

Alconbury Middle / High School Parent-Student Handbook



School Year 2008-09

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LETTER FROM THE PRINCIPAL



Welcome to Alconbury Middle / High School. Home of the Dragons!

Welcome back to all returning families and a special welcome to all of those new to Alconbury Middle/ High School. We are pleased to have you as a partner in the education of your children. We are looking forward to an enjoyable, rewarding, interesting and challenging school year. This year will present new experiences and opportunities for all of us. It is our belief that as long as the school and home work together, we will be able to provide a quality educational experience for your children.

The staff at AMHS works hard to build a positive relationship between the school and home. This relationship must involve two-way communication with mutual trust and respect between both parties. Communication between parents and teachers is critical to making a working educational team. So, please talk directly to your child's teachers and express any comments, concerns, or compliments you may have to them. We constantly seek improvement to provide a pleasant, safe, meaningful and stimulating educational environment for our students. If you have suggestions or recommendations, let us know. It is the collective work of the students, their parents, and the teachers that make a good school great.

This student/parent information handbook has been compiled for your use. While it certainly is not all-inclusive, it is hoped that the information in it will be beneficial to you. Please take the time to read the handbook and discuss the important points with your children.

Alconbury Middle / High School is a child-centered school. If you want to make a good school better, please help us by becoming involved in your school. Some ways that we suggest that you can become involved are by contacting your child's teachers to volunteer, calling the school about volunteering, attending School Advisory Committee meetings, or becoming an active participant in the Booster Club (which is similar to a PTO). Please join us and actively support your child's education.

Our school is a member of the Department of Defense Education Activity (DoDEA). As a U. S. overseas school, Alconbury Middle / High School belongs to the Department of Defense Dependents Schools (DoDDS), Isles District (Europe Area). Our mission is to serve the children of U. S. (active duty personnel) stationed in the RAF Alconbury Tri-Base Area. Our enrollment averages between 200 – 240 children in grades 6 through 12. Twenty-three classroom teachers and thirteen specialists serve the student population.

There is a strong relationship between the school and the military community. Ongoing, positive support by base organizations helps to make the "Mighty Dragons" experience one to be fondly remembered. Innumerable volunteers augment and extend learning opportunities through an extensive school-home partnership program. From the command, to the service member, to the family, when there is a need, people working together realize viable improvements.

Alconbury Middle / High School offers a safe, supportive environment in which children can learn and excel. Critical to this is the very attitude of the students. A strong supportive school-home relationship builds the foundation. However, our students keep Alconbury Middle / High School a safe and friendly place of learning.

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

Dr. Gael Coyle, Principal
E-mail: alconburyhs.principal@eu.dodea.edu

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PREFACE

The purpose of this guide is to provide parents and students with a convenient reference concerning the operation of Alconbury Middle / High School. This guide is not an all-inclusive publication governing all aspects of the policies and regulations of the school, but rather one that contains broad statements and guidelines to assist you.

All parents and students are requested to be familiar with this guide. The information it contains will answer many questions, and its wise use can prevent many problems from arising. Should you have questions or concerns, please contact the school before any decision or action, so that the parent, student and school have a clear idea and precise understanding of the policy concerned.

SCHOOL INFORMATION

Accreditation

All DoD Department School are accredited by the North Central Association (NCA) of Colleges and Schools. The accreditation process occurs yearly. Every five-years, visit from an accreditation team carefully reviews school improvement plans while monitoring educational practices. This review always involves interviews with staff, parents, and students. Our next stateside validation will be in 2011.

Our school is fully accredited by NCA. This evaluation procedure provides an opportunity for us to examine our activities in relation to our guiding principles, vision, and mission. Team findings are then used to further develop and improve the School Improvement Process.

School Address

Alconbury High School
Unit 5570 Box 70
APO AE 09470
01480 843769 // DSN: 268 3769

International Address

Alconbury High School
RAF Alconbury
Unit 5570 Box 70
Huntingdon, Cambs. PE28 4DA
44 180 843769

Internet Web Site:

www.alco-hs.eu.dodea.edu

Curriculum

AHS follows a regular U.S. curriculum of approved and published goals for basic language arts, math, social studies, science, health, physical education, art, music, and computer education. To view curricular standards, please type www.dodea.edu in your internet browser's address line and click "Curriculum, Standards" on DoDEA's home page. Students may also receive instruction in study skills, career awareness, and English culture.

Important Telephone Numbers (Civilian)

Principal's Office.....	Dr. Gael Coyle.....	01480 843392
Assistant Principal.....	Mr. Lance Posey.....	01480 843217
School Secretary.....		01480 843215
Counselors Office.....		01480 843221
CSC Chairperson		01480 843769
Nurse's Office.....		01480 843389
Registrar.....		01480 843769 / 843512
FAX.....		01480 843182

To dial Alconbury Military from a civilian telephone: 01480 - 84-XXXX.
To arrange an appointment with the counselor or a teacher, please call the Counselor's office.

EMERGENCY PROCEDURE FOR SCHOOL CLOSURE

Except for instances of bad weather and those other emergencies outlined below, school will not be dismissed during the normal periods of operation without approval of the Superintendent, UK District.

EMERGENCIES:

Under emergencies declared by the Base Commander for such reasons as alerts, epidemics, inclement weather, bomb threats, demonstrations, and facility deficiencies that could endanger the health and safety of students and school personnel, schools may be closed.

Inclement Weather

In cases of inclement weather, the **Support Group Commander coordinates school closure with the school principal**. When school is canceled because of inclement weather, or when the school will experience a two-hour delayed start in the morning, announcements will be made on the following local stations beginning at 0630.

LOCAL STATION	CHANNEL
Anglia TV	Channel 3
BBC Radio Suffolk	FM Band 104.5; 95.5 & 103.9
BBC Cambridgeshire	FM Band 96
CN Radio	FM Band 103
Radio Bury St. Edmunds	FM Band 96.4
Radio Ipswich	FM Band 96.4

AFN Commander's Channel

Parents may also call the RAF Alconbury command post recording at 01638 522752, the school bus office at 268 3891 or 268 3313 or commercially at 01480 843891 or 843313, regarding emergency and inclement weather closures or delays.

HISTORY

Alconbury Middle/High School is located at RAF Alconbury, 70 miles north of London, near the junction of the A14 and A1 motorways in Cambridgeshire. The nearest local community is Huntingdon.

The first dependents school in the Alconbury area was opened at RAF Molesworth in 1951 and enrolled students in grades 1-9. Grade 10 was added in 1960. The RAF Molesworth school closed in June 1974 and its activities relocated to the present site at RAF Alconbury. Students from RAF Chicksands began attending Alconbury Junior High School in 1976 and ended their tour in 1995. Additional buildings for Automotive Technology, Business Education and Physical Education were added in 1981. Grades 11 and 12 were added at the start of school year 1981-1982, at which time Alconbury became a full high school. Students in grades 7-12 from RAF Alconbury, Upwood and Molesworth now attend Alconbury High School

School Mascot – Dragon

School Colors – Green and Gold

CHAIN OF COMMAND

Director, DoDEA

Dr. Shirley A. Miles
Office of Dependent Education
4040 North Fairfax Drive
Arlington, VA 22203-1635
(703) 588 – 3050

Area Superintendent, DoDDS-Europe

Mrs. Diana Ohman
Office of the Director DoDDS Europe
Unit 29649 Box 7000
APO AE 09096
DSN 338-7615 Civ: (+49)-611-380-7615

Superintendent, U.K. District

Mr. Ron McIntire, Superintendent
Dr. Judith Allen, Assistant Superintendent

DSN: 226 – 7234
CIV: 01638 - 52 – 7234

Alconbury Middle / High School

Dr. Gael Coyle, Principal
Mr. Lance Posey, Assistant Principal

DSN: 268 – 3392 or 3217
CIV: 01480 84 3392 or 3217

School Liaison Officer

DSN: 268-3232
CIV: 01480843232

DoDEA VISION STATEMENT

Communities investing in success for all students!

DoDEA MISSION STATEMENT

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

ISLES DSO MISSION STATEMENT

The mission of the Isles District is to provide the best possible educational environment to prepare students with the knowledge and skills needed to be responsible and productive global citizens in the 21st Century.

COMMUNITY STRATEGIC PLAN (CSP)

Goal 1: HIGHEST STUDENT ACHIEVEMENT

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

➤ **Outcome A: Student Performance and Assessment**

All students will achieve or exceed proficiency levels aligned to clearly defined program and curricular performance standards. Individual student progress will be continually measured using multiple local and system-wide performance based assessments.

➤ **Outcome B: Opportunities to Learn and Citizenship**

All students will have access to varied and challenging learning opportunities and appropriate interventions and/or modifications to meet the standards and foster lifelong learning and productive citizenship.

Goal 2: PERFORMANCE-DRIVEN, EFFICIENT MANAGEMENT SYSTEMS

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

➤ **Outcome A: Efficient Management System of Facilities, Equipment, and Materials**

All levels will participate in the development and implementation of an equitable plan to identify and schedule maintenance, life-cycle replacement, and upgrades to facilities, equipment, technology, and materials that support an environment conducive to learning.

➤ **Outcome B: Resource Allocation / Academic and Student Support Services**

An annual budget plan will be designed and implemented at all levels in direct support of the CSP. All appropriate operational levels will have the resources, authority, and accountability to ensure equitable student access to programs and support services necessary to meet academic standards.

➤ **Outcome C: Secure and Safe Environment**

All DoDEA levels will have a safe, secure, and well-managed environment conducive to learning.

Goal 3: MOTIVATED, HIGH PERFORMING, DIVERSE WORK FORCE

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

➤ **Outcome A: Personnel Management Practices**

In support of student achievement, administrators at all levels will continually recruit, hire, support, evaluate, and recognize personnel in order to retain a highly diverse, motivated, and committed workforce.

➤ **Outcome B: Continuous Professional Development and Training**

Personnel at all levels will participate in ongoing professional development and training to support standards that enhance job performance.

Goal 4: PROMOTING STUDENT DEVELOPMENT THROUGH PARTNERSHIPS AND COMMUNICATION

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

➤ **Outcome A: Partnerships**

All levels of the organization will develop, promote, and maintain partnerships to enhance social, emotional, and academic growth.

➤ **Outcome B: All schools, districts, areas, and headquarters will effectively communicate using a planned systematic approach**

ALCONBURY MIDDLE / HIGH SCHOOL MISSION STATEMENT

The mission of Alconbury Middle / High School is to develop healthy, adaptable, independently thinking, and socially responsible members of the global community.

SCHOOL IMPROVEMENT PLAN

Goal 1: STUDENT PERFORMANCE

All students will improve their ability to communicate across the curriculum.

Essence: Students will exchange ideas and express understanding effectively relative to a predefined need.

Goal 2: STUDENT PERFORMANCE

All students will improve their information literacy skills across the curriculum.

Essence: Students will know when and why they need information, where to find it, and how to evaluate, use and communicate it in an ethical manner.

SUPPORT DATA USED TO SELECT GOAL:

Terra Nova
SAT test results
Parent/Teacher/ Student Surveys
Student Failure Rates

ASSESSMENTS TO MEASURE THE GOAL:

STANDARDIZED
Terra Nova Math Scores
Algebra I End of Course Exam
Semester Math Scores 9-11

LOCAL / CLASSROOM
Survey (student / parent/ teacher)
Performance Assessment

October 9	Shelter in Place @ 1305 Hours	
October 13	Columbus Day – No School (FEDERAL Holiday)	
October 13 -17	Fire Prevention Week	2121
October 15	PSAT AFJROTC Open Ranks Inspection	1
October 18	AFJROTC / X- Games Against Lakenheath	
October 20	Fire Drill / 1000 Hours CSI at 1515 Hours	2
October 22	AFJROTC Cadet Conference (RAF Alconbury)	2
October 23	CODE YELLOW (Take Cover Drill)	1
October 23 -25	DoDDS - Europe Tennis Athletic Championship Dates @ Wiesbaden	1,2
October 24	DOE/ Bromham Weekend (BRONZE~SILVER~GOLD Training)	2
October 25	DoDDS - Europe Cross Country Athletic Championship Dates @ TBD ACT Test (http://www.actstudent.org)	
October 30	End of 1 st Quarter/ 47 days AFJROTC Promotion Board	2
October 30 - 1 November	DoDDS - Europe Volleyball Athletic Championship Dates @ Ramstein/Kaiserslautern	2,1
October 31	Teacher Work Day // No School	
November 1	DoDDS - Europe Football SUPER 8 Athletic Championship Dates @ Baumholder SAT & Subject Tests	
November 2 - 9	Fall Sports ~ FALL INTERVAL BREAK (DEAD WEEK)	12121
November 3	Begin 2 nd Quarter AFJROTC Squadron Officer's Call @ 1500 hours Faculty Meeting @ 1515 in Media Center	1
November 5	AFJROTC Promotion Ceremony/ During Class Booster Club Board Meeting @ 1800 in Media Center	1
November 6	Coaches Meeting @1530 hours Behr's Room Mandatory Sports Briefing for Winter AHS Athletes @ 1730 hours / Large Gym	2
November 8	AFJROTC / Lakenheath Invitational	
November 10	SILT & CSI @ 1515 Hours AFJROTC Veteran's Day Ceremony @ 1100 HOURS Winter Sports – Starting Date Academic Awards Assembly (First Quarter)	2
November 11	Veterans' Day – No School (FEDERAL Holiday) AFJROTC Madingly Ceremony @ 0800 Hours	
November 12	SAC @ 1630 in Library AFJROTC / Awareness Presentation Team with 8 th Grade class (Pending Middle School approval) Fall Sports Award Night @ 1730 hours	1
November 13	AES Parent Conferences //FYI ONLY)	2
November 14	Alconbury School Complex Parent Conferences ~ TWD // No School for Students	
November 17	School Advisory Board Meeting@ 1630 in AES Library /Bldg. 577	1
November 19	Fire Drill @ 0915 Hours AFJROTC / Duxford~ Cadets ONLY (Duxford Air War Museum)	1
November 27	Thanksgiving- Federal Holiday – No School	
November 28	Recess Day – No School – (HQ USAFE Family /Goal Day)	
December 1	Faculty Meeting @ 1515 in Media Center	1
December 2	AFJROTC Squadron Officers' Call @1500 Hours AFJROTC Lunch Fundraiser	2
December 3	Booster Club Board Meeting @ 1800 in Media Center	1
December 4	Winter Music Parent Concert @ 1900 Hours Winter Music Assembly	2
December 5	Mid-Term Progress Report / Grades Due	1
December 6	SAT & Subject Tests	
December 8	Fire Drill AHS –1315 Hours / AES 1315 Hours CSI & SILT @ 1515 Hours	2

December 10	AFJROTC / Awareness Presentation Team with 8 th Grade class (Pending Middle School approval)	2
December 11	College Day (POC: AVID / School Counselor) Earliest Withdrawal Date (DEROS verification required)	1
December 13	ACT Test	
December 17	AFJROTC / Cadet Conference @ RAF Alconbury	1
December 20 - January 4	Winter Recess Christmas – Federal Holiday Observed (25 th) New Year's – Federal Holiday Observed (January 1 st)	
January 5	School Instruction Resumes Faculty Meeting@1515 Media Center AFJROTC Squadron Officers' Call @1500 Hours	2
January 6	AFJROTC Lunch Fundraiser	1
January 7	Booster Club @ 1630 Hours in Library	2
January 10 - 15	Jazz Seminar (Grads 9-12) POC: E. Measells (Location:TBA)	
January 12	SILT & CSI @ 1515 hours in Library	1
January 14	Fire Drill - AHS 0915 Hours AFJROTC / Awareness Presentation Team with 8 th Grade class (Pending Middle School approval)	1
January 15	(AES CLASS PICTURE DAY // FYI ONLY)	2
January 16	First Semester Final Exam Day One - Schedule: 0825 – 0855 Period 1 0900 – 0930 Period 2 0935 – 1005 Period 3 1010 – 1040 Period 4 1045 – 1115 Period 5 1120 – 1150 Period 6 1155 – 1225 Period 7 1225 – 1300 LUNCH - Period 1 Exam (1305 – 1500 hours)	
January 17	AFJROTC MILITARY BALL @ 1800 Hours at RAF Alconbury	
January 19	Martin Luther King Day – No School (FEDERAL Holiday)	
January 20 - 22	First Semester Final Exam Schedule -Seminar 0825 – 0905; Break 0905 – 0915; EXAM (0915-1115) ; Break 1115-1125; -Seminar 1125-1225; LUNCH 1225 – 1300 & EXAM (1305 – 1500) 20 (Tuesday) Period 2 Exam (0915 -1125) Period 3 Exams (1305 – 1500 hours) 21 (Wednesday) Period 4 Exam (0915 – 1115 Hours) Period 5 Exam (1305-1500 hours) 22 (Thursday) Period 6 Exam (0915 – 1115 Hours) Period 7 Exam (1305-1500 hours)	
January 21	SAC@ 1630 Hours	
January 22	End of SECOND Quarter/ 1 st Semester (45 days)	
January 23	Teacher Work Day / No School for Students - HQ USAFE Family / Goal Day	
January 24	SAT & Subject Tests Rifle European Championship POC: R. HASE, ISS (Location TBA)	
January 25 -31	Model United Nations (Grades 9-12) @ Den Haag (POC: L. Moore)	12121
January 26	Begin Third Quarter ~ Begin Second Semester AFJROTC Promotion Board	1
January 28 -29	AFJROTC Promotion Ceremony	1,2
January 30	(AES Parent Conference Day //FYI ONLY)	1
February 2	Faculty Meeting @1515Media Center AFJROTC Squadron Officers' Call @ 1500 Hours	2
February 2- 6	Drama Fest (Grades 7-12) (Location: TBA) (POC: G. Marek ISS)	21212
February 3	AFJROTC Lunch Fundraiser	1
February 4	Academic Assembly Booster Club Meeting@1830 Media Center	2
February 7	DoDDS - Europe Wrestling (SECTIONALS-Qualifying Meet) Athletic Championship Dates @TBA ACT Test	
February 8 -13	Creative Connections (Grades 9-12) @ Oberwesel	12121
February 9	SILT & CSI @ 1515 Hours in Library	1

	School Advisory Board Meeting @ 1630 AES Library School Board	
February 9 - 13	Berlin Seminar (Grade 12) @ Berlin (POC: L. Moore)	12121
February 10 -12	AFJROTC Drill Competition @SHAPE	2,1,2
February 10 -13	Future Educators Association (Grade 9-12) @ Garmish (POC: P. Mohr)	212
February 13-14	DoDDS - Europe Wrestling (Europeans) Athletic Championship Dates @ Wiesbaden	1
February 16	Presidents Day – No School (FEDERAL Holiday)	
February 18	AFJROTC / Awareness Presentation Team with 8 th Grade class (Pending Middle School approval)	1
February 18-21	DoDDS - Europe Basketball Athletic Championship Dates @ Mannheim	1,2,1
February 19	AES Fifth Grade Course Selection	2
February 20	Fire Drill - AHS 1345 Hours	1
February 21	DoDDS - Europe Cheerleading Athletic Championship Dates @ Mannheim	
February 22 - 1 March	WINTER SPORTS INTERVAL BREAK (DEAD WEEK)	21212
February 23	Coaches Meeting @1530 hours Behr's Room Mandatory Sports Briefing for Fall AHS Athletes @ 1730 hours / Large Gym	2
February 23 - 26	Junior Science & Humanities Symposium (Grades 6-12)@Riedstadt	2121
February 27	Mid-Term Marking Period (Grades due by COB)	2
February 28	AFJROTC Air Force / Navy Drill Competition@ Ramstein AFB (POC: R. Hase)	
March 1 – 6	International Student Leadership Institute (Grades 10 –11)@ Oberwesel	12121
March 2	Faculty Meeting@1515 Media Center READ ACROSS AMERICA WEEK AFJROTC Squadron Officers' Call @ 1500 Hours Spring Sports Starting Date Winter Sports Award Night	1
March 3	AFJROTC Lunch Fundraiser	2
March 4	Booster Club Meeting@ 1830 Hours Media Center	1
March 4 – 6	Academic Games (Grades 9 – 12) @ Hambachtal POC: Dixon, ISS/ J. Keating. PO)	121
March 5-7	Air Force / Navy Drill Competition @ Ramstein AFB POC: Major Robert Hase	2
March 9	SILT & CSI @ 1515 Library	2
March 9-13	Terra Nova Testing Week	21212
March 14	SAT Test ONLY	
March 15 - 20	Junior Leadership Seminar (grades 6-7) @ Oberwesel	12121
March 16-20	Senior Appreciation & Awareness Week (1 st guest speaker(Health): TSgt. Pierre Guilnet DSN: 268 4555	
March 18	AFJROTC Self – Assessment by Lakenheath Base Personnel	1
March 20	CODE ORANGE	1
March 21	Odyssey of the Mind (grades 3 – 8) POC: J. McNamara/J. Schiele	
March 22 - 27	Honors Music Festival (grades 9 – 12) @ Oberwesel/ Wiesbaden	2121
March 23-27	Terra Nova Make-Ups	2
March 25	SAC @ 1630 hours in Library Math Counts (Grades 6-9) @ Wiesbaden American Arms	2
March 26	Fire Drill 0840	
March 27	AFJROTC X-Games with Lakenheath SIP DAY // NO SCHOOL	
March 30 – April 2	Future Business Leaders of America (Grades 6 – 12)@Garmish	21212
March 31 – April 1	National History Day (Grades 5-12) POC: Y. McDades,ISS	1,2
April 2	CODE YELLOW @ 1345 Hours End of the Third Quarter //Begin Fourth Quarter Alconbury School Complex Health Fair (HS 1330 –1500 Hours)	1
April 3	Teacher Workday – No School for Students	
April 4	ACT Test	
April 6 - 12	Spring Recess	
April 13	Instruction Resumes // Beginning of 4 th Quarter /School Resumes Faculty Meeting@1515Media Center AFJROTC Squadron Officers' Call @ 1500 Hours	2

April 14	AFJROTC Lunch Fundraiser	1
April 15	Third Quarter Academic Awards Assembly Booster Club Meeting ~Media Center@ 1800 Hours	2
April 16	#2 CODE RED // LOCKDOWN DRILL@ 0840 Hours	1
April 17	Parent Conference // School Complex Pre-Registration //TWD// No School for Students	
April 18	USAREUR AFJROTC Drill Team Finals (POC: R. Hase, ISS)	
April 20	Fire Drill @ 0930 SILT& CSI @1515 in Library	2
April 20 - 24	Model United States Senate (Grades 10-12)@ NH Raunheim (POC: L. Moore/K. Webber)	
April 22	NJHS / NHS Ceremony	2
April 25	USAREUR AFJROTC Drill Team Finals (POC: R. Hase, ISS)	
April 27 - 29	PTS – Expo (Grades 7 –12) Location TBA (POC: G. Pearrow/F. Pendrich)	
May 1	Emergency Evacuation Drill@1430 for Alconbury School Complex (Theatre) / Code Blue # 2	1
May 2	SAT & Subject Tests	
May 4	Faculty Meeting@1515 Media Center AFJROTC Squadron Officers' Call @ 1500 Hours	2
May 4 - 8	SHOWCASE Production Board @Wiesbaden (POC: Rodman) AP EXAMS	21212
May 5	AES Graduation Ceremony in Small Gym AFJROTC Lunch Fundraiser	1
May 6	AFJROTC A/S 1 Final &Exhibition Booster Club Meeting@1800 Media Center	2
May 7	Drama Performance Parents@ 1900 Hours / Small Gym	1
May 8	AES ~ AHS Calendar Planning 0900 Hours in the Conference Room of Building 691 Mid -Term Grades Due by COB	2
May 9	USAREUR AFJROTC Drill Team Finals (POC: R. Hase, ISS)	
May 11	School Advisory Board Meeting@ 1630 Hours in AES Library /Bldg. 577 SILT & CSI @ 1515 Hours in Library	1
May 11-15	AP EXAMS	
May 13	AFJROTC / Awareness Presentation Team with 8 th Grade class (Pending Middle School approval) SAC Meeting@1600 Media Center Spring Evening Music Concert for Parents@ 1900 Hours	1
May 16	USAREUR AFJROTC Drill Team Finals (POC: R. Hase, ISS)	
May 20 -23	DoDDS - Europe Soccer Athletic Championship Dates @ Ramstein / Kaiserslautern	2,1,2
May 21-23	DoDDS - Europe Softball Athletic Championship Dates @ Ramstein / Kaiserslautern	1,2,1
May 22-23	DoDDS - Europe Track Athletic Championship Dates @ Wiesbaden	2
May 22	AFJROTC AWARDS Banquet-Base Club @ 1800 Hours	2
	Earliest Withdrawal Day (DEROS verification required)	
May 25	Memorial Day – No School (FEDERAL Holiday)	
May 28	Senior Exam (Thursday) Period 2 & Period 4 EXAMS (continues June 1-3)	1
May 29	Dragonfest (including: Spring Music Concert Assembly & Drama Performance) Prom	
May 31	Baccalaureate Ceremony /1900 Hours	
June 1	Faculty Meeting @ 1515 Media Center AFJROTC Squadron Officers' Call @ 1500 Hours	2
June 1 - 3	Senior Exams (continues from May 28) 1 (Monday) Period 5 & 7 Exams 2 (Tuesday) Period 1 & 3 Exams 3 (Wednesday) Period 6 Exam & Senior Clearance	2,1,2
June 3	Booster Club Meeting @ 1800 hours in Library	2
June 2	Spring Sports Awards Night @ 1730 Hours // Small Gym	1
June 5	Graduation Rehearsal	2

	Graduation	
June 6	SAT & Subject Tests	
June 8	SILT & CSI MEETING	
June 8 - 11	Final Exam Days	
June 11 June 11	Last Day of School Early Dismissal @ 1115 ~ Buses depart 1130 Hours / No School End of Fourth Quarter / Second Semester	
June 12	Teacher Work Day // NO Students	
June 13	ACT Test	

GREEN Day (1)- GOLD Day (2) BLOCK SCHEDULE

	Monday	Tuesday	Wednesday	Thursday	Friday
August	1 25	2 26	1 27	2 28	1 29
September	Holiday 1	2 2	1 3	2 4	1 5
	2 8	1 9	2 10	1 11	2 12
	1 15	2 16	1 17	2 18	NoSchool(SIP) 19
	1 22	2 23	1 24	2 25	1 26
	2 29	1 30			
October			2 1	1 2	2 3
	1 6	2 7	1 8	2 9	1 10
	Holiday 13	2 14	1 15	2 16	1 17
	2 20	1 21	2 22	1 23	2 24
	1 27	2 28	1 29	2 30	T W D 31
November	1 (2nd Qtr) 3	2 4	1 5	2 6	1 7
	2 10	Holiday 11	1 12	2 13	NoSchool(conf) 14
	1 17	2 18	1 19	2 20	1 21
	2 24	1 25	2 26	Holiday 27	No School 28
December	1 1	2 2	1 3	2 4	1 5
	2 8	1 9	2 10	1 11	2 12
	1 15	2 16	1 17	2 18	1 19
'2008					
January	2 5	1 6	2 7	1 8	2 9
	1 12	2 13	1 14	2 15	Pd1-7Pd7exam 16
	Holiday 19	2&3 Exam 20	4&5 Exams 21	6&7 Exams 22	TWD 23
	1 (3rd Qtr) 26	2 27	1 28	2 29	1 30
February	2 2	1 3	2 4	1 5	2 6
	1 9	2 10	1 11	2 12	1 13
	Holiday 16	2 17	1 18	2 19	1 20

	2	23	1	24	2	25	1	26	2	27
March	1	2	2	3	1	4	2	5	1	6
	2	9	1	10	2	11	1	12	2	13
	1	16	2	17	1	18	2	19	1	20
	2	23	1	24	2	25	1	26	NoSchool(SIP)27	
	2	30	1	31						
April					2	1	1	2	TWD 3	
	2	13	1	14	2	15	1	16	NoSchool(reg) 17	
	2	20	1	21	2	22	1	23	2	24
	1	27	2	28	1	29	2	30		
May									1	1
	2	4	1	5	2	6	1	7	2	8
	1	11	2	12	1	13	2	14	1	15
	2	18	1	19	2	20	1	21	2	22
	Holiday 25		1	26	2	27	1	28	Dragonfest 29	
June	2	1	1	2	2	3	1	4	2	5
	1&2 Exams 8		3&4 Exams 9		5&6 Exams 10		7 Exam 11		TWD 12	

BELL SCHEDULE

1. School opens for students at 0800.
2. The main school building is closed to students from 1230 – 1255 except if attending meetings, in lunch detention or working with a teacher.
3. School closes officially for students at **1530** (NO students are permitted in the building accept under direct teacher supervision.)

Time	Day 1 (Green)	Day 2 (Gold)
0820	Warning Bell	Warning Bell
0825 - 0950	Period 1	Period 5
0955 - 1120	Period 2	Period 6
1125 - 1225	Period 3A	Seminar A
1225 - 1300	LUNCH	LUNCH
1305 - 1330	Period 3B	Seminar B
1335 - 1500	Period 4	Period 7

2 Hour Delayed School Schedule

Time	Day 1 (Green)	Day 2 (Gold)
10:20	Warning Bell	Warning Bell
1025 - 1120	Period 1	Period 5
1125 - 1220	Period 2	Period 6
1220 - 1300	LUNCH	LUNCH
1305 - 1400	Period 3	Seminar
1405 - 1500	Period 4	Period 7

SCHOOL HOURS

The administration office is located in building 691 and is open Monday through Friday from 0800-1600. Classes begin at 0825 and end at 1500. Students may remain on the school campus after hours to take part in school-sponsored activities. The activity bus departs AMHS at 1730 and requires a school bus pass.

COUNSELING SERVICES

ASACS COUNSELOR

The Adolescent Substance Abuse Counseling Service (ASACS) program is a comprehensive community-based program that provides prevention & education, identification & referral, and assessment & treatment to 12-18 year old ID card holders in the military community. ASACS enables command and active duty personnel to concentrate on their mission, to increase military readiness, strengthen family life, and reduce early returns and costly international and community incidents.

The ASACS Counselor is a Licensed Clinical Social Worker and a Certified Addiction Specialist. Please feel free to contact the counselor anytime with questions, referrals or to schedule a prevention education class. The ASACS office is located in Alconbury Middle High School and her telephone number is 268-3204 or 268-3024.

CHILD FIND

“Child Find” is a DoDDS program designed to help our schools and parents identify students with special needs. Students with physical, emotional, communication and/or learning impairments have a legal right to receive comprehensive and appropriate educational services. “Child Find” will help identify problems obstructing learning.

“Child Find” is the process used to identify any condition, which would interfere with a child’s ability to learn, and who could benefit from the services offered by DoDDS or AFSEC staff. It is for children of military and civilians from birth to 21 years of age. The kind of services provided include: Developmental Pediatric Evaluation, Occupational Therapy, Special Education, Physical Therapy, Speech Therapy and Counseling. You can get involved by discussing any concerns regarding your child’s growth and development with your family doctor or pediatrician, contacting the nurse or the special education teacher at

our school or attending community parenting classes. You may also meet with Social Work Services representatives through the AFSEC program. If an evaluation by the AFSEC Staff is needed, your physician or the school staff may make a referral.

If you have questions about special services in our school, please call Alconbury Middle / High School to arrange an appointment to discuss your individual concerns.

GUIDANCE AND COUNSELING SERVICES

AMHS is staffed with a school guidance counselor who provides a wide range of services including school, personal, vocational, and educational counseling. The guidance counselor services students in grades 6-12. If a student wishes to see his/her counselor, he/she needs to make an appointment or the student may drop in during free time. Students and parents can make appointments with the Guidance Department to review the student's school records, to discuss concerns, and/or to schedule teacher conferences.

SCHOOL PSYCHOLOGIST COUNSELING SERVICES

Students attending DoDDs schools may have additional needs for psychological and mental health services. Families are characterized by frequent reassignments, extended deployments, demanding work hours, prolonged details to the field, and other unique demands that tax their cohesiveness and well being. The overarching goal of the psychological services program is to increase student capacity to overcome academic, personal, and social problems that may hinder their attainment of educational success and a satisfying and productive life. The school psychologist provides psychological evaluation and facilitates mental health service delivery in the schools, while at the same time supporting the learning process, child development and the understanding of educational systems. School psychologists serve as a vital part of the student support team and work closely with school counselors, nurses and administrators in the delivery of services to address the educational, emotional and social needs of students.

SCHOOL HEALTH SERVICES

IMMUNIZATIONS

Immunization screening is a **CONDITION OF ATTENDANCE** at all Department of Defense Dependent Schools. A DS Form 121 (Certificate of Immunization) obtained at the hospital Immunization Clinic will be submitted at registration, and kept on file with school records. Waivers may be accepted only in cases of medical or religious documentation. Students will not be permitted to attend a DoDDS school unless their immunizations are current. For more information on required immunizations see the following website; <http://www.dodea.edu/communities/medical.htm>

MEDICAL CARE

The Alconbury Middle/ High School nurse number is 01480 84 3765

- The school nurse is located across from the main office in building 691. Students desiring to see the nurse must have a pass from their assigned teacher, or the office.
- Sponsors should keep students who are ill at home.
- Sponsors should ensure that current telephone numbers are on file at school.
- Sponsors should inform the school of any known student health problems.
- Because of inherent dangers associated with ill students who are dismissed to go home, it is required that **sponsors or authorized adults sign-out ill students to ensure safest arrival home.**
- Students who become ill or are injured during the school day are to report to the school nurse who will administer the necessary treatment and / or contact the parents to take the student home or to the hospital
- Ill students should call their parents from the nurse's office before requesting a parent pick them up from school with an illness. Students must sign out before leaving school.
- At the time of registration, parents are asked to complete USAFE FORM 240 (Consent and Authorization for Medical Care). This form designates the school official (principal or designee) to authorize medical care in the absence of both parents.

Student Use of Medication During the School Day

Based on the DoDDS Health Service Guide, DS Manual, the school nurse may NOT administer medication (to include aspirin, Tylenol, cough drops, etc.)

The only exception is the specific individually prescribed medication for chronic conditions such as asthma, heart conditions, bee sting allergy, and attention deficit hyperactivity disorder. In these cases, the following are needed:

- a. Written permission from parent (Forms available from the school nurse)
- b. Written order from the physician.
- c. Medication in a pharmacy labeled bottle, marked with the student's name, time to be taken, amount to be taken, and the name of the medication.

When short term illness requires the use of prescription or non-prescription medications, parents should make arrangements for the students to take the medication before or after school.

Medical Emergencies

- a) AMHS will request an ambulance in instances of life threatening injury, illness, serious fracture or suspected fractures of large bones, where transportation requires a litter or backboard. Normally students will be taken to Hinchingsbrooke Hospital located between the Huntingdon train station and Brampton.
- b) In addition, we will contact the Alconbury based ambulance for true emergencies only, for example: serious eye injuries or chemical burns or symptoms of severe shock.
- c) For routine treatment of injuries and illnesses not considered a true emergency, we will contact a parent and recommend they transport their child home or to the clinic.
- d) Students will be allowed to ride the shuttle bus to the clinic with parent permission. The shuttle bus will not be used without our knowledge.

PHYSICAL EXAMINATIONS

Students must have a physical examination before participating in school-sponsored athletic events. The physical may be obtained at the hospital or from a host country doctor and must be accomplished before the beginning of the athletic activity. The Athletic Physical forms are available in the main office.

ACADEMIC INFORMATION

ACADEMIC LETTERS

- Student must earn at least a 3.400 grade point average (GPA) on a maximum scale of 4.000 for two consecutive semesters while enrolled at Alconbury.
- Credit must be earned in a minimum of six full-credit courses each semester.
- Award winners will be recognized at an assembly during the first and third quarter of the school year.
- Students in grades 9-12 who meet these criteria will earn an eight-inch chenille letter “A” and students in grades 6-8 will earn a six-inch chenille letter.
- Second and additional awards will consist of a gold “lamp of knowledge” pin that can be attached to the letter.

CLASS RANK

- Final class rank is determined on 8 semesters of work and is recorded as a fraction (for example 16/124). This means that a student is ranked number 16 from the top in a graduating class of 124 students.
- AHS computes class rankings for each senior student using weighted GPA. At the end of each semester current class ranks are computed and shared with students.

Class Ranking and Academic Honors for Graduation

Class rankings for graduation will be determined following the second semester of the senior year for students enrolled at the end of the fourth quarter.

- All letter grades for eight semesters in grades 9-12 will be averaged to determine class rankings for graduation honors.
- Students, who are graduating early, i.e., after completing 7 semesters of high school, are eligible to compete for graduation honors. **However, students must have been enrolled in a DoDDS school during the first semester of the graduating year to be eligible.**

CREDITS

Credit From Other Schools

A student who comes to AMHS from another accredited school receives the credits as shown on the transcript from the previous school. If a student transfers during the school year, the grade to date of leaving the former school is averaged with the grade received at AHS to determine the grade in the subject for that marking period. Students who fail to finish the previous year or semester at another school and receive no credit from the previous school will also not receive credit from AMHS for work from the previous school. AMHS will administer final exams from another school if asked to do so by the school officials.

Credit From Home-School

Home-schooled students should provide documentation in the form of an official transcript from an accredited program.

Correspondence Courses

With approval of the principal, a correspondence course may be substituted for a course that is not available. A maximum of four units of such credit may be accepted unless such courses are authorized for students with disabilities, or for students residing in locations where an accredited high school is not available for resident study.

Some frequently used correspondence courses used by DoDDS are the following

Brigham Young University Independent Study- www.elearn.byu.edu
 University of Nebraska at Lincoln Independent Study High School www.NebraskaHS.unl.edu
 Univ. of Missouri-Columbia H.S. Center for Distance Learning and Ind. Study- www.cdis.missouri.edu

Graduation Requirements

Students are required to have a grade point average of 2.0 or better in order to graduate from a DoDEA high school.

CREDITS

One half unit of credit is earned for each class passed for a semester. Seven credits can be earned per year. To graduate from Alconbury High School, a student must successfully complete the following requirements established for the DoDEA schools:

DoDEA Requirements For Graduation

Language Arts: English 9, 10, 11 and 12. Two years of ESL may be substituted for 2 years of English	4 Credits
Social Studies: One credit of US history, 1 credit of either World Regions or World History, and ½ credit in US Government are required.	3 Credits
Mathematics: Algebra 1 and Geometry are required. The third math credit must have a course code of 400 or above; excluding Lab classes.	3 Credits
Science: Science: Biology is required and either a chemistry or physics credit is also required. (Physics Applications in the Community and Chemistry Application in the Community meet the credit requirements for graduation.)	3 Credits
Foreign Language: A total of 2 credits are required in the same foreign language.	2 Credits
Professional Technical Studies: ½ credit must be in computer technology	2 Credits
Physical Education: PE-Lifetime Sports (PEL301), PE-Personal Fitness (PEF301) and PE-Personal Fitness (PEF401) are required.	1 ½ Credits
Fine Arts: Courses used to meet this credit must relate to: visual arts, music, theater, dance, and/or humanities.	1 Credit
Health Education	½ Credit
Electives	6 Credit
2.0 GPA required	TOTAL CREDITS: 26

Repeating a Failed Course

Courses, which have been failed, may be repeated to earn credit. The student's permanent record will show that the course was "failed" and repeated. If the course is "passed," credit will be given for the course.

Grade point average and class ranking will only reflect the last entry.

Repeating a Course When Credit Has Already Been Earned

Credit may not be granted for a course, which is repeated and credit has already been given. With the principal and teacher's permission, on a space available basis, a course for which credit has been granted may be repeated for grade improvement, content or skill mastery.

The student's permanent record will show the course was repeated for no credit and the most current grade will be used for GPA calculation.

EARLY GRADUATION

Students may be considered for early graduation:

- if the he/she has clearly demonstrated a scholastic aptitude or vocational readiness;
- if health or family concerns would be best served; or,
- if there is a financial need for early entry into the labor market.
- An application for early graduation, with parental approval, must be received in writing. The application for early graduation must be submitted prior to course selection for grade 12 students who desire to graduate at the end of the first semester of their senior year.

Students are expected to complete an eight-semester high school program to prepare for graduation. In individual cases, the principal may grant waivers of graduation requirements if, in his/her opinion, such action is considered to be in the best interest of the student.

EARLY WITHDRAWAL POLICY

Four (4) weeks before leaving school, students should bring to the main office a letter from his/her sponsor stating their last day of enrollment at Alconbury Middle / High School. Sponsors must also provide a copy of their PCS orders. The student will take a clearance form to all classes **THREE days before leaving**. All class materials, books, etc. must be turned in and all school obligations met before each teacher signs the release form. The student will return the completed form to the Registrar on the last day of attendance. Since students follow their usual four period's day schedule on checkout day, **THREE** full days must be allowed for school clearance because he/she has eight classes.

Acceleration

Students withdrawing from school before the end of the semester (**FOR PCS moves only**) may be granted credit for an **ACCELERATED** study program outlined by the teachers involved, provided that the withdrawal date is no earlier than 20 school days before the end of the semester. Students meeting conditions of the accelerated program are to be granted semester grades and credits. Written requests for acceleration must be received **four (4) weeks in advance of the departure date**.

Please remember that the accelerated credit program is only for students who are PCSing. Credit and acceleration will not be granted for any reason other than a PCS move. This is a DoDEA policy.

EDUCATION FOR STUDENTS WITH DISABILITIES

In November of 1978, Public Law 95-561 established that DoDDS would operate programs designed to meet the special needs of the handicapped. Alconbury Middle / High School has adopted procedures to ensure compliance with the law and to provide for the needs of handicapped students. Questions on any provisions of this program should be directed to the principal or DSN: 268 3769.

EXAMS

Teachers may administer tests, exams or quizzes at their discretion during the school year. **Test dates** will be announced at least one full day in advance. **If more than two tests are scheduled on the same day, students may request that any third test be rescheduled.** The teachers will do their best to honor these requests.

For semester examinations, only documented illness (a written note issued through a medical facility) and family emergencies are considered excused. All other absences will not have make-up privileges.

- All examinations, tests, term papers and major assignments handed in by students will be corrected and returned by the teacher in a timely manner.
- Students are expected to take all tests and exams when scheduled. This is especially important for final/semester exams. Parents are encouraged to be sure children are in school during exam week, which is usually the fourth week in January and the second week of June.
- Students missing exams for reasons that are not excusable will be given the grade of “F” for missed exams. This will have a serious negative effect on grades. In June, all finals must be taken before the last day of school at the end of the 4th quarter.

GRADE LEVEL CLASSIFICATION

It is the policy of DoDDS that each student will be provided an appropriate program of studies designed to foster academic and personal success. Placement of students will be considered on an individual basis. Decisions will reflect the best interests of the student.

Recommendations to consider a student’s grade placement, program, or course adjustment may be made to the principal (or designee) by the classroom teacher, counselor, or other concerned person including the student and sponsor.

Freshman (Grade 9):

Student must have satisfactorily completed Grade 8 and/or have been previously enrolled in Grade 9 and earned less than 6 units of credit.

Sophomore Class (Grade 10):

Student must have successfully completed grade 9 and earned at least 6 units of credit.

Junior Class (Grade 11):

Student must have successfully completed grade 10 and earned a minimum of 12 credits.

Senior Class (Grade 12):

Student must have successfully completed at least 19 units of credit.

GRADE POINT AVERAGE

Cumulative GPA is calculated using all classes. Only AP classes have weighted grades. **Completing the AP exam is required to earn the weighted grade points.** Credit classes taken prior to entering high school will not be used for cumulative GPA calculations. The credit earned in these classes will count towards meeting graduation requirement but not overall GPA.

GRADES

DoDEA Grading Scale

Explanation Of Grades

The following marks are authorized by the Director of DODEA for use in Department of Defense Dependents Schools.

Mark	Meaning	Percentage Equivalent	Credit	Grade Point Standard	Weighted Grade Point Standard
A-, A, A+	Excellent	90-100%	Yes	4	5
B-, B, B+	Good	80-89%	Yes	3	4
C-, C, C+	Average	70-79%	Yes	2	3
D-, D, D+	Poor	60-69%	Yes	1	2
E	Passes on basis of effort		Yes	1	0
P	Passing	60-100%	Yes	Not Used	
F	Failing	0-59%	No	0	0
WF	Withdraw Failing		No	0	0
I	Incomplete		No	Not Used	
N	No Grade		No	Not Used	
WP	Withdraw Passing		No	Not Used	

D and F List

All teachers submit grades by COB every Tuesday for students who have any D's or F's up to the previous Friday. Seminar teachers consult with students who are on the list. Parents/sponsors may call to ask if their child is on the list. D and F reports are mailed and/or e-mail to parents/sponsors upon request.

Incomplete Grades

The grade of incomplete "I" may be given to a student in a subject, at the discretion of the teacher, when the student has not been able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school.

If the work is not completed within **2 weeks (10 school days)** of the end of the quarter, the “I” grade should be changed to a grade representing the value of the work accomplished in the course. The grade “I” will not be recorded on the permanent record card (transcript). In preliminary computations of the student’s grade point average, the grade of “I” is equivalent to zero grade points.

A grade of “Incomplete” will not be given in the **4th quarter or for a final exam.**

Progress Reports

Progress reports will be mailed each mid-quarter for students receiving grades of D or F. Others may be sent at the discretion of the teacher. Teachers will inform students who are at risk of failing that a progress report is being mailed to the parents. A copy will be given to the student upon request. It is imperative that teachers, students, and parents communicate clearly and frequently to ensure the success of Alconbury students.

Report Cards

Report cards are sent home four times a year during the week following the end of the quarter. School newsletters include information on marking periods and when report cards will be issued.

Weighted Grades

Beginning in the SY 2004-2005, the Department of Defense Education Activity (DoDEA) will calculate the weighted grades of Advanced Placement (AP) courses for students transferring into DoDEA schools on the grade scales used in all DoDEA schools. Students entering DoDEA schools with College Board recognized AP course(s) on their transcripts and proof of completing the respective AP examinations will receive the weighted points for the AP courses consistent with those points awarded to AP courses in DoDEA. **PLEASE NOTE THAT “HONORS” COURSES ARE NOT WEIGHTED.**

HOME / HOSPITAL INSTRUCTION

DoDDS students, who are unable to attend any school-based program for the duration of a short term (3 months or less) convalescence due to illness or injury, are authorized home or hospital-based instruction. Placement in this program is dependent upon either written verification from a licensed physician that the student is at home or hospitalized with a non-contagious health condition. After a physician has attested to a physical disability, which precludes school attendance, services will begin within 15 days. Students with long term illnesses or injuries of over 3 months duration are not covered under this program.

HOMEWORK POLICY

Homework is defined as assignments to be done outside of the classroom to reinforce classroom instruction, increase understanding, prepare for class discussion and provide curriculum enrichment opportunities. DoDEA DS 2000.0 establishes appropriate ranges of hours per week of homework to be assigned. The following ranges are provided as guidelines:

<u>Grades</u>	<u>Hours (Range)</u>
7 - 8	6 - 10 hours
9 - 12	10 - 15 hours

Homework will be assigned to reinforce or supplement class work. It may range from an extension of a daily lesson, which is due the following day, to an expanded project, or paper that is due before a given date. Class

work not completed in class or missed during absences, frequently will be required to be completed outside the school day. Homework will not be assigned as punishment.

At Alconbury High School:

- Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning.
- Homework assignments shall be designed to meet the needs and abilities of individual students.
- The burden that homework places on a student will be considered when such assignments are made.
- As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students in a timely manner and shall periodically inform students and their parents of the student's academic progress and mastery of learning objectives.

Alconbury teachers will:

- Identify the degree to which homework affects the determination for student's grades.
- Provide clear, concise directions for completion of homework assignments.
- Check homework for completeness and mastery of concepts as appropriate.
- Following excused absences from school, students will have one school day for each day of absence to makeup the work.

HONOR ROLL

Those earning a GPA of 3.0 to 3.99 will become members of the Honor Roll. Quarter grades-first and third, and semester grades, second and fourth quarter, will be used to determine honor roll status. (Receiving a grade of “D” or “F” automatically excludes a student from honor roll consideration.)

Students with a grade of “I” (incomplete) will also be excluded until the “I” is converted to a standard letter grade. Credit must be earned for a minimum of SIX full credit courses each semester. Honor Roll lists will be posted in the school and may be included in the parent newsletter each quarter.

Honor Roll	3.00-3.49 GPA
High Honor Roll	3.50-3.99 GPA
Principal’s Honor Roll	4.0 GPA or higher (All grades must be As)

SCHEDULE CHANGES

Changes in students' schedules are discouraged and will be done only when well justified. All schedule changes must be approved by the Principal.

SPECIAL EDUCATION

Alconbury Middle / High School has a Case Study Committee (CSC), which meets frequently to determine the special needs of students through assessment results. Members of this committee include qualified teachers, consultants, and other specialists. Parents are always an integral part of the process. Special

Education staff is employed at Alconbury Middle / High School to plan and provide for identified needs. Questions may be addressed to the administration.

Students transferring to Alconbury Middle High School should present their IEPs to the Registrar upon enrollment.

Students with disabilities as defined by DoD 1342.12, may qualify for graduation by either:

- Satisfying the requirements outlined by DoDEA by earning the necessary 26 Carnegie Units and maintaining above a 2.0 GPA
- Meeting the objective for graduation in their IEP

TESTING – DoDDS SYSTEM -WIDE TESTING PROGRAMS

DoDDS uses a variety of tests to measure achievement levels and diagnose students' academic strengths and weaknesses. DoDDS uses two types of assessment tests: criterion - referenced and norm-referenced. Criterion Reference Tests compare students to a set standard or grading rubric. Norm-referenced tests compare a single student's results to that of a large group (usually nationally).

TERRA NOVA

- All students in grades 9-11 take the Terra Nova version of the Comprehensive Test of Basic Skills (CTBS) in early March. Results are returned in late May.

Pre-Scholastic Aptitude Test (PSAT)

- **The Pre-Scholastic Aptitude Test (PSAT)** measures students' achievements in verbal, math, and writing.
- This test is given in October, DoDDS requires all sophomores to take the PSAT to measure their readiness for college entrance.
- Sophomores take the PSAT at no cost. All other students wishing to take the PSAT must pay a fee by due date. Results are returned before the winter break. (Results are returned in mid-July.)

Advanced Placement (AP)

- The **Advanced Placement (AP)** program gives AHS students a chance to experience academic work on a college freshman level. AP tests are taken in May. Scores are reported in July. Please see the following link for AP test dates: <http://www.collegeboard.com/student/testing/ap/cal/cal2.html>
- AMHS students selecting AP courses **must complete the AP exam** in order to receive weighted credit. DoDDS will pay the test fee.

College Entrance Exams- SAT & ACT

- Several nationally recognized tests are administered during the year. Please see the Guidance Counselor for date, cost and application details (DSN: 238 3768).

TRANSCRIPTS

Transcripts may be requested through the guidance office by filling out a request form. A minimum of 3 working days is required in order to process a transcript request. All graduating seniors will receive a copy of their transcript with their diploma.

ACTIVITIES AND CLUBS

ACADEMIC ELIGIBILITY POLICY

A student athlete must have a minimum 2.0 GPA for the previous semester prior to the start of the season and have no more than one “F” in order to be eligible for a sports team. If a student is ineligible by the previous semester standard, see section B below.

- A) All student athletes eligible at the start of the season will be monitored on a weekly basis for D’s and F’s throughout the season.
1. Any student athlete that earns more than 1 failing grade in the classes in which they are enrolled, is ineligible to participate in all scrimmages, competitions, be in school uniform at a scheduled event, or travel with the team/club to any away event. The ineligible period commences on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
 2. Grades during the period of monitoring will be cumulative from the beginning of the quarter.
 3. A student who has been identified as ineligible for three consecutive weeks will be dropped from the team.
 4. A student can regain their eligibility on a weekly basis.
- B) If a student athlete does not meet the GPA/1 “F” requirement then he/she must adhere to the following.
1. The student is ineligible for the first 3 weeks of the season and will continue to have his/her GPA checked every 3 weeks through the end of the season. These 3-week checks must be done every 3 weeks even though the student may meet the GPA requirement at the end of the first or second 3-week period.
 2. **Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the semester.**
 3. He/she may still practice during the ineligible 3-week period, but participation in all scrimmages and scheduled games is prohibited.
 4. Coaches should encourage tutors and additional study time for these students so that they may regain and maintain their eligibility through the end of the semester.
- C) **TRANSFER STUDENTS:** Official transcripts from previous schools will be used to determine eligibility by the same rules outlined above. If a student enrolls in school without a transcript or any previous school record:
1. The student must be monitored on a weekly basis. If the student has more than one “F” at the end of the weekly monitoring period, then the student is ineligible for that week.
 2. Because there is no previous semester GPA available to determine if the GPA requirement has been met (for student in grades 10-12), this student must also meet the 3-week GPA check. If this student has a 2.0 or higher and no more than one failing grade at the 3-week check, he/she will be eligible for the next 3-week period, but must pass weekly checks from then on. If no official transcript is available by the 6th week of the season, another 3-week

check must be done. If the GPA requirement is not met, the athlete will be ineligible for the next 3 weeks.

ACTIVITY BUS

The purpose of the activity bus is to provide transportation for students who need to stay on the school campus after normal bus departure time in order to participate in school-sponsored meetings, activities, practices, or athletics. Students who are not on a school sponsor's list as being involved in such activities are not allowed to ride the bus. The activity bus route has been planned by the Bus Office to serve the areas in which the majority of AMHS students reside. The activity bus departs AHS at 1730 hours. Students may also ride the bus if they stay after school to work in the media center or in after school detention. Students should obtain a pass from the teacher with whom they were working. Riding the activity bus is a privilege, **not a right**. Students who misbehave will be barred from riding the activity bus.

ATHLETICS

The sports offered by season at Alconbury High School include:

FALL

Cross-country

Football

Tennis

Volleyball (women)

Cheerleading

WINTER

Basketball

Wrestling

Cheerleading

SPRING

Soccer

Track

Softball (women)

7th and 8th graders are allowed to participate in cross country, tennis, wrestling, track, and dance group.

Alconbury Middle / High School has a comprehensive interscholastic athletics program. This program is open to all students in grades 9-12. To participate on an athletic team, a student must meet all criteria established by DoDDS, DoDDS Europe and Alconbury Middle / High School. Sportsmanship and personal fitness are two of the goals of the athletics program. All participants and parents must sign the "Athletic Code" before participants may begin. The athletic program provides the opportunity for young men and women to participate on an equitable basis in the school's sports program. AHS athletic guidelines promote and maintain a proper balance between the athletic and academic programs of the school and high ideals of good school behavior and sportsmanship.

All participating students are required to have a current physical examination/parental consent form on file.

Athletic teams train five days a week in addition to the competition schedule. Athletes are expected to meet this time commitment if they are to be members of the AMHS athletic teams. (For further information, see the Athletic Handbook.)

College / University Athletics

Seniors who aspire to join a sports team at the university or college they will be attending must arrange to send a copy of their SAT scores and a final high school transcript to the NCAA Clearinghouse. Please see the Guidance Counselor for more information.

Insurance for Athletes

DoDDS schools do not purchase insurance with respect to students being injured in an athletic/extracurricular event. Parents should be aware that the sole responsibility for medical coverage is that of the parent. The school will not be responsible for any medical expenses not covered by the parent's private insurance companies.

CLUBS AND ORGANIZATIONS

Grade 6	Grades 7 & 8
JUNIOR SCIENCE & HUMANITIES SYMPOSIUM	JUNIOR SCIENCE & HUMANITIES SYMPOSIUM
AVID/MIDDLE SCHOOL	AVID/ MIDDLE SCHOOL
JASON PROJECT	DANCE GROUP
MATH COUNTS	DRAMA/ MIDDLE SCHOOL
MIDDLE SCHOOL STUDENT COUNCIL	JUNIOR BAND
	MATH COUNTS
	NATIONAL JUNIOR HONOR SOCIETY
	MIDDLE SCHOOL STUDENT COUNCIL

Grades 9-12		
ACADEMIC GAMES	NEWSPAPER	STUDENT COUNCIL
AFJROTC COLOR GUARD	HONOR BAND	ART CLUB
AFJROTC DRILL TEAM	PEP BAND	DUKE OF EDINBURGH
NATIONAL HONOR SOCIETY	SOLO AND ENSEMBLE	FUTURE EDUCATOR'S ASSOC.
AVID	CHOIR / HONOR CHOIR	DANCE GROUP
MODEL UNITED NATIONS	YEARBOOK	DRAMA PRODUCTION
MODEL U.S. SENATE	VIDEO CLUB	JR SCIENCE AND HUMANITIES SYMPOSIUM

National Junior Honor Society and National Honor Society

Membership in both the National Honor Society (grades 11-12) and National Junior Honor Society (grades 7-10) is available at Alconbury Middle/High School. Students must possess a 3.5 cumulative scholastic average (averages are not rounded off) at the end of each semester of the school year to be academically eligible for membership consideration. In addition, students must be evaluated favorably with regard to service, leadership and character. Each potential member will be asked to fill out an information sheet where they will list their activities and describe their desire to be a member of the honor society. However, exceptional scholarship does not guarantee membership.

The Alconbury Faculty Council will consider candidates for membership. The Faculty Council, a member board appointed annually by the Principal and chaired by the NHS sponsor, carefully evaluates a student’s participation in school and community activities, leadership roles, work experience, recognition and awards.

- In addition, all faculty members will be invited to comment on each applicant’s potential membership.
- In other words, the council, upon evaluating all data gathered, determines whether students fulfill the requirements of scholarship, leadership, service, and character to ensure that each selectee meets the requirements of the National Charter.
- The council, to determine evidence of leadership, service, and character will use the following guidelines:
 1. Students new to AMHS who have been inducted in their previous schools should attend the first meeting of the semester and present a membership card or a certificate of membership.
 2. If this is not possible, we may be able to contact the previous school for confirmation of membership. ***Membership in NJHS does not carry over into NHS. These are two separate organizations.***

Members have the responsibility to continue to demonstrate the qualities of scholarship, leadership, character, and service. Failure to do so may lead to dismissal as determined by the Alconbury High School NJHS/NHS Faculty Council.

Students must be second semester sophomores or higher and have completed a **full semester** at AHS to be considered for membership.

However, the semester rule may be waived for students transferring in from other DoDDS schools where the grading system and standards are the same or they are members from a previous school.

Student Council

The Student Council is the official student government organization. The council sponsors programs to promote school spirit, social and civic responsibility, and better faculty-student relations.

NON-SCHOOL SPONSORED ACTIVITIES

Non-school sponsored activities will not take place in the school building during the day. Students will not be dismissed to attend non-school sponsored activities during the day except under teacher supervision or upon written parental request with administrative approval.

ATTENDANCE

ATTENDANCE POLICY

Excused Absences

An excused absence is an absence approved by the school administration and entitles a student to receive credit for assignments and examinations missed during the absence. Excused absences, per DoDDS policy, will be granted for:

- | | | |
|---------------------|------------------------------------|---|
| illness | family emergencies | religious observance suspensions |
| family trips | medical/dental appointments | passport / visa required appointment |

- Students must bring a note written by the parent/guardian to the attendance clerk upon their return to school. Failure to do so after two (2) days will result in the absence being unexcused.
- Excused absences are also granted to students participating in school sponsored projects, study trips, competition, and contests. Sponsor permission is required.
- Students who are late or absent because of late arrival of buses will receive an excused absence. Sleeping in or missing the bus is NOT an excused absence.

**** Students must have permission from their assigned teacher to leave a class.**

Attendance is an extremely important part of your official permanent school record. All students are required and expected to attend daily.

Memorandum for all 423rd Air Base Group Personnel:

From: 423rd ABG / CC

SUBJECT: Policy letter on Absence Reporting for ALL DoDDS STUDENTS

1. Assigned personnel with family members attending DoDDS schools will notify the school no later than the day prior for planned absences. For unplanned absences (e.g. illness) or later arrivals, notify the school before 0800. DoDDS will attempt to contact parents as soon as practical after discovering an unexcused absence. Doing so requires parents to maintain current contact information with the school. If information is not current or incorrect, DoDDS will initiate contact through the appropriate command post which will contact the individual's chain of command / supervision. For individuals so contacted, commanders will counsel and, if necessary, initiate appropriate disciplinary action for repeat occurrences.
2. Force protection includes knowing where your family members are. In conjunction with our schools, the above procedures will help ensure we maintain that awareness. Doing so will preclude a potential future tragedy.

Unexcused Absences

Students with unexcused absences **will not be granted make-up privileges for classwork**. When grades are earned during the period of unexcused absence, the grade for each day missed or portions thereof **will be an "F"**. Unexcused absences may also result in disciplinary action including after school detention, Saturday Detention, In-school Suspension and Out-of-School suspension.

Senior Skip Day- Senior skip day is not recognized or permitted by DoDDS or Alconbury Middle / High School and will be considered an unexcused absence.

Truancy

Truancy is skipping school, cutting classes or leaving class without the permission of the sponsor and school officials. Any student who leaves and/or does not sign out will be considered truant. Truancy is an unexcused absence and will result in Saturday detention or suspension. Upon the second skipping infraction, students will receive a one or two-day suspension. (When a student is more than ten minutes late to class, the student may be considered truant.

Leaving School Grounds

Students are not to leave school grounds for any reason during the school day without PRIOR written parental permission arranged through the Main Office. Students that leave without permission and do not sign out will be considered **truant**. This does not include lunch (or those students who go to their home for lunch), unless the student **WILL NOT** return after lunch due to an appointment.

TARDY POLICY

- Students arriving late for the first morning period and the first period after lunch (0825 hours and 1305 hours) **MUST REPORT TO THE MAIN OFFICE** where a pass will be issued for admittance to class. (An unexcused tardy means a student is not entitled to make up assignments. Parents of students appearing on the first hour absentee report may be called to report the student's absence.)
- Students who are tardy to any other class other than first period and the first period after lunch will proceed to the classroom and the teacher will record the tardy. The definition of “tardy to class” will be discussed and/or posted in every classroom.
- Students are allowed two unexcused tardies TOTAL (not in each class) each semester. Emergencies that occur occasionally may necessitate a student being a few minutes late to class. The two “free” tardies each semester should more than accommodate these emergencies. Students should not use these tardies indiscriminately, so that they will be available for emergencies.
- When a student is tardy for the third time an after school detention will be assigned.
- On the fourth tardy, an after school detention will be assigned.
- After the fifth tardy the student will be assigned a Saturday Detention.
- Subsequent tardies will result in a Saturday Detention or suspension.

Lunch Tardies

Unexcused tardies directly following lunch will result in an automatic lunch detention to be served the following day. Students assigned to lunch detention are responsible for bringing their lunch. Subsequent lunch tardies will result in additional lunch detention, after school detention, In-school suspension, or Out of School Suspension.

OTHER ATTENDANCE ISSUES

Family Trip Policy

Before a student takes a trip, the attendance policy should be read. The student should obtain a family trip form from the Main Office. The form should be completed and returned at least four (4) days before the trip. **Failure to do so may result in the absence being unexcused.** Careful planning of family trips is necessary to ensure successful completion of course requirements. Excused absences for any trip, including family trips, during the scheduled examination periods will not be issued.

Make –up Work Policy

Unplanned excused absences, such as illness or family emergency will result in the student receiving at least one additional class period for each period absent to make up the assignment that was given during the period(s) absent. For example, in a 5 day school week, if a student is absent on Monday, due to sickness, the student will report to class on Wednesday and be expected to turn in his/her assignment on Friday. This will not apply to long term projects, assignments, or tests that were made prior to the period during which the student was absent. Such assignments will be due on the scheduled due date or the day he/she returns to class.

For pre-planned and school sponsored absences, students should request all work prior to the absence. It is expected that the students will make a reasonable effort to turn in assignments before the absence or immediately upon their return to class.

Signing In and Out

Students arriving to school after 0825 must bring a note from the sponsor stating the reason for being tardy or missing classes. Students must sign in or out at the Main Office. Students that depart school early with sponsor and school permission must sign out in the Main Office. A note from the sponsor is also required for departing **early**. Students who leave school without signing out properly are subject to disciplinary action.

Unauthorized Trips

Student organized trips during the extended holiday period for recreational purposes are not authorized by the school. The school does not promote these trips and assumes no responsibility for them.

ADMINISTRATIVE PROCEDURES & CONSEQUENCES

Students will face disciplinary action with respect to the attendance/ tardy policy for three reasons:

- Truancy
- forging signatures/ falsification of notes
- the third and successive referral for tardies each semester

POLICIES AND RULES

ALCOHOL AND DRUGS

The use, possession, or being under the influence of alcohol is strictly prohibited. Disciplinary action will be taken and a mandatory referral to the alcohol and substance abuse counselor will be initiated before the student is allowed to return to school. A second offense will result in a disciplinary hearing.

Possession of illegal or abuse of prescription or over the counter medication by students on the school campus, prior to coming to school or to any school function, whether on or off school property, is prohibited. This includes round-the-clock applicability when students are involved in activities away from the school, or when AMHS or individual students are hosting home events, regardless of the location of the overnight stays.

ARSON

Any student starting an unauthorized fire will be suspended and a disciplinary hearing will be conducted.

BEHAVIOR AT ASSEMBLIES AND SCHOOL - SPONSORED EVENTS

The same standards of student conduct are expected and required at a school assembly, an athletic event, a concert, a drama presentation, a study trip, graduation or any other school-sponsored event. This includes events during school, before and after school, in the evenings, and on weekends, whether at our school or at an off-site location. Students whom exhibit inappropriate behavior at school-sponsored events **will not** be allowed to attend further school-sponsored events until a parent conference is held with the student, parent and administrator.

BEHAVIOR IN COMMON AREAS

The expectations for appropriate behavior in common areas of the school are the same as for those in classrooms. All staff members have the right and responsibility to enforce the school rules and insist upon appropriate behavior in the common areas of the school. Students are expected to abide by reasonable requests. Students are required to give their name to a staff member when requested. Failure to do so will result in an administrative referral with appropriate consequences for the nature of the offense.

BOMB THREATS / FALSE FIRE ALARM THREATS

Bomb threats and false fire alarm threats are serious crimes and will be dealt with severely.

The British police (or MOD) will routinely assume authority over a bomb threat suspect. If it is determined a student has initiated a bomb threat to the school, the school will immediately begin expulsion proceedings. The student will be suspended until the **expulsion** process is complete.

CHEATING

Cheating and plagiarizing are not acceptable practices at Alconbury Middle/ High School. Students found engaged in either activity will not receive credit on that particular examination, project, or homework assignment. (The administrator reserves the right to determine the consequences for all discipline of the school.) **NO MAKE-UP WILL BE ALLOWED.**

CLASSROOM BEHAVIOR

Each teacher has and enforces a classroom discipline plan that has been approved by the administration. Students will be given a copy of this plan within the first week of their initial enrollment in the class.

Plans are designed to encourage appropriate behavior and to keep parents informed of disciplinary matters. When preventive measures, including parental involvement, have been unsuccessful and inappropriate behavior persists, teachers will refer the student to the administration for appropriate. Serious misconduct in the classroom may result in immediate referral to the administration.

DRESS / PERSONAL APPEARANCE POLICY



There is midriff showing.
She has visible cleavage and is wearing spaghetti straps !



These Students are Dressed Incorrectly

Dress Code

PLEASE REMEMBER:

- If a teacher sends a student to the office regarding a dress code violation, the student is in violation.
- Short skirts, chains and sagging pants dress code *violation is determined by the staff.*

Appropriate modest attire is expected of all students. Inappropriate clothing includes, but is not limited to:

PE type shorts tank tops spaghetti straps mesh shirt muscle shirts
short shorts cropped tops bare midriffs revealing clothing sagging pants.

1. *Midriffs must be completely covered by primary clothing (i.e. that which is next to the skin) and not secondary clothing (i.e. jacket, sweater, etc.).*
2. Sleeveless tops must be at least three finger widths wide and there must be no visible cleavage.
3. All tops must cover the sternum to the waist making sure to *completely cover the chest and the midriff.*
4. Skirt lengths must NOT extend more than four inches above knee (using staff's measuring criteria.).
5. All undergarments must be fully covered by clothing.

Students must be in compliance with the dress code while in standing and sitting positions.

- The wearing of coats is not deemed an acceptable alternative to complying with the dress code.
 - The student's sponsor may be requested to bring appropriate clothing for his/her student.
 - If necessary and available, students will be provided temporary appropriate attire.
 - **Students who continue to dress inappropriately will receive disciplinary action.**
1. Bandanas, head covers, and hats (except headbands) will not be worn inside the school.
 2. No clothes or jewelry picturing or advocating drug use of any type or displaying obscene language or graphics may be worn.

Students' dress and appearance are the responsibility of students, their parents, staff and the administration.

The student and their parents should both ensure that neither dress nor appearance pose a health, sanitation or safety hazard to the student or cause disruption to the educational process. **Clarification regarding questionable apparel should be obtained from the school administration prior to wearing it to school.**

All students are expected to adhere to common practices of modesty, cleanliness and neatness; to dress within the acceptable standards of the community and in such a manner as to contribute to the academic atmosphere, not detract from it.

- Any clothing, jewelry, buttons, accessory, notebook or backpack shall be free of writing, pictures, or any other insignia which are crude, vulgar, profane, or sexually suggestive or shall advocate racial, ethnic, or religious prejudice or the use of drugs, tobacco or alcohol or detrimental to the instructional process are allowed.
- Shirts or blouses must cover the entire torso at all times, even in movement. Students should be able to sit and move comfortable without their skirt or dress rising up to an unacceptable length.
- The wearing of hats, caps, sweatbands, sunglasses, bandana's or other head covering (**except headbands**) inside school buildings is prohibited, except for approved medical and / or religious reasons cleared by the school administration.
- Pants, trousers and shorts must be worn at the waistline and be worn so that undergarments of any kinds are not exposed or in view of others.
- Form-fitting clothing, such as spandex, leggings, or bicycle pants, may only be worn with another layer of clothing that meets the clothing dress code.
- Torn pants may be worn as long as the sections are no higher than the student's fingertips when the hand is fully extended down the side of the individual's leg. **Pajamas are not to be worn to school.**
- Students and parents/sponsors are reminded that student may not wear long chains hanging outside their trousers, or necklaces or bracelets that have studs or spikes.
- Hair, to include sideburns, mustaches, and beards, should be kept neat and clean.
- Shoes are required

The physical education teacher or appropriate school representative (sponsors and coaches) will monitor appropriate attire for physical education classes and extra - curricular activities. **The student who fails to comply with this dress code is subject to disciplinary actions.**

When in the judgment of the administration, a student's appearance violates the intent of this policy, the student will be required to make necessary modifications. Continued violations of the dress/personal appearance policy will result in a school suspension, work detail, lunch, after school or Saturday detention.

*****Beginning 1 September, anyone in violation of Dress Code may be given a detention (lunch, after school and/or Saturday) for each violation. *****

Dress Code During School Trips

The standard operating procedure:

1. At anytime we have school sponsored trips, whether they are field trips, study trips or athletic events, students are not to wear any type of clothing when **en-route that identifies them as an American. This includes letterman jackets and sweatshirts.**

It would be acceptable to wear this clothing when on a military base.

2. In addition, students who participate in extracurricular activities (sports, clubs, etc) may be asked to sign a form that denotes their understanding of specific dress codes for traveling and representing the school.

FIGHTING

Fighting in school or at school-sponsored events will result in suspension from school and a possible referral to the Security Police (or the MOD for all involved parties). **Suspensions will be administered to all parties involved in the fight.**

FOOD FIGHTS

Throwing food will not be tolerated.

- The first offense will result in the student being assigned a lunchroom, classroom or outside work detail.
- Students throwing food a second time will be given a Saturday detention

GAMBLING

Gambling on all school grounds is prohibited. Students involved in gambling activities and referred to the administration for disciplinary action.

INSUBORDINATION

The failure of a student to follow reasonable request by any staff member is insubordination. Normally, insubordination results in suspension. If the insubordination is accompanied by profanity or disrespect disciplinary action may increase in further punishment. This will be determined by the school administration.

INTERNET ACCESS AGREEMENT

Any inappropriate use of the computers may result in the cancellation of the student's computer and internet privileges. **It is required by DoDEA to have a signed agreement in each student's record, before he/she is allowed access to the LAN system.**

OFF - LIMITS AREAS

Areas of the base that are "OFF LIMITS" to students are:

1. Private homes unless invited by a parent who will be in attendance. (Requires prior school approval and sign out procedure.)
2. The dormitories of military personnel at any time, and walkways in between.
3. Elementary school, unless school related.
4. Farmers' fields.
5. Military offices and clubs unless accompanied by a parent.

PROFANITY

Students using profanity in common areas or in a classroom will be asked to refrain from further use of inappropriate language and referred to the administration. Disciplinary action may be taken.

PUBLIC DISPLAY of AFFECTION

Public display of affection at school is not appropriate. Failure to comply with the request to stop or a disrespectful response will result in refer to main office and may result in disciplinary action. Repeated violations may also result in disciplinary action.

SEXUAL HARASSMENT / BULLYING

Sexual Harassment and bullying in a school are defined as: " repeated unwelcome verbal or written comments, gestures, or physical contact of a sexual nature or of a threatening manner."

Alconbury Middle / High School will enforce a "zero tolerance" policy for acts of sexual harassment or bullying. All students have a right to attend school without fear of physical or emotional bullying, hazing or intimidation. Some examples of sexual harassment and/or bullying are listed below.

1. **Jokes:** a way to express hostility, make someone a fool, or put down a group of people. Comments: on someone's body or dress.
2. **Sexual Remarks:** from subtle hints to direct proposition.
3. **Physical Harassment:** Which may include: bumping, touching, stroking, cornering, pinching kissing, hugging, grabbing.
4. **Extortion:** The practice of threatening another student for money, food, or any other item.
5. **Other types may be** leaving notes, displaying sexist cartoons, pictures or magazines, cyber bullying, .

Procedure and Guidelines for Reporting Sexual Harassment

The student should:

- report the offense immediately to an adult at school.
- be prepared to write a statement of exactly what happened.
- tell her/his parents within 12 hours.
- not make a frivolous charge. All reports will be treated seriously and thoroughly investigated.

SEXUAL INVASION OF PRIVACY

Any individual who makes an unwanted deliberate sexual contact with another person, which is offensive to that person, is guilty of sexual invasion of privacy. This is different from sexual harassment in that it does not have to be repeated for the offender to be guilty. The same procedure and guidelines should be followed as in sexual harassment.

SMOKING

Students are prohibited from possessing or using tobacco products during the school day, enroute to or from school, on or off school property, on school-owned and operated buses or on chartered buses, or when participating in school-sponsored or school-supervised activities on or off campus. Violation of this policy will result in disciplinary action/consequence to be determined by the principal which may include referral to counseling or appropriate authority.

There will be no designated smoking areas defined or condoned by DoDDS-E schools.

THREATENING A STAFF MEMBER

The safety and security of our students and staff is necessary to ensure the proper educational environment to maximize teaching and learning. Threatening a staff member will not be tolerated. A student who threatens a staff member verbally will be suspended. Expulsion proceedings will be initiated for physical actions taken against a staff member.

VANDALISM

The intentional destruction or damage to school property or the personal property of others is vandalism. Incidents of vandalism will be dealt with harshly. Serious incidents will be reported to the MOD, the Security Police and/or the Base Commander. Students will be expected to reimburse the United States Government or the person for all damages incurred. Students damaging or destroying school property or the personal property of others accidentally will not incur punitive action, but the student will be expected to reimburse the United States Government or person for the cost of the damage or destruction caused.

WEAPONS

Weapons are not allowed at school under any circumstances. DoDDS-Europe has a ZERO TOLERANCE weapons policy. A student possessing a weapon will be suspended and **expulsion proceedings will be initiated**. Possession of knives, sharp or pointed objects, guns, clubs, explosive devices or ammunition or any other dangerous item will result in immediate disciplinary action and reporting to the parent/sponsor, Base Commander, Security Police, MOD, DoDDS District Superintendent, DoDDS Area Superintendent, and the sponsor's major unit commander. Disposition of weapons and prohibited items is at the discretion of the administration and the security police. Incidents involving weapons are of the most serious nature. Any item when carried in a concealed manner, or if displayed openly, brandished or used in a threatening manner, or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety, can be considered a weapon. Realistic look-alike items will be included in this category.

USAREUR Reg. 190-6 and USAFE Reg. 125-17 provides the following lists of weapons as examples of prohibited items. This is not a complete listing; in the case of situations not specifically addressed, please contact your local security police

- Club-type hand weapons (for example, blackjacks, brass knuckles, nunchaku).
- Strangulation, barbed wire flails, bicycle chains (chains of any type including those in wallets or keys) canes with sharp points, broken bottles or glasses, small knives with retractable blades)
- Tanto, karma, tofu, yawara or other like martial art weapons or practice devices.
- Guns of any type and ammunition.
- Blank cartridge pistols
- Locking blade knives, regardless of length, and other knives with blades 3 inches or longer

- Any of the following, if carried in a concealed manner or if displayed openly, brandished or carried in the presence of other persons in a manner likely to make reasonable persons fear for their safety:
straight razor
sling shots
switchblade knives
razor blades or weapons made from razor blades
Authentic appearing replica of a firearm (for example, toy guns, bb guns)

OTHER PROHIBITED ITEMS

Gum

Gum is **not allowed on campus at anytime**. Students who chew gum on campus may receive disciplinary action. If a student removes the gum and cooperates normally, there will be no further action. However, when and if a student continues to chew gum, disciplinary action will be taken.

Laser Light Pointers

All categories of laser light pointers are **prohibited from DoDEA student possession or non-staff supervised use in school or during school sponsored activities**. The Food and Drug Administration has determined that hand-held laser pointers can cause serious eye damage.

Nuisance Items (CD Players, Cell Phones, etc.)

Possessions of items that are disruptive to the school environment are not permitted at school. These nuisance items include, but are not limited to lasers, skateboards, "walkmans", radios, cassette players, CD players, pagers, cell phones, water guns, and toys.

- Normally, **the first time** a nuisance item is brought to school, it will be confiscated and given to the administration. The student will be allowed to obtain his/her confiscated property at the end of the school day.
- Future occurrences will result in the confiscation of the nuisance item, and it will be retained by the administration. It will only be released directly to the sponsor. Water guns will not be returned to students.

Nuisance items that are dangerous to the safety of others or have the potential to cause damage to personal or school property, such as, but not limited to, fireworks, smoke and stink bombs, eggs, aerosol sprays, silly string, lighters, matches, and shaving cream will be confiscated and will not be returned. When appropriate, these items will be given to the Security Police or the MOD. **Students bringing these types of nuisance items to school could face disciplinary action.**

AMHS teachers reserve the right to allow "walkmans", radios, cassette players, CD players, I-PODs, etc. in their individual classrooms only. (Possession of these items in any other location is not permitted and is subject to confiscation by the administration.)

Skateboards, Roller Blades, and "Wheelies"

Skateboards, roller blades, skates and "wheelies" are forbidden on school grounds 24 hours a day, 365 days a year. A skateboard on campus will be confiscated, and kept by the administration until picked up by the sponsor. Refusal to surrender a skateboard will result in disciplinary action.

Snowballs

Throwing snowballs at school is dangerous because of the threat to student safety and the potential for property damage. Throwing snowballs is not allowed and disciplinary action will be taken.

DISCIPLINE

DISCIPLINE POLICY

Goal

Our goal is to develop and maintain positive self-discipline, whereby each individual AMHS student conducts himself /herself in a manner that respects the rights and property of others while building his/her own self-esteem. The ultimate goal is for all students, while attending AMHS, to display a positive attitude and to exhibit the proper decorum without direct intervention by adults. As we work towards this goal, it is our commitment to administer the policies regarding student discipline with integrity in a calm, fair, and consistent manner.

We very strongly believe in the rights of the other students to be able to learn in an environment that is free of distractions from their peers. Thus, it is sometimes necessary to remove a student temporarily or permanently from a class or the school. We realize some of the consequences listed on the following pages may not necessarily eliminate inappropriate behavior by some individual students.

Corporal Punishment

Corporal punishment is defined as the intentional use of physical force upon a student or any alleged use of intentional force as an attempt to modify the behavior of, thoughts, or attitude of a student. Corporal punishment is not practiced or condoned at Alconbury High School. Permission to administer corporal punishment will not be sought or accepted from any parent or guardian.

Student Rights and Responsibilities

DS Manual 2050.1 Student Rights and Responsibilities in DoDDS provides for an understanding of the rights and responsibilities of all students in the Department of Defense Dependents Schools.

Student involvement in the educational process is a basic right. Active involvement of students in their education, including planning and evaluation, fosters a spirit of inquiry in which students may freely express their own views and listen to and evaluate the opinions of others. Basic to this document is the concept of mutual respect between faculty and students. The school staff, parents, or sponsors, installation commanders and students have the responsibility to work together so that all students have the opportunity to develop to their full potential. Students have the right to free inquiry and expression of ideas. Free expression is not to interfere with the orderly conduct of classes or to disrupt the school, the base, or the British community. Students are responsible for the content and tone of their verbal and written expression and for assuring that such expression does not interfere with the rights and freedoms of others. Students have the responsibility to avoid libel, slander, obscenity, profanity, falsehoods, or distortion of the truth.

Due Process

In enforcing attendance and discipline policies, it is essential that due process be followed. The *Student Responsibilities and Privileges* manual, (DoDEA Manual 2051.2, February 26, 1997), as well as the *Disciplinary Rules and Procedures* regulation (DoDEA Regulation 2051.1, August 16, 1996) define the DoDDS policies on student responsibilities, discipline and due process. In essence, due process affords students the right to protection from conspiracy, capricious, and unreasonable decisions.

Interrogation and Search

Students have a right to personal privacy and to be informed of their rights with regard to cooperation with investigative agencies. Reasonable cause searches of students or their personal effects in school facilities or on school time may only be made in the presence of a school official or by an authorized individual of the same sex as the person being searched.

General Search

The principal or designee may conduct unannounced general inspections of student desk, lockers, and storage spaces provided to students by the school, which spaces are the property of the school, when there is a general notice that such searches may be undertaken. This manual hereby provides notice to all parents and students that principals may undertake unannounced inspections of the school spaces. Unannounced searches may be undertaken with the cooperation of the host installation military police. Dogs trained to sniff out contraband and weapons may be used in these inspections.

Targeted Search

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

During inspections, or incidental to a reasonable suspicion search, the principal will open student desks, lockers, or storage spaces in the presence of a witness and examine the contents, including personal belongings of students.

The school official conducting the search may seize any stolen items and items that are specifically prohibited by law, school policy, applicable regulation, or local law. The student shall be given a receipt for any items impounded by school authorities and parents shall be notified of any items impounded. School officials or the pertinent police authority (MOD and/or military police) will keep seized items in a safe place until their utility, as evidence, has been exhausted.

DETENTION

A classroom teacher, a specialist, or an administrator may assign a detention for violation of class or school rules. Detentions may be scheduled prior to school, during lunch, after school, or on Saturday. Detentions may vary in time depending on the offense.

All teachers and support staff have the authority and the responsibility to correct misconduct at any time. **Therefore, a teacher might assign detention to a student who is not in any of his/her classes.**

Teachers must notify students one day in advance when detention is assigned.
Teachers must inform parents of assigned detentions either telephonically or e-mail.

Lunch Detention

Individuals returning late from lunch will receive lunch detention for the next school day. The notice will be given to the student at the time of the incident.

Detention Rules

For teacher assigned detentions, individual teachers will establish the rules and regulations of their detention. For administrative detentions the students are expected to bring enough work to complete during the allotted detention time. If the student reports to detention and fails to bring an adequate amount of school work, the administrator or adult in charge may assign additional activities to be completed. These may include but are not limited to writing papers, watching educational videos, or assigned readings. Failure to work diligently during detention may result in further disciplinary action. Students serving detention will be available to teachers and community members for **supervised work service during detention.**

Attendance at assigned detentions has priority over participation in extra - curricular activities.

- **Participants in extra-curricular and co-curricular activities will not participate in practices, activities, or athletic contests when assigned after school or Saturday detention.** Once the student has satisfied the time commitment for the detention they may attend the practice or activity.

Students may be barred from competition and team/club travel if outstanding detentions have accumulated.

- After school, employment is not be acceptable excuse for failing to serve detention.
- Students who feel they have been assigned a detention unfairly should discuss the concern with the teacher or the individual who assigned the detention.
- A student who continues to feel unfairly treated should discuss the detention with the administration. Generally, a conference involving the student, teacher and parent will be held to resolve the situation.

Consequences of Missing Assigned Detentions

- If a student fails to serve a detention, the student will be assigned a double detention.
- If a student fails to serve the assigned double detention, he /she will be assigned a Saturday Detention.
- If student fails to serve a Saturday school detention, the student shall be suspended pending a parent conference.

SUSPENSION

Suspensions are given by the school administration. The length of the suspension may vary from one to ten days. Suspensions may be in-school or out of school and are considered excused absences. During the time students are suspended, they may not be present at school or attend any school-sponsored activities. Students who violate this prohibition from being at school or at school activities will have their suspension extended

for one day for each violation. A parent conference must be held prior to re-admission of the student to school. A written summary of the case will be provided to the parents, unit commander (for JAC personnel), and base commander and District Superintendent. Chronic or very serious offenses may be taken to the base dependent misconduct board. All students who are suspended from class or school are required to complete all assignments of work and exams during that period. If the suspension period coincides with an exam period, the principal has the option to suspend and offer make-up examinations or to defer the suspension until after the exam period (including deferment to the start of the next semester.)

EXPULSION

When a very serious act of misconduct occurs, or total disregard of DoDDS policies/rules occur, expulsion may be necessary to protect the safety and rights of other students. When a principal determines an expulsion is necessary, a letter will be sent to the sponsor informing them of the charges against the student and inform the sponsor of the right to a formal hearing prior to the school requesting the expulsion. All students expelled from the DoD schools will be provided the opportunity to use correspondence courses or other appropriate educational programs for the duration of expulsion.

TABLE OF CONSEQUENCES

The items that follow are violations of school policy. The disciplinary action to be administered is covered in each item or usually referred to in the Table of Consequences, which follows at the end of this section. This list is not necessarily comprehensive and exhaustive, but contains the most common violations of accepted school policy. The administration will determine the consequence for any violation not contained in this handbook.

SECTION	FIRST REFERAL	SECOND REFERAL	THIRD REFERAL	FOURTH REFERAL	Examples of Infractions
A2	Administrative Action **	Administrative Action **	Administrative Action **	1 day suspension	Dress Code Violation Hall Pass Violation Nuisance Item Violation Eating in an unauthorized area Cafeteria Behavior Tardies PDA, Scuffling Vulgar / Profane, other
B2	Administrative Action **	Administrative Action **	1 day suspension	2 day suspension	Disruptive Behavior Bullying Behavior Unsafe Behavior Tobacco Possession / Use Failure to attend Detention Sexually Offensive Language Inappropriate/Profane Language Insubordination Cheating / Forgery Unsafe Behavior Truancy Theft Pornography Unauthorized area
C2	1-3 day suspension	3-5 day suspension	5-6 day suspension	7-10 day suspension	Sexual Harassment Abusive Behavior to Peers Communicating a Threat Alcohol Possession/Use Vandalism (under \$100) Fighting or touching of any kind Insubordination w/disrespect-profanity Bullying Fighting Tobacco Use Vandalism Alcohol Possession / Use Other / Nuisance Items
D	Suspension/Expulsion Proceedings Initiated				Arson Extortion Weapon Possession/Use Vandalism (over \$100) Dangerous Behavior - toward self and others Illegal Substance Possession/Use/Distribution Bomb Threats False Fire Alarm False Bomb Alarms Larceny (\$250+)

1. The first & second recorded tardy for a class are considered a warning (first infraction) for each semester.

** Administrative Action may include, but is not limited to the following:

Warning
In School Suspension
Out of School Suspension
Parent Notification

Counseling Session
After School Detention
Lunch Detention
Parent Shadowing

Saturday Detention

- 1. Parent Shadowing:** Parent accompanies student to all classes and remains throughout the day, including lunch.
- 2. Saturday Detention:** Student comes to school and does schoolwork (0815 hours – noon)
- 3. In School-Suspension-** Student remains in the office for the school day and does his/her

homework/classwork with close supervision.

4. **Out of School Home Suspension:** Student stays home.

SCHOOL BUS POLICY

Bus Services

Daily student bus transportation is a privilege provided for students living off base. Bus service is available to and from school within the school bus commuting area.

- If your student needs transportation, please contact the School Bus Office (SBO).
- After enrolling your student for school, sponsors with school age dependents living off base must personally register their students at the SBO.

For more information please contact the Alconbury SBO at DSN 268-3891, commercial 01480-84-3891, or visit the office located in the Alconbury High School, Bldg 691.

High School Activity Bus

Activity buses provide limited transportation for students participating in AMHS sponsored activities and **will not be used as a late bus home for students not enrolled in after school programs.**

- Activity buses are not authorized for Alconbury Elementary School students or any student participating in a non-DoDDS sponsored activity, e.g., AYA or off-season individualized sport preparation.
- Students may request an Activity Bus Pass through their AMHS teacher, coach/sponsor.
- **School bus discipline is enforced under IAW DoDEA regulation.**
- Please contact the SBO to see if your bus stop is a designated activity bus stop.

Late Arrival of School Bus at the Pickup Point

Sometimes through breakdown or traffic delays, the buses may arrive late at the pickup point. In most cases, it takes some time to get this information to the SBO.

- As a general rule, students are advised to remain at the pickup point 30 minutes after the scheduled departure time.
- A bus WILL run, but it is uncertain how long it will take the delayed bus to reach your stop.

Bus Transportation for School Delays and Cancellations

The **423 ABG/CC determines school delays and cancellations** when unsafe road conditions exist, etc.

- Delays and cancellations are announced through unit recalls and will be posted on the web **423rd Security Forces Information Hotline, DSN 268-4636 or Commercial 01480-84-4636.**
- If a two-hour delayed has been declared, students riding the school bus will be picked up two hours after the normal designated time. For example, if the bus is scheduled to depart the bus stop at 0730 hrs, the bus will depart at 0930 hrs.

Only Riders with Bus Passes Allowed

For safety and security reasons, only students with a valid bus pass may ride on their own bus. For example, a student that does not ride the daily school bus, spending the night at a friend's house, wants to ride home on their friends' bus. This is not allowed; spending the night/going home with a friend is a private matter and transportation arrangements should be made between sponsors.

- Teachers / the school cannot accept letters from sponsors allowing their student to ride on a bus.
- Each rider must have a valid school bus pass and only ride on his or her assigned bus.

1. Seat Belts on School Buses

Our school buses are fully equipped with seat belts and **students must comply with British law and DoDDS requirements by wearing their seat belts on the bus.**

- Please tell your children about this and emphasize that wearing seat belts is for their own safety.
- Wearing seat belts contributes to good behavior, discipline, and the overall safety on the bus.

2. Procedures for Lost Child

When your child does not arrive home at their usual time and you are concerned for their safety, you should:

- Contact your spouse or other family members to see if the child is with them.
- We suggest you contact neighbors and known friends of your child.
- If you cannot locate your child, please call the SBO, DSN 268-3891 or 01480-84-3891 and the school principal (at 01480 843769 or DSN 268 – 3769).
- If you are unable to contact the SBO at DSN: 268-3232 or 268 –3891 or the school principal please contact the 423rd SF Military Police, DSN 268-2400 or commercial 01480-84-2400.

The Alconbury SBO will make every effort to locate your child as quickly as possible. You will be updated regularly; your assistance and patience will be greatly appreciated.

If you should locate your child before the SBO does, please notify the SBO so they can terminate their efforts.

School Bus Behavior

The time students spend going to and from school is an extension of their school day. School buses are an extension of the school campus. Therefore, violations of school bus rules and regulations may result in disciplinary action such as suspension of bus privileges, after school detention, Saturday Detention, In-School Suspension, and/or Out of School Suspension. The Principal and Assistant Principal at Alconbury Middle/ High School will determine the appropriate disciplinary action.

Bus Schedule

During registration, students must contact the school bus transportation office to be assigned a bus to and from school. All school bus related questions and concerns should be reported **directly to the bus office and the school**

GENERAL RULES AND INFORMATION

ADDRESS AND TELEPHONE INFORMATION

Frequently, during the registration process, local quarter's addresses, home and/or work e-mail addresses, and home and duty telephone numbers are not known or change. It is essential this data be provided to the school and/or updated at the earliest possible date. Please provide the school with your updated information anytime it changes, the school should be promptly notified. You may send changes to the Main office or phone the school at 01480-843769.

ADVANCEMENT VIA INDIVIDUAL DETERMINATION (AVID)

What is AVID?

AVID is a program designed to help high school students prepare to enter and succeed in four-year colleges and universities. Many students with the academic potential to succeed in college need extra encouragement and academic assistance, which traditional secondary schools do not offer. A successful AVID program will provide its students with this additional encouragement and academic support.

How are students selected for AVID?

The AVID Site Team (comprised of an administrator, school counselor, the AVID coordinator, the AVID instructor, and classroom teachers) looks for students who strongly desire to go to a four-year college and meet specifically identified academic standards.

- All students selected for AVID must undergo a stringent recruitment process. Among the requirements students must meet to qualify for AVID are a G.P.A. between 2.0 and 3.5, CTB Terra Nova scores between the 50th and 88th percentiles, teachers and administrator recommendation, express commitment to achievement, good school attendance, good behavior, and parental support. Based on these criteria, students are selected for AVID.
- All students selected for AVID, as well as their parents, must sign a contract that states that the student wishes to be a part of the AVID program. In this contract AVID parents pledge their support to the academic success of their student by supporting the goals, objectives,

What are the academic expectations for AVID students?

AVID students are required to maintain or improve their GPA. They are also required to take rigorous courses such as Honors English, higher-level math, advanced science, and foreign language. AVID students are required to study two hours each night. They are also required to maintain an AVID notebook and use the Cornell method of note taking. Another requirement of AVID students is their mandatory attendance and participation in the daily AVID tutorial class. The AVID tutorial focuses its objectives into several academic areas. The first is to provide AVID students with academic support through the hiring of paid tutors. Volunteer tutors are also utilized to support the academic program of the AVID students. The second is to expose students to a variety of guest speakers and planned activities designed to motivate students and encourage academic excellence. The final expectation is to motivate the AVID student to continue with the program throughout high school with acceptance into college as the student's ultimate achievement.

What is the role of the parents of an AVID Student?

Support! Support! And more Support!

AVID parents have the same responsibilities and requirements that all parents have in helping their students achieve academic success. However, AVID parents are required to sign a contract pledging to support their student's academic endeavors. This contract requires AVID parents to provide a safe, nurturing home environment. This home environment must include a quiet study area for the student. AVID parents are asked to participate by reviewing their student's homework assignments, the AVID notebook, class notes, and returned tests, projects, and assignments. The parents should also reinforce and support the student's responsibilities to the AVID program, attend AVID parent meetings, support AVID activities, keep informed about their student's progress, offer advice, encouragement, guidance, and take the time to listen to their teenager.

AGENDA PLANNERS

Every student will be issued an Agenda Planner at the beginning of the school year. This “planning calendar” has proved effective in helping students organize and plan work, set personal deadlines for task completion and track academic achievements. Your teachers will encourage you to record homework assignments and test dates in your planners. Take advantage of this opportunity to learn time management techniques that will help you throughout your lifetime. In addition, the planner may also be used to communicate between the school and home, as well as serving as a method of tracking hall passes. Take advantage of this opportunity to learn time management techniques that will help you throughout your lifetime.

BOOKS , CALCULATORS AND OTHER ISSUED ITEMS

All required textbooks are supplied by DoDDS without charge to the students. Classroom teachers or coaches may issue calculators, educational materials, sports uniforms, and sports equipment to students. The student and his / her sponsor are legally responsible for returning **books, calculators, or other items in good** condition at the end of the course or season. Allowances will be made for normal wear and tear. Writing in textbooks is beyond normal wear and tear. It is expected that students will cover all hardbound books with non-permanent material (e.g. paper, paper bags, etc.) and record their name either inside the book or on the protective cover. Replacement costs for damaged or lost books, calculators, or other issued items (sports equipment etc.) will be charged to the student. Students who have lost an item should check with the main office or supply clerk for replacement costs and instructions. Students or parents can obtain a payment form in the school supply office or the main office. Payment checks should be made to the US Treasury.

CAFETERIA

- AAFES operates a hot lunch program for all students of Alconbury Middle / High School. The cost of the lunch is paid in U.S. currency. There are also a limited number of a la carte items, individually priced, available for those not wanting a hot lunch.
- Parents are welcome to join their child for lunch.
- Sack lunches may be brought from home and eaten in the cafeteria.
- Advance payment of school lunch maybe made at the Base Exchange.
- Reduced price lunches are available for students of families who qualify.
Contact the school’s officer, (on ext. 268-3232 or 01480 843232) to determine if your family is eligible for **reduced price or free lunches**.
- Students are responsible for clearing their own table and placing dishes, utensils, trays, and refuse in the designated places. The Assistant Principal monitors students’ behavior in the cafeteria.
- The AMHS staff reports infractions when observed during lunch. Failure to use appropriate mature behavior will result in disciplinary action by the administration.
- Disciplinary action can include, but is not limited to detention, community service or suspension of cafeteria privileges.
- Students from grades 9-12 may eat off campus.
- MS students (6th, 7th & 8th Graders) are required to remain on campus during lunch (they may not leave campus).
- Questions or concerns about the AAFES school lunch program should be directed to the school principal or the UK School Lunch Program Manager at 01638-525200 or DSN 226-2500.

CHILD ABUSE

DoDDS employees are required by law to report all suspected or alleged cases of child abuse or neglect to the local Family Advocacy Program Officer (FAP).

COMMUNICATION

Home and School

Open and frequent communication between the home and the school is one of the most important factors in minimizing concerns and preventing misunderstandings.

- The school encourages communication between students, parents, teachers, and administrators.
- The principal and assistant principal will accept telephone calls from parents or visits from students and parents whenever they are in the building.
- E-mail is a convenient way to communicate with the teachers, principal and the assistant principal.
- If you ever have trouble scheduling an appointment with any staff member, please call the counselor's office at 268 -3769 or 268 - 3221 she will make the necessary arrangements for the meeting.
- A comprehensive weekly parent's newsletter is sent on Friday or Monday of each school week. Please take time to read this newsletter.
- It not only contains important information about upcoming events, but also includes timely information from the guidance counselors and highlights students' achievements.

Parent-Teacher Conferences

Parents are encouraged to bring their questions and concerns to the attention of their students' teachers and/or appropriate school personnel. To make an appointment, parents can contact the teacher or counselor via email. During the first and second semesters full day parent teacher conferences will be held at Alconbury Middle High School. The school administration is also available for parent conferences. However, these conferences should only be arranged after you have first taken the opportunity to talk with the teacher.

Daily Bulletin

In an effort to provide a source of current information, a daily bulletin containing student and faculty information is read over the school PA system every morning at 0825 hours. The daily bulletin contains current announcements regarding class schedules, assemblies, activity meetings and policy reminders. Announcements should be sent to the registrar by 12:00 p.m. on the day preceding the announcement. No personal items will be added to the bulletin.

Students are reminded that notices in the daily Bulletin constitute official notification and must be heeded. A copy of the daily bulletin is posted in the information center and outside the main office. Please ensure that all students are aware of their obligations.

DANCES

Dance Rules

Dances are open to Alconbury High / Middle School students and guests who have been approved by the administration and the activity sponsor. Guests must have a signed permission slip for admittance and are expected to follow school rules. **All guests must be age appropriate and approved at least 3 days before the dance.**

- Students will not be admitted during the final hour of the dance.
- Upon arrival at the dance, students will be required to sign in and note the time of arrival. Upon leaving, students will be required to sign out and indicate the time they are departing the activity.
- Once a student leaves the dance, he/she will not be re-admitted.
- Students who do not abide by school rules will be asked to leave the dance. Parents will be called and asked to take their students home.
- Students and faculty sponsors will ensure that the facility is clean and secure following conclusion of the dance.
- Students may be denied access to school dances by sponsors and the administration for valid reasons.

2. High School Dances

- These dances are open to all AHS students in grades 9-12 with the exception of the Junior-Senior Prom (grades 11 and 12 only).
- Grade 9 and 10 students may attend the Prom only as the date of a Junior or Senior.
- High school dances will generally take place between 1900- 2300

3. Middle School Dances

- Middle school dances are open only to grades 7 and 8.
- Middle school dances will take place between 1505-1715 or 1900-2200.
- Middle School students are not allowed to attend the Homecoming Dance, Cotillion or Prom.
- Middle School Students may not attend High School dances. However, throughout the year, some 7-12 dances may be held.

Student Guidelines for School Dances

1. All school rules apply at the dance including conduct and appearance with a reminder that:
 - a. Smoking is not allowed on campus at any time.
 - b. No use or possession of alcohol or drugs is permitted before or during a dance.
 - c. Possession or use of dangerous or potentially dangerous items including weapons, squirt guns, or aerosol can etc. are prohibited.
 - d. All school rules regarding PDA and sexual harassment apply.
 - e. Guests may only attend with written permission approved in advance.
 - f. Middle school students may not attend high school dances.
2. No kissing at anytime.
3. Keep all hands outside of clothing.
4. No removal, unzipping, unbuttoning, etc. of clothing.
5. No sitting on another person's lap.

6. No simulated sexual acts while dancing.
7. Dress should be modest and appropriate for the occasion.
 - Remember no hats inside the building.
 - homecoming, cotillion, and prom are semi-formal dances at which gentlemen are expected to wear coat and tie or suits and ladies are expected to wear dresses, gown, or formal pantsuit.
8. Students, who are not planning to attend the dance, should not be loitering on the campus.
9. Students who do not conform to accepted dance behaviors might be asked to leave without a refund.

NOTE: All rules are to be enforced at the chaperones' discretion. That means that the chaperones, not the students, will determine what is provocative and inappropriate.

DRIVING

Students are authorized to drive privately owned vehicles (POV) to school. Students must register their car with the main office and park their cars in designated parking areas. Students will not drive their POV during school hours, **including lunch**, unless authorized by the Administration. Students who drive to and from school are not allowed to transport any student during school hours unless authorized by the administration. Failure to follow these guidelines may result in disciplinary action.

EATING / DRINKING IN SCHOOL

Students are allowed to eat or drink in the cafeteria, music hall, outside the building, in the library and/ or with permission in a classroom or in uncarpeted areas of the halls.

EMERGENCY EVACUATIONS

1. Emergency evacuation (**fire drills and bomb threats**) procedures are explained to each student by the classroom teacher.
2. Procedures are established to ensure the safety of all students during real and practice evacuations and will be available to teachers before the events.
 - a. Fire drills are conducted each month (see calendar for date).
 - b. Teachers are responsible for the students in their classroom during an evacuation. Students are expected to cooperate and stay with their teacher during the evacuations.
3. In the event of a fire or disaster/emergency, all students and teachers will evacuate the building as quickly as possible.
 - a. The continuous ringing of a bell is the fire alarm.
 - b. An interrupted ringing is the alarm for an emergency or disaster evacuation.
Students are reminded:
 1. Move with your teacher and class to the assigned assembly point.
 2. Attendance will be taken.
 3. Remain at the assembly point until the administration issues further instructions.
Under no circumstances should a student stop at his/her locker, or return to any building until the administration has declared an "ALL CLEAR."
4. If the emergency or disaster signal sounds **while classes are passing**, students will proceed to the class he/she is scheduled to attend and assemble with their teacher.

5. In the event of a fire or emergency/disaster during lunch, student should report to the assembly place and remain together, under the supervision of the assistant principal and/or lunch monitors.
6. **In the case of a fire**, all students will move at least 100 yards from the buildings, until further instructions from a teacher.
7. In the case of an **emergency evacuation**, everyone will proceed to the movie theatre.

FIELD TRIPS

- Sponsor and/or parent permission will be required before a student goes on a study trip. Students are expected to participate in school related field trips.
- All school policies and regulations governing student conduct are in effect during study trips.
- Sponsors may be required to pick up their student(s) from a study trip if the student(s) conduct warrants such action.
- Parents are notified in writing in advance of the trip regarding times, details, and are asked to sign and return a mandatory consent form for each student prior to the trip date.
- Students are responsible for completing assignments in classes missed during field trips. When a student knows that he/she will be absent, every effort should be made to coordinate assignments with teachers before the trip. Overnight field trips require more extensive preparation for parent, student, and teacher.
- Parents and students should read all information carefully and contact the teacher/sponsor if there are any questions or concerns. Be sure you know before your child leaves, the exact itinerary, departure and return times, and how much money they will need.

The sponsors have been instructed by the administration to be extremely vigilant on overnight trips and to take all precautions to avoid student alcohol abuse, curfew violations, and students being in the wrong rooms.

- Chaperones should discuss with the trip sponsor exact their responsibilities, and be provided an itinerary of the trip. Sponsors must let the chaperones know where they will be at all times.
- Please advise your son/daughter to be cooperative and follow the rules as stated by the person in charge. Students and parents must sign the Student Behavior Expectations form prior to departing on any school-sponsored field trip.

GIFTED EDUCATION PROGRAM

The Department of Defense Education Activity (DoDEA) provides exemplary education programs that inspire and prepare all students for success. Gifted students measure their success through the challenges they are able to receive, meet and often surpass. The goal of the DoDEA Gifted Education program is to identify students with high potential and exceptional performance and to offer challenges that match their strengths.

Please contact the front office for more information concerning Alconbury Middle/High School's Gifted Education Program. 268-3769.

GRADUATION EXERCISE

- Senior students who have fulfilled all requirements, academic and otherwise, will be allowed to participate in the June graduation exercises.

- Those students failing to meet the requirements will be notified prior to the ceremony and their privilege of participating withdrawn.
- Students will be required to purchase the selected cap, gown and tassel.
- All graduation rehearsals in June are **MANDATORY** in order to participate in the graduation ceremony.
- **The graduation ceremony is a privilege not a right.**
- Students are expected to conform to the graduation protocol in order to be eligible to attend the graduation ceremony.

GRADUATION PROTOCOL

It is the policy of the Department of Defense Education Activity (DoDEA) that the graduation ceremony at each Department of Defense high school be an occasion, which will be conducted with dignity and decorum. Students will be assured that this ceremony is held to honor them, but it also is a ceremony, which honors their parents and families, their communities, and all of the educators who have assisted them in reaching this milestone in their lives.

All graduating seniors must meet all graduation requirements of DoDEA. Exceptions to this requirement may be determined at the local school by the school administration.

Graduates and guests will observe appropriate decorum in a dignified manner. This policy is to be publicized by the school principal, supported, and coordinated with the installation commander.

All DoDEA high school graduation exercises will include the following:

- (a) Processional.
- (b) Presentation of colors.
- (c) Pledge of allegiance.
- (d) National anthem.
- (e) Salutatorian and Valedictorian student address.
- (f) Guest speaker (it is recognized that on occasion the speaker will be a member, or members, of the graduating class).
- (g) Presentation of diplomas.
- (h) Recessional.

Students participating in the graduation ceremony must:

- (a) Wear authorized caps and gowns, and school approved appropriate recognition of scholastic achievement; e.g., National Honor Society (NHS) cords.
- (b) Wear appropriate footwear; e.g., dark dress shoes (sandals, shower shoes, or being barefoot are not permitted.)
- (c) Dress shirts and dress slacks or skirts shall be the appropriate apparel underneath the cap and gown. There will be no defacing of the cap and gown for the exercise.

The school principal (involving students, parents, and school staff) should plan the specific ceremony. Once the plan has been completed and accepted by the organizing group, students who desire to participate in the ceremony will agree to do so based on the established plan and DoDEA policy.

Students, who do not agree with the plan, may choose not to participate.

HALL PASSES

Students are not to be out of their scheduled class without a hall pass under any circumstances. It is the joint responsibility of the student and the teacher to adhere to this policy. Students who need to leave class during instructional time **MUST BE IN POSSESSION** of their agenda planner. AMHS uses student agenda planners for recording hall passes. Students must be in possession of their agenda planners at all times. Students are not to be out of their scheduled class without a hall pass under any circumstance.

INFORMATION CENTER (LIBRARY or MEDIA CENTER)

The library provides students with resources for academic research, study, and recreational reading. The Internet section supports the school curriculum in all areas, offering a variety of print and non-print materials covering a variety of topics and interests. The media center or library is open and staffed from 0820-1600. Students may use the library before school, during the lunch period, during the school day with a pass from their assigned teacher, and after school. Eating/drinking in the library is allowed in many areas.

Media center resources include:

- An up-to-date reference collection
- A variety of on-line CD-ROM resources to include News Bank, SIRS and World Book Encyclopedia
- School-wide internet access

Visitors must register with the office before visiting the media center.

LOCKERS

At the beginning of the school year, lockers are assigned by a faculty member and available for each student's use.

1. Lockers may not be shared without prior approval from school administrators.
2. The defacing of lockers (i.e., writing, marring, scratching, pictures or applying stickers) is considered vandalism and is prohibited.
3. Students should use only a combination lock.
Combinations must be kept on file in the office and with the locker monitor in case of emergencies.
4. **Lockers should be kept locked at all times.** Students, who leave their lockers unsecured, will have the contents removed and secured in a plastic bag. The school assumes no responsibility for lost or stolen items left in unsecured lockers.
5. Repeat offenders will lose locker privileges.
 6. Do not leave valuables in your locker!
 7. Do not share your locker combination with anyone.

PARENT ORGANIZATIONS

School Advisory Committee (SAC)

DoDDS Instruction 1342.15, November 5, 1986, outlines the establishment and function of the Local Educational Advisory Committee. The union of the local committee is to advise the principal on matters affecting the operation of the school. The Alconbury Middle / High School Advisory Committee (SAC) consists of two parents and two professional school employees elected for two years by those eligible to vote. A member of the student council is a liaison member. The school principal, faculty representative, an installation commander (or designee) also serve as liaison members but do not vote. Meetings are held a minimum of once per quarter.

The Department of Defense encourages professional employee and family participation in the formation and operation of overseas local school advisory committees. Committee members, elected from the community and the schools, are responsible for advising the principal on education-related matters. SAC members advise the principal on school policies, program staffing as it relates to the instructional program, budget, facilities, maintenance, administrative procedures, pupil personnel services, educational resources, program evaluation, student standards of conduct, and the school meal program.

School Board of Alconbury School Complex

The School Board is an elected body consisting only of parents of students enrolled in the schools; the board may include the **High School Student Council President as a nonvoting member**.

The **purpose of the School Board is to make recommendations to the installation commander and/or DoDDS-E District Superintendent**; the School Board does not address matters pertaining to personnel policies or the internal management of DoDDS.

The School Board meets publicly at least four times per school year. All parents are welcome and encouraged to attend regularly.

AMHS Booster Club

The Alconbury Middle / High School Booster Club is an organization made up of parents, students, and faculty. The club is committed to supporting the entire academic and extra-curricular programs of the school. AMHS

PARTIES

Class parties will not be permitted during class instructional time. Exceptions must be approved in advance by the administration.

REGISTRATION

- DoDDS requires annual registration for all students.
- Sponsors or spouses must have a current and valid ID card.
- ALL personnel must present a copy of orders or proof of status to determine eligibility categories.
- Students must have a current Certificate of Immunization, DS Form 121, to verify certification of immunization.
- Records from the previous school, including the last report card or a copy of the transcript, should be brought to registration for newcomers.

- Sponsors must complete and sign the DS Form 600 each year.
- DoDDS-E Online Registration <http://www.eu.dodea.edu/schoolregister.htm>
(note: local paperwork must still be completed!)

SAFE SCHOOLS” IN THE ISLE DISTRICT

In the Isles District school security is a serious concern. Throughout the United States, youth crime and violence threaten to undermine the safety of our students’ learning environment. Since the Department of Defense Dependents’ Schools (DoDDS) represent a cross-section of Americana, all partners in our community education process must understand and support the principles underlying a safe and secure learning environment – as applied to creating a safe school. The underlying principles all relate to student rights to a safe and secure learning environment.

- Free from the threat or fear of physical violence
- Free from drugs, alcohol, weapons and other prohibited items
- Free from hazing, bullying or intimidation
- Free from bullying, gang or criminal activity

The Department of Defense Education Activity (DoDEA) follows guidance for the Department of Defense and also issues instructions and policies concerning our schools.

- DoDEA Regulation 2051.1, Disciplinary Rules and Procedures (August 16, 1996) outlines student conduct expectations and disciplinary consequences that may be invoked when the conduct of a student poses an immediate threat to his/her safety or the safety of others in the school. These student conduct expectations apply to student conduct that is related to a school activity; and
- While en route between school and home, to include school buses.

During or while going to or coming from all school-sponsored events/activities that affect the missions or operations of the school or district including field trips, sporting events, stadium assemblies, and evening school-related activities.

- Violence, threats of violence, prohibited items, gang or criminal behavior, and bullying or intimidation will not be tolerated.
- Perpetrating a bomb threat or complicity in the act is grounds for expulsion. Additionally, local military regulations or host nation laws may authorize criminal prosecution for such actions. Therefore, it is incumbent upon all community education partner – students, parents, military leaders, administrators, faculty and staff – to understand the serious nature of actions violating the principle student freedoms and the scope of authority over infractions as outlined in DoDEA Regulation 2051.1.

SEMINAR

All full time students will be enrolled in a seminar period on Day 2 (Gold) from 11:25-12:25 and 13:05-13:30. It is important that everyone understands what seminar is and is not.

- The purpose of the seminar is to provide students an opportunity to get assistance where they may need additional help.

- It is a time when they can work on special projects with teachers. A time to study for a test or catch up on homework, a time to do make-up work following an absence, a time to do work in the media center/library and a time to meet with counselors, etc.
- **Seminar is not** a social hour or a time to catch up on sleep, or a time to take a late breakfast or lunch break. Students are not allowed to sleep, listen to music or eat during seminar.
- Normal attendance and tardy procedures will apply during the seminar period if a student is truant from seminar, they will be disciplined just the same as any other class.

All students are assigned to a specific teacher and will report to that teacher at the beginning of the seminar period.

- Students must report to their assigned seminar class. Students who have made prior arrangements to work with a teacher other than their seminar teacher **must present a pass** from that teacher in order to be dismissed from seminar.
- Special assemblies, pep rallies, concerts, and other programs will be scheduled during seminar to avoid the loss of class time.
- Seminar might be scheduled in split sessions over a two day period in order to accommodate special schedules.
- Bring study material or work to the seminar class.
- Students may work quietly in pairs or in small groups if the seminar teacher agrees.
- The most important aspect of the seminar period is the freedom of the students to work with teachers. Students are encouraged to use their time wisely.

At 1305 students return from lunch to their original seminar to take attendance. Students in violation of any of the above-mentioned items may be restricted to their seminar class or disciplinary action may be taken.

TELEPHONES

- Office telephones are available for student use.
- Forgetting homework, lunch, etc., is not a valid excuse for use of the school telephone.
- Only messages from sponsors will be delivered to a student.

THEFT

Students are reminded to safeguard their own property and respect the property of others. Book bags and other materials should not be left unattended. Valuables should not be brought to school. Lockers should be secured when not in use (students who continually leave their lockers unsecured or leave backpacks, book bags, etc. in common areas will lose their locker privileges.) Students who are caught stealing from others will be suspended and reported to the community authorities.

Theft of personal property or government property at school may result in one or more of the following disciplinary actions, replacement of stolen goods, suspension, and a visit with the MOD.

VALUABLES

High value items and significant sums of money should not be brought to school. The school investigates all thefts as thoroughly as possible; it is not always possible to determine the perpetrator of the theft.

VISITORS

Students who wish to bring a visitor to school must complete a visitor's pass at least four days prior to the requested visit.

Students may bring only one guest (with administrative approval), for no more than one day, to visit AMHS.

The host student is responsible for the guest throughout the visitation time.

Parents who wish to visit the school are requested to sign in at the main office.

If a parent wishes to see a teacher, principal or counselor, it is necessary to make an appointment in order to avoid interrupting a class or another appointment.

Parents who wish to visit classrooms: Please notify the main office 24 hours in advance of your proposed visit so that the necessary arrangements can be made to accommodate your request.

ALCONBURY MIDDLE / HIGH SCHOOL ATHLETIC CODE

The Student Athletic Code for Alconbury High School (AHS) is provided as a means of establishing uniformity in requirements for conducting the interscholastic athletic programs. All persons involved in the program must support the regulations of DoDDS-Europe and the Isles District (Department of Defense Dependents Schools DSG Manual 2740.2 "Inter-scholastic Athletic Program).

Requirements for Participation

The Student Will:

1. Be a student in good standing for the entire week and meet all academic eligibility criteria. (See Academic Eligibility Section).
2. Have a current physical examination on record in the school; a signed power of attorney for Medical and Dental Card; AHS player information sheet on file; a signed parent and student Agreement for Student Athletic Code and Student Behavior Expectations, a valid passport, visa, and ID card.

B. Area of Student Responsibilities:

1. All AHS student athletes, managers, and coaching staff are expected to represent themselves, their teams, and the school positively, both in and out of the sports environment. An athlete must abide by school policies and AHS Athletic Standards/Training Rules. **Serious misconduct by the athlete may eliminate further participation for part or all of that sports season with forfeiture of the athletic letter and awards.** They must also keep in mind that bringing dishonor to the team impacts the overall success and public perception of the team and Alconbury High School. Good sportsmanship is a primary concern of all AHS athletic representatives. AHS is a member of the National Federation of State High School Associations, who encourages good sportsmanship through a commitment to fair play, ethical behavior, and integrity. In perception and practice, sportsmanship is defined as those qualities that concern others. These ideals of

sportsmanship apply equally to all athletic disciplines. **All individuals from AHS, regardless of their role in the activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.**

Some examples of acceptable and expected behaviors from our athletes are:

- **Applauding the introduction of players, coaches and officials.**
- Sharing handshakes between participants and coaches after each contest, regardless of outcome.
- Showing genuine concern for injured players, regardless of team.
- Encouraging others to display only sportsmanlike conduct.
- NEVER to boo, heckle or outwardly criticize officials' decisions.
- Avoiding disrespectful or antagonizing yells, chants, gestures, or "trash talking".

2. Students participating in the AHS Athletic Program agree they will not have in their possession and/or will not use tobacco, drugs, or alcohol during the current season of participation. Student participants found to be involved in the use of these substances will be removed from the team for the remainder of the season with forfeiture of the athletic letter and awards.

3. All student athletes must have a current physical and must attend ten practices before competing/practicing interscholastically.

4. All team members are required to travel and return on the team bus unless written arrangements have been made with coach, parent and/or sponsor prior to the trip.

5. No stereo or radio equipment will be allowed on away trips unless used with personal headphones and with the coach's permission.

6. AHS athletes must demonstrate focus and commitment to their team by attending ALL practices. Knowledge and skill development can occur only through determination and practice. All athletes demonstrate their commitment to the team and themselves by attending ALL contests. Each student athlete's approach to participation reflects the AHS belief in the "**team first, me second**" attitude. An athlete should be unselfish in his attitude and actions, encouraging the success of teammates toward the overall success of the team and school.

7. Dismissal from one athletic team for rules infractions will eliminate an athlete from all sports for that season.

8. Athletes may transfer between teams during a season only if prior to the first competition. Both head coaches must agree to any roster changes and the "ten practice rule" must be used.

9. New students may join during a season at the discretion of the coach, but the "ten practice rule" must be used. The coach may waive this rule for new students if they have already been participating in the sport at their previous school.

10. The school will issue team uniforms and equipment to the team coach. Each athlete must subsequently sign for individual uniforms and equipment issues. These items are the responsibility of each athlete. Loss or damage to school uniforms and equipment will be assessed and the full value of the item charged. If hand receipts are not cleared or debts paid in full within one week after the season conclusion, the athlete will be ineligible to participate in the next sport season and awards will be withheld. **Only authorized uniforms and athletic equipment may be worn for any AHS competition.**

11. Practice, regulations, training rules and awards are the jurisdiction of the coaches, AD, and subject to approval by the principal. Lettering policies for each sport will be provided by the team coach and approved by the Athletic Director at the beginning of the season. Final authority for awarding any athletic recognition is a specific responsibility of each sport's head coach.

12. It will be the responsibility of the sponsor to provide transportation and/or other associated costs for a student-athlete who does not return to Alconbury with the team bus for reasons of accident, illness, or for reasons of military/civilian restraint in the case of illegal activities.

13. Any athlete or team participating for Alconbury High School is expected to participate in all DoDDS events and practices. Participating in a non-DoDDS event in lieu of a scheduled DoDDS practice or event is not permitted. Any athlete or team who does so forfeits the privilege of continued participation for that season.

C. THE RIGHTS OF STUDENT-ATHLETES

A student Athlete Has the Right

1. To compete for a position on a team providing he/she meets all the guidelines.
2. To be properly equipped and to be provided coaching.
3. To try for a school letter award according to standards recommended by the coach.
4. To use the proper chain when addressing a problem/issue, first to the DoDDS Coach or Sponsor, then to the Athletic Director. If the problem/issue is not resolved by the Coach and the Athletic Director, it will then go to the Assistant Principal. If still not resolved the Principal will make the decision.

DoDEA-Student Behavior Expectations

These expectations are based upon DoDEA Regulation 2051.1 (August 16, 1996) and are designed to make student participation in DoDDS-Europe student activities positive. Alconbury Students are expected to meet DoDEA student behavior expectations and those expectations outlined in the Alconbury Athletic Code from the time of departure to the time of return from the activity.

1. Students are expected to observe all activity rules and guidelines to include those of the activity facility (i.e. hotel/conference hall rules).
2. Students are not to move facility furniture unless authorized to do so by the activity sponsors.
3. Students are expected to participate in all planned activities, reporting promptly to meals, sessions and programs, tours etc.
4. Students must observe curfew regulations as they pertain to "in the room" and "lights out."
5. Students will not have electronic music devices "on" during instruction or after "lights out".
6. Students will turn cell phones off during activity instruction and presentations.
7. Students will be responsible for his/her personal belongings and equipment at all times.

8. Students shall not possess, use, or consume mind-altering substances to include alcoholic beverages, intoxicants, mind-altering inhalants, and controlled substances as defined by United States Code. A substance legal in host nations but controlled in the United States is prohibited (DoDEA Discipline Regulation 2051.1).
9. **Students who bring, buy, or have weapons or weapon replicas either in their possession or amongst their personal property during a DoDDS-Europe sponsored student activity are in violation of DoDEA Regulations regarding “Zero Tolerance for Weapons.” Such items are not allowed at any time during a student activity and will be confiscated. The incident will be reported to the respective school official(s) for disciplinary action and the offense will be treated as a serious infraction.**
10. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
11. Students will respect that girls and boys rooms are “off limits” to members of the opposite sex.
12. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
13. Students are expected to exhibit mature student decorum throughout the activity. Students are expected to be kind, courteous, and respectful. The words “please” and “thank you” are important and do much to build and maintain a positive reputation of our students with activity staffs and host nation citizens.
14. Students are expected to satisfactorily complete all required school assignments either prior to or immediately following the activity. This would include, but not be limited to, daily class assignments, projects, examinations, and system-wide tests.

Minor infractions will result in restrictions and obligations being placed on the student (i.e. loss of privileges, cleaning tables, etc.).

Serious infractions of any of the above items, as well as those discussed at the activity by the supervisors/chaperones will result in student removal from the activity. Except for attending meals, the student(s) will be restricted from the activity. The parents and the principal will be immediately notified. The student will be sent home at the earliest possible moment. Since the cost of return travel is not authorized under such circumstances, parents will be responsible for the cost of return travel of students removed from the activity.