISORY COMMITTEE (SAC)

The Aviano Middle/High School SAC is a group composed of four parents and four teachers, elected for two-year term. SAC also has a student member, the president of the student council. Elections for the open positions are held in September. Officers are also elected in September. SAC serves to advise the principal and provides an important avenue for official recommendations. Meetings are held quarterly.

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.

For more information, or a more detailed description, see the pamphlet entitled "Students' Rights and Responsibilities" in the Department of Defense Dependents Schools System, available on the official website at

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

This pamphlet includes the topics, "Access to Learning", "Freedom of Expression", "Student Governance", "School Records", "School Discipline", "Protection of Personal Privacy", and "Community Resources".

School Year 2012-2013

21 August	New Student Orientation 2:30-3:30 p.m. for Aviano Elementary 3:30-4:30 p.m. for Aviano Middle/High School	AES/AMHS Multipurpose Room (MPR)
22 August	First Day for Teachers Welcome Back Breakfast 7:40 a.m. hosted by 31 FW and Aviano School Complex Administrators	AES/AMHS MPR
22-24 August	Classroom preparation	AES/AMHS
22 August	CPR Training for coaches and new administrators only	TBD
24 August	USAFE Family Day	Aviano Community
24 August	Administrators' Nuts and Bolts Briefings 8:00-9:00 a.m. at respective schools' Information Center	AES/AMHS
24 August	Elementary School Class Lists posted after 4:00 p.m. @AES front door area and Aviano AF Base Post Office	AES and Aviano Community
27 August	First Day of School for Students Grades 1-12 Except Kindergarten and Sure Start (Home Visits Week)	AES/AMHS
27 August	First Day of School for PSCD	AES
30 August	Open House For Aviano Elementary: 1:00-1:30 Administration Welcome to Parents @MPR 1:30-2:30 School Tour by students for parents 2:30-3:30 Teacher briefing in classroom for parents *3:00-5:00 Information Fair	Aviano Complex AES gym
	For Aviano Middle/High School: 4:00-4:30 p.m. Administration Welcome to Parents @MPR 4:30-6:00 p.m. Teacher briefings	
4 September	First Day for Kindergarten	AES
14 September	Early Dismissal @11:15 a.m. for teachers' DoDEA required online training	AES/AMHS
17 September	In-service Day Aviano Complex No school for students	AES/AMHS
19 September	School Advisory Committee (SAC) #1 for Aviano Middle/High School 4:00 p.m. Information Center	AMHS
20 September	School Advisory Committee (SAC) #1 for Aviano Elementary 3:00 p.m. Information Center Conference Room	AES
28 September	31FW Down Day	Aviano Community
3 October	School Advisory Board (SAB) #1 @ 4:00 p.m. AMHS Information Center	AMHS
8 October	Columbus Day holiday - No school for students and staff	AES/AMHS
2 November	Teacher Work Day No school for students	AES/AMHS

8-9 November	Parent Conferences for Aviano Elementary	AES
9 November	Parent Conference for Aviano Middle/High School	AMHS
12 November	Veteran's Day holiday No school for students and staff	AES/AMHS
22-23 November	Thanksgiving Day holiday No school for students and staff	AES/AMHS

2013

24 December- 4 January	Winter Break No school for students and staff	AES/AMHS
7 January	School Resumes	AES/AMHS
21 January	Martin Luther King, Jr. Day No school for students and staff	AES/AMHS
25 January	Teacher Work Day No school for students	AES/AMHS
4 February	CSI Day for Aviano Middle/High School No school for students	AMHS
4 February	Parent Conference Day for Aviano Elementary School	AES
5-6 March	Kindergarten Registration @AES Office 8:00 a.m.-3:00 p.m.	AES
18 February	President's Day holiday No school for students and staff	AES/AMHS
11-16 March	TerraNova 3rd Edition Multiple Assessment Week for Aviano Complex Schools	AES/AMHS
18-22 March	<i>TerraNova</i> 3 rd Edition Multiple Assessment Make up Week	AES/AMHS
26-27 March	Spring Registration for Aviano Complex Schools Grades 1-12 AES gym 8:00 a.m.-3:00 p.m.	AES/AMHS
5 April	Teacher Work Day No school for students	AES/AMHS
8-12 April	Spring Break No school for students and staff	AES/AMHS
19 April	CSI Day for Aviano Elementary School No school for students	AES
19 April	Parent Conference for Aviano Middle/High School	AMHS
27 May	Memorial Day holiday No school for students and staff	AES/AMHS
13 June	Early Dismissal at 11:15 p.m. Last day for students	AES/AMHS
14 June	Teacher Work Day No school for students	AES/AMHS
14 June	Summer Recess Begins	AES/AMHS

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SECTION I: ACADEMICS/RECORDS

EARLY DEPARTURE/PCS

- For non-acceleration PCS moves, at least ten school days before their last day of school, sponsors should report to the office with a set of PCS orders, the exact date of the student's final day, and notification of when school records will be picked up.
- **Two days before the last day of attendance**, students will report to the office for their clearance form, which must be completed by all of their teachers and other school personnel before they will be cleared from school. Any indebtedness owed to the school must be paid as well.

ACCELERATION/PCS

- If families are PCSing, and the date is near the end of semester, students may have the option of accelerating or completing the semester early.
- The acceleration process begins with a request initiated at least four weeks before the student's final school day. To initiate a request, the sponsor, spouse or student informs the school office with a copy of orders and a letter indicating the student's last day in school and the date records will be picked up.
- After this is completed, the students will get a "Request for Acceleration" form from the school counselor. At that time, the counselor will explain the specifics of the process for the student. Be aware this requires additional work for the student in order to meet the semester requirements. Follow procedures on the last day of attendance above.
- Only students whose sponsors have permanent change of station orders will be eligible for local granting of acceleration within the last month of first or second semester.
- DoDEA sets a specific date after which accelerations can take place. Check with the school for the exact date.

EARLY DEPARTURE/NON-PCS

- A request for students to leave early must be in writing to the principal. Teachers will give withdrawal grades only; not final grades.
- **NO CREDIT WILL BE GRANTED TO STUDENTS WHO DO NOT ACCELERATE.**

WEIGHTED CREDITS

Beginning in school year 2004-05, DoDEA implemented a practice that does not weight honors classes and does not assign a weighted grade when computing GPA on incoming transcripts from previous schools. Students who took an honors weighted course are assigned the point value of the letter grade based on DoDEA's unweighted scale used in calculating the GPA. DoDEA does not change any letter grade on any transcript.

EARLY GRADUATION

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

GRADE CLASSIFICATION

Grade 9	Satisfactory completion of 8 th grade
Grade 10	6.5 units of credit earned
Grade 11	13 units of credit earned
Grade 12	19 units of credit earned

DROPPING AND ADDING COURSES

Courses may be added or dropped prior to the completion of ten instructional days at the beginning of each semester. Courses dropped within this time period will not appear on the transcript. Any course

changes after that time must have the principal's approval. All work from the beginning of the term must be made up in the new course for credit to be earned.

GRADE POINT AVERAGE

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

AP POLICY

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

RANKING FOR GRADUATION

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

ELIGIBILITY FOR ACADEMIC HONORS

The determination of Grade Point Average for class valedictorian will be based on student grades attained at the end of the second semester of the graduating year. Students, who are graduating early, i.e., after completing 6 semesters of high school, are eligible to compete for this honor. **However, students must have been enrolled in a Department of Defense Education Activity school during the first semester of the graduating year to be eligible.**

HIGH SCHOOL COURSES TAKEN IN GRADES 7 AND 8

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

CREDIT BY EXAMINATION

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

REPEATING A CREDIT COURSE

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

Courses taught at **Aviano Middle/High School** in each curricular area and their descriptions are available in the Course Description Guide in the Counseling Center, or on the school's website at: <http://dodea.blackboard.com/bbcswebdav/orgs/EU259ED07/Public%20Publications/Courses.pdf>

A complete list of courses offered by DoDEA can be found at:

www.dodea.edu/instruction/curriculum/descriptions.htm

Graduation Requirements According to Graduation Year

<u>Curricular Area</u>	<u>08/ and beyond**</u>
Language Arts	4
Social Studies	3
Mathematics	3

Science	3
Foreign Language (same)	2
Fine Arts	1
Physical Education	1.5
Health	0.5
Professional Technical Studies (.5 Computer)	2
Electives	6
TOTAL	26*

* A 2.0 cumulative GPA is required to graduate.

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

GUIDANCE AND SUPPORT SERVICES

Trained personnel are available to help students with personal, academic and social problems.

GUIDANCE COUNSELORS

- **ACADEMIC OBJECTIVES:** The counselors are available to help students achieve their scholarly objectives and complete their academic plans to achieve their educational goals.
- **PERSONAL PROBLEMS:** Counselors are available to help students who wish to discuss personal problems and issues.

SCHOOL PSYCHOLOGIST: The school psychologist identifies and diagnoses pupils experiencing severe problems of learning and/or emotional and social adjustment. Testing and evaluation can determine probable causes of these problems and remediation for them.

SCHOOL NURSE: The school nurse assists students with all physical concerns and medical problems; she is the official liaison between the school and all other medical services.

HOMEWORK/MAKE-UP WORK

DoDDS policy is to assign homework as appropriate to all students capable of completing assignments. Homework is a part of a student's school day and assignments are to reinforce instruction, increase understanding and retention, transfer and extend classroom instruction, prepare for class discussion and provide curriculum enrichment opportunities.

When students have excused absences, **it is their responsibility** to call a study buddy, contact their teacher, and make up any missed assignments and tests. Upon students' return to school they will have the opportunity to receive clarification on assignments and make up tests, quizzes, and/or class work. When your child is (or will be) absent for **more than three (3) days**, you may request homework assignments. **Call the Main Office at AMHS at 632-5877 or the AES at 632-5777 (CIV 0434-30-5877/5777).**

INCOMPLETE GRADES

Incomplete grades are only granted in the case of a medical emergency or emergency leave. **The**

administrators must approve incomplete grades. Incomplete work must be made up within ten (10) instructional days following the marking period or assignments will become F's. It is the student's responsibility to initiate the action to complete the course requirements within the specified time frame.

GRADE SPEED REPORTING SYSTEM

Parents are encouraged to use our Grade Speed Reporting System to keep abreast of their child's academic progress. We also encourage the parents to maintain an open two-way communication via phone or e-mail with the teachers to find out how your child is doing in school.

REPORT CARDS

Report cards are issued four times a year. At the end of the first and third quarter, report cards are given to the parents and students during conferences with the teachers. Report cards for the second and fourth quarter are mailed home one week after end of the quarter.

HONOR ROLL

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

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

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

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

STANDARDIZED TESTING

The Department of Defense Schools (DoDDS) participates in several standardized testing programs designed to provide student and system information. Individual academic progress and program trends are studied to allow DoDEA to make important curricular decisions.

TRANSCRIPTS

The transcript is the official record of a student's school career. Aviano Middle/High School maintains transcripts for four years after a student graduates.

- To obtain a copy of an official transcript up to four years after graduating, write to:
*Aviano Middle/High School
Unit 6210, Box 180
Attn: Registrar
APO AE 09604-180*
- Please go the following link for directions to obtain any transcripts older than 4 years.
<http://dodea.edu/students/transcripts.cfm>

SECTION II: HEALTH AND SAFETY

CHILD ABUSE/NEGLECT

DS Regulation 2050.2 states, "Any staff member of DoDDS will immediately report any suspected child abuse to the local Family Advocacy Program (FAP) officer. The obligation to make such reports is one of the official responsibilities of each staff member."

EMERGENCY PROCEDURES

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

HEALTH SERVICES

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. Students must report to their assigned teacher and obtain a pass before reporting to the nurse. **In order to be considered excused, an ill student must check out through the nurse.**

Sponsors are required to keep the school informed of current emergency phone contacts. Students will not be released to any person other than a designated emergency contact.

Only medications that have been prescribed by a physician, with the proper permission forms, which match pharmacy labels on the medication, will be administered. "Over the Counter" medications will not be administered unless they follow the guidelines as published in the School Health Services Guide.

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

Vision screening will be done the first week of school on all students. Height and weight screening will be requested of students for statistical records; it is not required. Parents will be notified if there is a problem with any of the screenings. In addition, screening will be done throughout the school year if requested by teachers and/or parents.

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

SECTION III: GENERAL INFORMATION

BOOKS, EQUIPMENT, AND ON-CAMPUS PROPERTY

The school furnishes textbooks to all students and school equipment as needed. Textbooks and equipment represent a major investment, and students are expected to safeguard them against loss or damage. When the pupil completes a course or transfers from the school, all books and equipment must be returned to Aviano Middle/High School. **Students are responsible for the texts and equipment checked out to them.** Ordering the book online and having it sent directly to the school may replace lost books. The office will supply necessary details regarding the specific book.

BULLETINS

A daily bulletin is read to each first period or broadcast by the video productions class to inform the students of upcoming activities. The daily bulletin is also sent electronically to all sponsors. Additional e-mail addresses may be added with the registrar. Following DoDDS policy of keeping parents informed of school activities, a monthly newsletter with a calendar of activities for the month is e-mailed to each parent.

The Aviano M/HS Webpage at <http://www.avia-hs.eu.dodea.edu> is available to keep the community informed about school activities. More information can also be found on the School's FB page, <https://www.facebook.com/#!/Avianoschools>.

FIRE DRILLS

Fire drills at regular intervals are required by regulation and are an important safety precaution. It is essential that when the first signal is given, students follow these evacuation procedures:

- Everyone stand 70 feet away from all buildings

- Stay off the asphalt fire lanes, driveways, and parking lots
- Stay away from fire hydrants
- Be orderly and quiet and stay with your teacher
- Re-enter the buildings when the all clear signal is given and return to the classroom previously left
- If a fire alarm sounds when classes are not in session, students should report to their first period fire drill location

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, SUCH AS IPODS, E-READERS, 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.
- Only use of your assigned locker is allowed.
- Lockers are to be kept locked at all times.

LOST AND FOUND

Students who find lost articles are asked to take them to the gym, lobby or the Multi-Purpose room, where the owner can claim them. Small items, to include, glasses, jewelry, and wallets should be turned into the office. If identified, identification cards and wallets are returned to the owner immediately. At the end of each quarter, unclaimed items are donated to a charity.

LUNCH

The school cafeteria has a hot lunch program and a la carte items for sale provided by AAFES. Accounts can be set up through www.mealpayplus.com, the Cash Cage at the Exchange or in the cafeteria. Sixth through tenth grade students must remain on campus during lunch. The lunch room seating is divided by middle school and high school and students are expected to sit in their respective areas. Eleventh and twelfth graders are permitted to leave campus for lunch. This privilege may be revoked if students are persistently tardy after lunch or for any other reason deemed appropriate by the administration.

PARENT-TEACHER-STUDENT CONFERENCES

Parents and teachers have the welfare and development of the students as their first concern. For this reason, it is important for parents, teachers, and student's to work together. Report cards are to be picked up by the parent and student on designated days at the end of the first and third marking periods when conferences are held. Throughout the school year parents may schedule conferences, as they feel necessary. Parents should call the school for appointments (632-5877).

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.

SCHOOL DANCE POLICY

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

SCHOOL SUPPLIES

Parents are expected to provide the following supplies for their children as needed: (check with individual teachers)

- 8x11 lined loose leaf notebook paper with 3 holes
- 4 single subject spiral notebooks
- Scissors
- Erasers
- Glue
- Gym shoes
- 1-3 prong folder w/pockets
- 5 dividers with 3 holes (plastic lasts longer)
- NO. 2 pencils
- 2 Ball point pens (blue or black ink)
- Color pencils
- Yellow highlighter
- 1 box of tissues
- 3 ring binder

SEMINAR

The main purpose of seminar is academic: reading, studying, tutoring, advising, test or assignment make-up, research, and writing. Seminar will be divided roughly into three parts, one twenty-minute period and two thirty-minute periods. During the first 20 minutes all students will remain in their original seminars and engage in sustained silent reading. This activity is in support of DoDEA Reads and the standard that all students will read the equivalent of 25 books a year.

STUDY TRIPS

Authorized study trips are scheduled throughout the school year for the purpose of enriching the curriculum. Parent permission slips must be turned in to the sponsors of the trip by the date specified. Absences due to such activities are excused and students are expected to turn in missed work upon return to school.

TELEPHONES/MESSAGES

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. Additionally, students' cell phones are to be turned off and out of sight at all times.

VISITORS

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

Students wishing to bring visitors to school are required to present a written request at least **ONE WEEK 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 who takes family trips is permitted to visit our school while his/her DoDDS school is in session.

Parents Visiting Classrooms

Parents are welcome to visit classrooms with prior coordination with the classroom teacher; they can do that by contacting the individual teacher(s). Occasionally parents will 'shadow' their student, which also requires coordination with teachers—if the shadowing is at the request of parents. When the shadowing is a result of an administrative consequence, arrangements will be coordinated by the administrator(s).

SECTION IV: ATTENDANCE & DISCIPLINE

Attendance records are maintained for each student. Chronic absences affect a student's school progress. It is the school's policy that students come to school and remain in school until the school day is over. School officially begins with the first period at 0755 and ends at 1435. For more information regarding the attendance policy visit, <http://www.dodea.edu/attendance/index.cfm> or <http://www.dodea.edu/attendance/docs/AttendancePolicy.pdf>.

Parents should come to school to check students out of school. If parents are unable to come to the school, **high school students only**, must have a valid note from a parent or parents may call the office. Students must sign in/out at the office.

For **middle school students**, parents are required to come in and sign the student out of school. Students who leave school grounds without signing out are considered truant. All students are required to sign in at the office when they arrive late.

Aviano Middle/High School has a closed campus for all sixth through tenth graders. This applies from the time the student arrives in the morning until the dismissal bell in the afternoon. Only juniors and seniors may leave campus for lunch.

SCHOOL ATTENDANCE AND ACTIVITY PARTICIPATION

In accordance with the DoDEA Manual 2740.2 and Memorandums of Understanding between DoDDS and Youth Services (YS) agencies therefore students are required to be in school the full day on the day of a weekday game. If a student is absent from school on Friday due to illness, he/she may not play on Friday, but could play on Saturday with a doctor's clearance. The only exception to this policy is a scheduled medical appointment, which may not exceed three hours of absence from school. The administrator will determine approval for the student to participate in the scheduled event. For more details of the attendance policy related to extracurricular activities visit http://www.eu.dodea.edu/policies/Athletics_IAP.pdf.

ATTENDANCE PROCEDURES

On a day that a student misses school, parents are required to call 632-5877 (civ 0434-30-5877) between 0700 and 0800 to inform the school of the student's absence and the reason for the absence per USAFE directive. When the student returns to school, he/she should bring a note to the main office, signed by the sponsor or a parent, to verify the reason for the absence.

EXCUSED ABSENCES

Absence from school may be necessary and is excused under certain conditions.

Absence from school is granted to students participating in school-sponsored activities including athletics, tournaments, and other interscholastic events held away from the school.

School principals are authorized to determine the benefit to the student if it is proper to excuse an absence for a non-school activity and if there is no detriment to the school program.

A parent/sponsor must provide a written explanation to the school for any other student absence.

Academic penalties will not be given for excused absences.

Students are responsible for making up the classroom work missed during excused absences. Students are given time to make up class work equal to the number of days absent from the class.

Students must be accompanied by their parent/sponsor or an individual authorized by the parent/sponsor when released to go home due to illness.

A student who does not attend a full day of school will not be allowed to participate or attend any school-sponsored event scheduled that same day. This includes **Athletic Events!**

Excused absences include:

- Illness of student (Students who are ill for three consecutive days or more must present a doctor's excuse upon return).
- Family emergency
- Religious holiday
- Medical, dental or legal appointments (If possible, schedule these appointments before or after school).
- School-sponsored or approved events
- Pre-Arranged Absences – see below
- Special opportunities at community leadership conferences.
- Promotion and change of command ceremonies for a member of the immediate family

STUDENT EDUCATION PRE-ARRANGED ABSENCE PLAN

For Extended Absences we need two weeks' notice and in accordance with DoDEA Regulation 2095.01, a **Student Education Pre-Arranged Absence Plan** (formerly Family Trip Form) is required, except for Emergency Leave, and unique family circumstances warranting absence. When sufficient notice is not given parents will need to meet with the principal or vice principal.

One of the key reasons for providing two weeks' notice is to **allow adequate time for teachers to prepare, post, and communicate with the student all assignments and/or projects that will need to be accomplished during the absence.** The New School Attendance Policy has been implemented with the intent of establishing solid communication between parents, teachers, and school administration with the overall objective of ensuring academic success for the students. For more information on the New Attendance Policy use this link <http://www.dodea.edu/attendance/index.dfm>.

UNEXCUSED ABSENCES

A student absent from school without the permission of his/her parent/sponsor is unexcused.

Students may not make up work after an unexcused absence. Disciplinary consequences are invoked in the case of truancy.

Unexcused absences include:

- Oversleeping
- Missing the bus or ride
- Seeing friends or relatives off at the terminal (With the exception of parents returning from deployment).
- Non-school sponsored functions that have not been pre-approved
- Not attending school on down days
- Leaving school to attend tournaments when the student is not part of the team
- Moving/Packing out
- Babysitting

NOTE: The above list is not all-inclusive.

SPECIAL NOTE: DoDDS-Europe does not sanction any non-school sponsored grade level trips. Grade level skip days will be dealt with as truancy with appropriate consequences.

ATTENDANCE VIOLATIONS

Truancy

Students cannot learn effectively if they do not attend class. Students who fail to bring a note or fail to have parents contact the school within three days of an absence will be considered truant. Incidents of truancy are maintained for the entire year. Disciplinary consequences are invoked in the case of truancy.

Tardiness

Passing time between classes is five minutes. Students are to be in the classroom ready to work when the bell rings or they will be counted tardy. Students who are detained by school officials and consequently late to class will be given a hall pass. Students who arrive late to school will report to the office where they will sign in and be given an admit slip to class. Disciplinary consequences are invoked in the case of being frequently tardy to classes.

When a student has received three (3) tardies he/she will be referred to the administration for violation of the tardy policy. The fourth tardy will be considered the second referral, each subsequent tardy after that will be an additional referral. Consequences, as outlined in the **Mediterranean District Middle High School Disciplinary Matrix** will apply. The number of tardies is reset to zero each quarter.

For more information please see discipline consequence matrix at the end of this handbook.

DISCIPLINE

It is DoDDS policy to maintain a high level of discipline. Students are encouraged to use 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; parents, teachers, and administrators work with students to establish guidelines for acceptable behavior.

Students are expected to behave responsibly at school and at school sponsored events. 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 attendance/discipline 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.
- Discipline referral forms are tracked by the administration (*See end of handbook for copy)

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.

For more information please see discipline consequence matrix at the end of this handbook.

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**

Students will NEVER be permitted to stop the flow of instruction or prevent learning for others!

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:

Aiding and abetting

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.

Banned Items

Laser pointers are non-educational items that are detrimental to the health and safety of other students.

Skateboards, roller blades, and Heelys 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 items until a parent/sponsor retrieves them.

Bomb Threat

Aviano Middle/High School is a safe and secure teaching/learning environment. Students who 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. Such conduct interferes with an individual's learning and well-being and creates an intimidating hostile and personally devastating environment.

AMHS has a zero tolerance for bullying and harassment. Harassment can be verbal, sexual, physical, non-verbal, or electronic.

- 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. Verbal harassment includes, but is not limited to whistles, offensive comments, jokes, unwelcome terms of endearment (sweetie, babe).
- Sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature which is an expression of power of one individual over another.
- Physical harassment can include hitting, pushing, touching, patting, grabbing, hugging, kissing, cornering, blocking passage, bumping, and biting.
- Nonverbal harassment includes looking a person up and down, obscene gestures, sexually-oriented cartoons, pictures, or T-shirts.
- Electronic bullying addresses any of the above done through the internet or cyberspace using electronic devices to include but not limited to cell phones, computers, and related devices.

Violation of this policy will result in 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. Eating in the school hallways, red top or alcove areas is prohibited.

Cell Phones and personal items

Students are not permitted to use any personal items that interfere with the learning environment or endanger the health and safety of other students. **Students are responsible for their personal property and therefore strongly advised not to bring items to school that are high-value, non-educational items.** However, if students choose to bring these items, they may only use them outside, in the entrance lobby or the cafeteria during lunch time, or before and after school. The following include, but are not limited to beepers, cell phones, personal computers, Blackberries, cameras, electronic games, portable radios, compact disc players, iPods, and portable DVD players, dice, toys and cards. **During class time, such items are to be completely turned off.** If used inappropriately, these may be subject to confiscation by administrators, support staff and teachers and must be picked up by the sponsor. Confiscated items not claimed by the sponsor will be donated to charity. The school is **NOT** responsible for any personal items that are 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, and the student referral for disciplining action.

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 provocative images on clothing or jewelry
- No spaghetti straps, backless, halter-tops, strapless or one shoulder tops.
- No low-cut blouses or dresses that reveal cleavage.
- No tank shirts or deep cutouts under the arms.
- No basketball jerseys without t-shirts underneath.
- No sleeveless undershirts.
- No midriff shirts or tube tops.
- Skirts (including slits in skirts or dresses), shorts, short trousers, and pants must be longer than your longest fingertip.

- No wearing of hats, hoods, bandanas, and/or sunglasses in the building.
- Combs or brushes are not allowed as exterior hair accessories.
- Visible underwear or underwear worn as exterior clothing is not allowed.
- No spikes in jewelry, articles of clothing, neckbands and piercing.
- No chains, including wallet chains.
- No pajamas, slippers or any type of sleepwear are permitted at school (exception only during spirit days).
- Revealing or see-through Leggings and spandex pants are only permitted if worn under a blouse or dress. The blouse or dress must be the length of the longest fingertip.
- Skin should not be visible between bottom and top clothing.
- No bulky winter coats are to be worn in the classroom. They must be stored in your locker.

Fighting

Conflicts should be resolved before violence results. Teachers, counselors, and administrators are available to 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.

Fire False Alarm

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

Forgery

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

Gang-like behavior

Within DoDDS-Europe schools, gang-like activities are not tolerated. Any form of initiation, assault, or bullying, may result in suspension for those participating. Military communities fully support our discipline actions.

Gang-like, or wannabe activities may normally include but are not limited to: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. Students engaged in these types of behavior can expect suspension for two to five days depending on 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 expected to conduct themselves in an orderly manner when passing between 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.

Internet/computer violations

Student computer and Internet access through the DoDEA network is a privilege not a right. Student 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, their parent/sponsor must sign it as well, before computer and Internet access will be granted.

- Students are not allowed to use chat rooms or unauthorized free email accounts. DoDDSe.net is the only authorized email account that can be set up at the request of a teacher and only may be used during class when directed by a teacher.
- Students will not tax the network.
- 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.

Plagiarism

Plagiarism is a form of cheating and is not acceptable. Cutting information from a book, magazine, or the internet and pasting it into personal work without giving credit to the source is 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. Violation of this rule is 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 on/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, 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 illegal drug involvement. Students will be suspended pending a disciplinary board hearing.

Theft

A student guilty of theft will be suspended a minimum of two days and restitution of the property or

equivalent value must be made.

Tobacco 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 on/off campus.

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.

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 on/off campus, from the use or possession of guns, knives, explosives, or other objects that can be used with the intent of threatening or harming any individual. Weapons include, but are 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 can 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).

DISCIPLINARY CONSEQUENCES

Only the administrator assigns the following disciplinary measures:

- Due Process: in enforcing attendance and discipline policies due process will be followed. The Department of Defense Education Activity Disciplinary Rules and Procedures (DODEA Regulation 2051.1.April 4, 2008) defines the DoDDS policies on student discipline and due process. In essence due process affords students the right to protection from conspiracy, capricious and unreasonable decisions. Four important elements in due process procedures are that students has the right:
 - ❖ To be informed in writing of the rules which regulate behavior, as well as situations, which result in disciplinary measures.
 - ❖ To an informal hearing in all disciplinary actions.
 - ❖ To a formal hearing for suspensions of more than 10 days or expulsion.
 - ❖ To appeal all decisions and be informed of all appeal procedures available to them.

Students also have a right to personal privacy and to be informed of their rights with respect to cooperation with investigative agencies for interrogation purposes. Reasonable cause searches of students or their personal effects in the school facilities or on school time may only be made in the presence of school officials.

A. 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 on/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.

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 NOT enter the campus area or enter any DoDDS Sanctioned event/area during suspension. 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.

Note: In all cases, the administration reserves the right to determine the severity of consequences

SECTION VI: TRANSPORTATION

BICYCLES/WHEELIES/SCOOTERS/SKATEBOARDS

Students riding bicycles to school are to park them in the area near the gym. Bicycles should be locked to the rack.

Bicycles are not to be ridden on campus during school hours. Security of bicycles is the responsibility of the owner. DoDDS or Aviano M/HS is not liable for any item brought on school grounds.

BUS TRANSPORTATION

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 and/or appropriate installation law enforcement authority.

PRIVATE VEHICLES

Students driving scooters or cars to school must be properly licensed and obey all on-base driving rules. Students are not excused if they arrive late to school in private vehicles.

SECTION VII: EXTRA-CURRICULAR ACTIVITIES

The Extra-Curricular Activity Program at Aviano Middle/High School is an exceptionally broad and positive program. The school offers interscholastic sports, cheerleading, chorus, band, speech, drama and many other activities to allow students the opportunities to develop talents and interests in this critical area. All students are strongly encouraged to participate in extra-curricular activities. They are especially important for

the development of a well-rounded individual.

All students who participate in extra curricular activities are required to maintain a standard of conduct at all times which reflects the standards of Aviano Middle/High School and the Aviano Base community. The use of alcohol, tobacco products or illegal drugs at anytime, will be cause for suspension or removal from all extra curricular activities. Any student who has been suspended for any reason may not participate in any out of school events or special activities for the remainder of the week in which the suspension begins (see suspension policy).

Eligibility

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

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

SCHOOL BASED ACTIVITIES

• ATHLETICS

The athletic teams participate in the American Schools Italy League (ASIL) with seven other schools. Along with Aviano, the ASIL is composed of the following schools: Naples, Sigonella, Vicenza, Milan International School, Marymount of Rome, and the American Overseas School of Rome. Tournaments with other DoDDS districts are scheduled at the end of the regular season of play. Students may not be 19 or older on September 1 to be eligible to play interscholastic sports. Seventh and eighth graders may participate, on an exhibition basis, in Cross-country, Tennis, Wrestling and Track and Field. Overnight travel for middle school students is not allowed.

Please note: ALL STUDENTS PARTICIPATING IN A SCHOOL-SPONSORED ATHLETIC ACTIVITY MUST HAVE A CURRENT (WITHIN A YEAR) SPORTS PHYSICAL ON FILE IN THE SCHOOL NURSE'S OFFICE. STUDENTS MAY NEVER MISS A DODDS ATHLETIC PRACTICE OR EVENT IN ORDER TO PARTICIPATE IN A HOST NATION EVENT.

Fall Season

- Cheerleading
- Cross Country
- Football
- Volleyball
- Tennis
- Swimming (sponsored by the community)

Winter Season

- Basketball
- Cheerleading
- Wrestling
- Swimming (sponsored by the community)

Spring Season

- Soccer
- Track and Field
- Baseball and Softball

The following activities/organizations are available to students during the school year. Any community sponsored athletic team must adhere to all DoDDS-E athletic policies & regulations in order to letter in that sport. The students are advised to talk to the sponsor of the activity or organization for more information:

- DRAMA

- FUTURE BUSINESS LEADERS OF AMERICA (FBLA)
- FUTURE EDUCATORS OF AMERICA (FEA)
- JOURNALISM
- JUNIOR RESERVE OFFICER TRAINING CORPS (JROTC)
- MATH COUNTS
- MUSIC
- NHS-NJHS- TBA
- PHOTOGRAHY
- STUDENT COUNCIL
- YEARBOOK

DoDDS-EUROPE STUDENT ACTIVITIES

The European area office sponsors many activities independent of anything else in the school system while others are offshoots of participation in a school-based activity. For some, students must compete at the school, district, or European level for selection. Other activities allow many students to participate. Students need to commit their time in order to prepare for participation. Criteria are announced when the activity is advertised.

- Academic Games
- Berlin Seminar
- Future Business Leaders of America (FBLA)
- Future Educators of America (FEA)
- International Student Leadership Institute (ISLI)
- Junior Leadership Seminar (JLS)
- Junior Reserve Officer Training Corps Summer Camp(JROTC)
- Junior Science & Humanities Symposium (JSHS)
- National History Day
- Technology Fair

GLOSSARY

- Alcohol:** Mind-altering or mood-altering beverages, including but not limited to beer, wine, wine coolers, vodka coolers, liquors etc. Possession, use, sale, or distribution of alcohol or controlled substances will result in corrective actions at school and may lead to arrest and criminal penalties.
- Consumption of excessive alcohol can cause death.
- Arson:** Willfully, or while committing any felony, causing damage to a building, structure, or dwelling by fire or explosion.
- The girl was arrested for arson and expelled because she started a fire in the restroom.
- Assault/
Threat:** An intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.
- The students assaulted another girl by sending her notes saying that they would beat her up right after class.
- Battery:** Actually and intentionally touching or striking another against his or her will, or intentionally causing bodily harm to another.
- The student battered the teacher by pushing her against the wall.
- Bullying/
Harassment:** Repeatedly using hostile, intimidating, domineering, or threatening behavior with the intent or purpose of physically or mentally hurting another individual. Bullying occurs within an interpersonal relationship characterized by an imbalance of power (physical or psychological). Unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing acts, by an adult or student that are severe or pervasive enough to create an intimidating, hostile or offensive educational environment.
- Students should report bullying to an adult whom they trust so that it can be addressed.
- Cheating:** Using unauthorized answers or sources to receive credit for schoolwork. Some examples are looking at someone else's paper, copying from your notebook when you are supposed to use only your memory, or copying someone else's homework because you did not complete yours.
- The teacher accused him of cheating when she found answers to the test written on his desk.
- Plagiarism is a form of cheating when you present another person's words or ideas as your own without giving the originator credit for the information. Some common examples of plagiarism are copying information from a book without using quotation marks and

without including a bibliography at the end of the assignment listing the sources used. All information in academic assignments that is not common knowledge must be cited and documented. An example of common knowledge is: Miami is a city in Florida.

She plagiarized the information in her report by not giving credit to the author for his ideas.

Controlled Substances (Drugs): Mind-altering or mood-altering drugs, including but not limited to marijuana, cocaine, heroin, various pills, etc. Possession, use, sale, and/or distribution of controlled substances will result in corrective strategies at school and may lead to arrest and criminal penalties.

Use of controlled substances can be deadly.

Detention: A corrective strategy wherein a student must spend time at school, either before or after the regular school day or on a Saturday.

The student served detention for one week after school for breaking a window.

Disruption: Behavior that disrupts the learning and/or safety of others in class, on the school bus and at the bus stop.

The math class could not focus on preparing for the test because the girls' constant chatting was disruptive.

Distribution: Giving out, sharing, dispensing to others.

She was expelled for distributing pills to other students.

Drugs: Mind-altering or mood altering beverages or substances, including but not limited to alcohol, marijuana, cocaine, heroin, pills, etc. Possession, use, sale, or distribution of controlled substances that results in corrective actions at school may lead to arrest and criminal penalties.

Drugs are sometimes deadly, especially for young people.

Electronic Devices: Any device that is powered by electricity or a battery, which is not required by the curriculum and includes items such as but not limited to compact disc players, MP3 players, headphones, cellular phones, PDAs, and cameras.

Unauthorized use of electronic devices can disrupt the learning process.

Expulsion: A corrective action that means that you are no longer allowed to attend your current school.

The student was expelled for carrying a knife.

False Fire Alarm: Any action that causes people to believe that there is a fire or threat of a fire when there is not.

The boys received a suspension for reporting a false fire alarm, even though they meant it as a joke.

**False report/
Bomb threat:** Any action that causes people to believe that the school is under a serious threat, including but not limited to explosives and weapons of mass destruction.

Students who make an illegal false bomb report could be expelled and receive serious criminal penalties.

**Making a false report requires a mandatory recommendation for expulsion for not less than one year and may lead to arrest and criminal penalties.*

Fighting: Two or more students trying to physically hurt each other. Fighting often begins with a minor disagreement between students that can be solved without fighting. (See Fighting Horseplay and Fighting Serious)

**Fighting
(horseplay):** Occurs when two or more students engage in physical force against each other and

- They stop when an authority figure gives them a verbal command to stop, AND
- There are no injuries that require medical attention as a result of the fight.

The students began to engage in a horseplay fighting incident, but they calmed down when the teacher told them to stop.

Fighting: Occurs when two or more students engage in (serious): physical force or violence against each other and

- They become so enraged that they do not stop when given a verbal command to do so, OR
- Physical restraint is required, AND/OR
- Someone is injured to an extent that requires immediate first aid or medical attention.

Serious fighting must be reported to school police.

Any serious fighting incident that causes injury or requires medical attention would result in a suspension.

Firearms: Any weapon (including a starter gun) which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any such firearm muffler or firearm silencer; any destructive device; or any machine gun.

Students shall be expelled for bringing firearms to school.

**Forgery
(written
misrepresentation):** Making, altering, or signing a document with the intent to defraud or signing another person's signature without the person's consent.

The student was not permitted to go on the field trip because she forged her mother's

name on the permission slip.

Gambling: Participation in games of chance for money and/or other things of value.

Throwing dice for money is gambling.

General Classroom Misconduct: Misconduct related to classroom behavior to include but not limited to failure to be attentive, being unprepared for class, talking when asked to be quiet.

Harassment: Conduct directed at a person that causes him/her to feel intimidated or verbally, mentally, or emotionally abused, or that causes him/her substantial emotional distress.

What some people think is “just joking around” might constitute harassment if the person at whom it is directed is distressed by it.

Repeated harassment is bullying.

Hate crime: A crime committed against someone that is motivated by hatred of his/her personal characteristics or perceived characteristics, such as religion, color, sexual orientation, ethnicity, ancestry, and/or national origin. Hate crimes are similar to harassment (civil rights), but they involve other serious crimes committed against someone. See “Other Major Crimes/Incidents.”

The students committed a hate crime when they beat up a student because of his religious beliefs.

Inappropriate Items: Items unsuitable for school because they tend to disrupt the learning environment.

Magazines that feature violent video games are inappropriate items for school.

Inappropriate public displays Of affection: Engaging in unsuitable, intimate, sexually-suggestive behavior (like kissing and touching), in agreement with someone else, in places where others are likely to be present, such as hallways, stairways, classrooms, school buses, etc.

Kissing in the hallway and stairwells is an example of an inappropriate public display of affection.

Engaging in this type of behavior in hidden places is also inappropriate, and depending on the circumstances, may constitute a more serious infraction. See Sexual Offenses (other) in this glossary.

Infraction: The breaking of a school rule; a violation; an infringement.

Every infraction in the Code of Student Conduct has a range of corrective responses.

Instigative Behavior: Behavior that incites or urges others to do something wrong.

The student instigated his classmates by daring them to fight.

Intimidate: To make another person afraid.

Intimidation can sometimes be considered harassment or bullying.

Insubordinate Actions: Refusing to follow the directions of authority figures within the school, such as administrators, teachers, office workers, custodians, volunteers, parents/guardians, cafeteria workers, and others.

He received detention for defying the cafeteria manager by refusing to pick up his lunch tray when she told him to do so.

Offensive Material: Material that is offensive, indecent, lewd, and improper for school.

Students should not bring offensive materials, like adult magazines, to school.

Profane: Vulgar, crude, indecent.

Cuss words are considered profanity.

Provocative: Disrespectful conduct or words that tend to cause anger, rage, or humiliation in the person at whom they are directed.

The student's provocative words "I hate you" upset the teacher.

Reprimand: An explanation of how a behavior is inappropriate and a warning of the future consequence for doing it again.

The assistant principal reprimanded the student for using profane language.

Responsibility: An expectation, duty, or obligation to behave a certain way.

As a student, I have a responsibility to respect the property of others.

Sexual battery: Using force or the threat of force to touch, feel, or hurt someone in a sexual way against his or her will, or to use force to attempt to do so.

Touching another person's private body parts without his/her consent is sexual battery.

Sexual Harassment: Displaying unwanted and repeated conduct of a sexual nature that substantially interferes with a student's academic performance and/or creates an intimidating, hostile, or offensive school environment, or causes discomfort or humiliation for that student.

The student was suspended for sexual harassment because he repeatedly talked about a female student's private parts, making her feel uncomfortable.

Sexual Offenses (Other): Sexual contact in a lewd manner. A variety of actions can be characterized as sexual offenses at school.

Examples include, but are not limited to:

- Possessing and/or distributing obscene or lewd materials at school;
- Exposing or touching private body parts in a lewd manner;
- Touching someone else's body in a lewd manner;
- Voyeurism (e.g., secretly looking at someone in the restroom or locker room without his/her knowledge);
- Consensual sexual activity on school grounds between students who are 16-years-old and older;
- Any type of sexual contact with a student who is under age 16-years-old.

Smoking: Holding a lighted cigarette (cigar, etc.), drawing in and exhaling the smoke of tobacco, or use of any tobacco product.

Smoking cigarettes is unhealthy.

**Stealing/
Theft:** Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit.

He stole the library book when he slipped it into his backpack and left the library.

**Student
Government:** A group of students chosen by other students to represent the entire student body.

The Student Government Association should present their yearly plan of activities to the school administration.

Suspension: A corrective response to serious behavior to avoid where the student is not permitted to attend the regular school program.

Serious behavioral infractions at school result in suspension.

Theft: Knowingly obtaining or using the property of another with the intent to temporarily or permanently deprive the owner of its use or benefit.

He committed theft when he slipped the library book into his backpack and left the library.

Threat/Assault: An Intentional, unlawful threat by word or act to do violence to another, coupled with the apparent ability to do so, and doing some act, which creates a well-founded fear in the other person that such violence is imminent.

The student was suspended for making a threat to slap the teacher.

**Tobacco
Product:** Any product made from tobacco, including but not limited to cigarettes, cigars, and chewing tobacco.

Tobacco products are unhealthy.

Trespassing: Entering and/or remaining upon a school campus, school transportation, or at school-sponsored events off campus or other School Board property without authorization or invitation to enter or remain, including students who are suspended or expelled.

The student was trespassing when he entered the school after being warned by the principal that the school was closed.

Vandalism: The intentional destruction, damage, or defacement of public or private property without consent of the owner or the person having custody or control of it.

Major: resulting in damages over \$1,000.

Minor: resulting in damages under \$1,000.

The student committed vandalism when he spray-painted graffiti on the school.

Violation/ The breaking of a school rule; an infringement.

Infraction:

For every behavior violation there is a recommended corrective strategy.

Violence: Physical force used to injure, damage, or destroy.

We try to keep our schools free of violence.

Weapons: Any instrument that can be used to inflict serious harm on another person or that places another person in fear of serious harm. Examples include but are not limited to all types of firearms (weapons used to shoot with, such as guns), dart-guns, stun guns, dirks (daggers), knives, metallic knuckles, clubs, tear gas guns, chemical weapons or devices, bombs, aerosols, and other destructive devices (any item that can explode or cause destruction, such as grenades, mines, rockets, or missiles). This definition excludes simulated weapons. Everyday objects can become weapons if they are used to seriously harm or attempt to seriously harm someone.

Mediterranean District

Middle High School Disciplinary Matrix

Category I: Minor Infractions

All sanctions for Category I infractions will start over at the beginning of the second semester.

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Tardiness (to class or to school) ➤ General classroom misconduct ➤ Failure to follow general instructions ➤ Public display of affection /Improper show of affection ➤ Eating/drinking in class (gum included) ➤ Loitering in an unauthorized area ➤ No hall pass ➤ Running, playing, or horseplay (hall or grounds) that may endanger self or others ➤ Unauthorized sale of items (candy, etc.) ➤ Dress code violations which the student refuses to correct ➤ Minor disrespect (talking back, rolling eyes, etc.) ➤ Other minor offenses 	Referral 1:	Warning and/or contact with the parent/guardian
	Referrals 2 - 4:	Warning, parent contact, and/or detention, Saturday School; 1 day In-School Suspension
	For Referral 5 and each additional referral.	Warning, parent contact, and/or detention, Saturday School; 1 day In or Out of-School Suspension. Once a student has accumulated a minimum of 5 referrals, a behavior plan may need to be created to address behavioral concerns.
<p style="text-align: center;">An administrator may offer the following alternatives to Out-of-School Suspension:</p> <ul style="list-style-type: none"> • A parent may opt to shadow his/her child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only. • The Principal at each school may limit the number of times that shadowing is allowed instead of Out of School Suspension (OSS). <p><u>NOTE:</u> If the offense has taken place in the teacher's classroom (with the exception of tardies), all teachers are generally expected to deal with Category I offenses in an appropriate manner prior to referring a student to an administrator (including parental contact and referral to guidance).</p> <p>The consequences listed above come into effect only after the student has been referred to an administrator.</p>		

Category II: Intermediate Infractions

Category II: Intermediate Infractions	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Using portable communications devices contrary to school policy (e.g., beepers, cell phones, personal computers, Blackberry's, iphones; other similar devices capable of receiving or transmitting audio, video, picture, or text message; portable electronic devices, including: cameras, electronic games, portable radios, compact disc players, iPods, portable DVD players, or similar devices). Such equipment and devices are subject to confiscation by school authorities. <i>(Individual principals will determine the locale for keeping such devices during the school day.)</i> ➤ Minor Vandalism (\$25 or less) (Restitution required) ➤ Minor Theft (\$25 or less) (Restitution required) ➤ Leaving school grounds without administrative permission (also includes failure to sign out) ➤ Falsifying, forging, cheating, or plagiarizing the work of others. (written or verbal) ➤ Abusive, profane, or obscene language, gestures, or material (student to student): This includes, but is not limited to the following references: race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability, or matters 	Referral 1:	After School Detention
	Referral 2:	Detention or Saturday School or Work Detail <i>Examples of work detail: working the booster tent, help setting up the football field; assisting at the track meet, etc.</i>
	Referral 3:	1 day In or Out of School Suspension

<p>pertaining to sexuality.</p> <ul style="list-style-type: none"> ➤ Failing to leave the school, the school grounds, the school bus, or otherwise failing to follow the instructions/directions of the principal or staff member in charge after being told to do so; or is otherwise not authorized to be present in such areas (e.g., expelled or removed). ➤ Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties. This provision includes not only horseplay and other forms of disorderly conduct, but also includes: lying to and/or making false statements to school personnel, <i>and/or</i> the violation of <i>other rules</i> and guidance established for an orderly educational atmosphere. ➤ Possessing or using tobacco, or any product containing tobacco or nicotine products; including, but not limited to: cigarettes, cigars, miniature cigars, clove, smokeless tobacco, snuff, chew packets, and betel nut or related paraphernalia (lighters, matches, rolling paper, etc.) ➤ Any activity that endangers self or others while at school ➤ Violating attendance regulations or policies (i.e., truancy). 	<p>Referral 4:</p>	<p>2-3 Days of the combination of Saturday School, and/or In or Out of School Suspension</p>
	<p>Referral 5:</p>	<p>3-5 Days of the combination of Saturday School, and/or In or Out of School Suspension.</p>
<p>An administrator may offer the following alternatives to Out-of-School Suspension:</p> <ul style="list-style-type: none"> • A parent may opt to shadow their child for one day instead of any 1 day out of school suspension. A parent is not to be an active participant in the class and is to be an observer only. • The Principal at each school may limit the number of times that shadowing is allowed instead of OSS. 		

Category III: Serious Infractions

A student may be disciplined, to include removal from school (i.e., suspension, expulsion, or out of school placement) in appropriate circumstances; when a preponderance of the evidence demonstrates that the student has engaged in any of the following acts of misconduct:

- Causing, attempting to cause, or threatening to cause, physical injury to another person; or has threatened to use or has used physical force against any person, including physical force that causes serious bodily injury to a person, as defined by section 1365(h) (3) of 18 U.S.C. (reference (k)).
- Possessing, using, or transferring to another person any dangerous weapon (section 930(g)(2) (reference (j))), (e.g., any firearm, knife, explosive, incendiary device, or dangerous object) at the school or at a school-sponsored activity. *A minimum 1-year expulsion is required for the possession of firearms.*
- Possessing, using, distributing, or the attempted possession; use; or distribution of alcoholic beverages.
- Possessing, using, distributing, or the attempted possession; use or distribution of any illegal/controlled substance; as defined in enclosure 2. *A mandatory expulsion recommendation is required for a second offense.*
- Offering, arranging, using, or negotiating to sell drug paraphernalia, or the unlawful possession of drug paraphernalia.
- Robbing or extorting, or attempting robbery or extortion.
- Damaging or vandalizing school, U.S. Government, contractor, or private property.
- Stealing, wrongfully appropriating, or attempting to steal or wrongfully appropriate; or knowingly receiving stolen school, Government, contractor, or private property.
- Gambling in any form.
- Fighting or otherwise engaging in conduct that endangers the well-being of a student or others.
- Bullying (including cyber bullying) another, or a group (e.g., engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).
- Engaging in, or attempting to engage in, acts of arson, making a threat to bomb, burn, or destroy in any manner a school building or school property, or intentionally making a false report of a bomb threat or fire (e.g., making a terrorist or bomb threat, pulling a fire alarm, etc.).
- Possessing or using fireworks or other explosive devices.
Violating the terms and conditions of the DoDEA Student Computer and Internet Access Agreement, or by illegal or unauthorized means gain access to the computers, software telecommunications, and related technologies of others; engage in any willful act that causes physical or financial damage or otherwise disrupts information technology, or use a computer or communications device to communicate threatening, harassing, indecent messages; or download obscene or pornographic materials.
- Violating any law, rule, regulation, or policy of the military installation or the school.

Failing to report or otherwise be complicit in the above-described acts.

Mediterranean District

Disciplinary Matrix for Electronic/Internet Resource Use Actions

SUBJECT: Computer Access and Internet Policy *DoDEA AI 6600.01*

POLICY: It is DoDEA policy that:

- a. The use of DoDEA IT resources shall be permitted for official and authorized purposes including communication, research, and educational or professional development in support of the DoDEA mission.
- b. Internet use for educational, administrative, and research purposes will be encouraged and supported in agreement with the terms and conditions contained in the **DoDEA Technology user agreement policy**
- c. All use of DoDEA IT resources will be accomplished through individual user accounts, except as specifically authorized by the Designated Approving Authority (DAA).

If a student violates the DoDEA Technology user agreement policy, the following actions will be imposed.

Category I: Minor Infractions	Referral	Possible sanctions for Category I infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Misuse of email ➤ Using inappropriate language ➤ Being abusive or impolite ➤ SPAMMING ➤ Contacting inappropriate persons ➤ Using e-mail at inappropriate times 	Referral 1:	Warning, Parent contact, and/or Detention,
	Referral 2:	Suspension of email for 10 Days
	Referral 3:	Termination of email for SY and Administrative Action
	Referral 4:	**Administrative Action
Category II: Intermediate Infraction	Referral	Possible sanctions for Category II infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Sending or receiving offensive materials ➤ Violating copy right ➤ Using computer resources without permission 	Referral 1:	**Administrative Action
	Referral 2:	Suspension of LAN and email for 2 weeks
	Referral 3:	Termination of LAN & email accounts RESTRICTION of computer usage
	Referral 4:	**Administrative Action
Category III: Serious Infraction	Referral	Possible sanctions for Category III infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Damaging Hardware, Software, or network ➤ Changing configurations ➤ Accessing another users private Files (i.e. H:drive files) ➤ Modifying using , deleting or misusing public files (K:or common drive, teacher files) ➤ Using another user's account or allowing him/her to use yours ➤ Attempting to get around safety and security measures (i.e. web filters, virus scan, etc.) ➤ Sexually Offensive behavior ➤ Insubordination with disrespect and profanity 	Referral 1:	Suspension of LAN and email for 2 weeks
	Referral 2:	Termination of LAN & email accounts RESTRICTION of computer usage
	Referral 3:	Termination of ALL Computer privileges
	Referral 4:	**Administrative Action

Category IV: Severe Infractions	Referral	Possible sanctions for Category IV infraction may include, but are not limited to, one or more of the following actions:
<ul style="list-style-type: none"> ➤ Using electronic means to threatening, bullying, harassment and/or abuse others ➤ Accessing restricted private data 	<i>Immediate termination of all computer privileges and suspension from school</i>	
<p>** Administrative Action may include, but is not limited to the following: Warning and Counseling Session, Detention, Parent Notification, Suspension or School Work Detail</p> <ol style="list-style-type: none"> 1. Restriction of computer usage means stand-alone computer workstations with no access to the internet or network resources OR a special log-in. 2. Termination of computer privileges necessitates removal from computer courses for the semester or year. <p>ALL actions should be resolved at the classroom (Teacher/Parent/Student) level when possible. <i>In all cases, the administration reserves the right to determine the severity of consequences based on education impact on student.</i></p>		

Acknowledgement and Understanding of Student Handbook
2012-2013

The Aviano Middle/High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their homeroom/first period teacher NLT

_____*

Parent Name (Printed)

Student Name (Printed)

*

Student Signature

Date

*

Parent Signature

Date

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