

Parent/Student Handbook

2008 – 2009



Education Builds Our Nation

Motto

Sigonella Middle/High School

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FPO AE 09627

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Website:

[Http://www.sigo-hs.eu.dodea.edu/](http://www.sigo-hs.eu.dodea.edu/)



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DISTRICT SUPERINTENDENT
MEDITERRANEAN DISTRICT



UNIT 31401, BOX 11

APO AE 09630

01 August 2008

Dear Students, Parents, and Community Members of the Mediterranean District!

I am delighted and proud to have been selected as the new Mediterranean District Superintendent for SY 08-09. I know that you will miss Dr. Bates' wonderful smile and interaction with all of you, but I hope that I will have the same opportunities to get to know each and every one of you personally, as well as professionally. Previously I was the Superintendent of the former Hessen District in Germany, and presently I am the Superintendent of the Heidelberg District, also in Germany. Therefore, I am very glad to bring with me a wealth of experience and knowledge, all of which I know will be augmented further by the wonderful people at our schools and communities in Italy, Portugal, Spain, and Turkey.

Meeting all of you and working with your respective communities will be a great pleasure for me. I know that the diversity of this district, along with the enthusiasm and creativity each one of you brings to your schools, cannot be matched elsewhere. As we work together to provide consistent, caring, and safe environments for our students, I hope we will build wonderful bonds of trust and collegiality. Each one of you plays a vital role in developing and assisting students in acquiring the skills they need to reach their potential. Therefore, no matter what your job is in the school or in the district, you will make a difference in the lives of our children and our families.

You can be sure that I will be visiting your schools sometime soon. Please be sure to introduce yourselves to me to help me really understand the various locations and everyone connected to them. I am confident that you will assist me in transitioning well to this new job and to the awesome responsibilities I will face this year.

My best wishes to you all for the best school year ever—as, together, we head into 2008-2009.

Elizabeth M. Walker, Ed.D.



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE PRINCIPAL
SIGONELLA MIDDLE and HIGH SCHOOL
PSC 812 BOX 2630
FPO AE 09627-2630



August 5, 2008

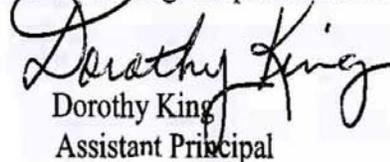
Dear Parents:

On behalf of the staff and faculty, we welcome you and your child(ren) to SMHS. Please visit, volunteer or attend our programs and events. SMHS has a veteran staff. We want every learner at SMHS to be enthusiastic about learning. The faculty provides both cognitive and affective support for your child(ren). You'll hear more about such events as Pathways to Graduation and Beyond, Learning Expo, Engaged Learning, Reading Counts, Service Learning, Portfolios, Science Fair, the Battle of the Books, Media and Technology, Communication in Math and Science...to name a few. Your assistance and ideas are welcome as we attempt to meet the challenge of providing excellence in educational opportunities. We are a school at the hub of our community.

Recent events have shown our economy and lives are rapidly changing. Over the next twenty years changes in technology will eliminate 80 % of the present day jobs. It is believed that today's student faces an average of seven job changes over his/her lifetime. The present day focus on math calculation, thinking skills and reading comprehension is not enough. Together we need to help our children develop and practice specific skills in self-management, interpersonal understanding, creative problem solving, and project design. It is through this mutual cooperation that we can grow success in our school and secure the challenges faced by our nation. We recognize the crucial role our parent/community volunteer force plays in providing the best learning environment for our students. Please come join us! We have a variety of jobs for our helping hands and we are sure we can match your interests and skills to some of these needs!

Please take a few moments to read our handbook. Keep it as a reference for use during the school year. Look for our newsletter, the **Jaguar Jargon**. We send it home regularly to keep you updated on the events and happenings occurring in the school. **Current contact information is vital.** Keep the office informed about frequent changes in email addresses, telephone numbers, and mailing addresses. Feel free to contact us should you have any questions concerning the operation of our school. We sincerely hope that this booklet will be helpful to you as we embark on what we hope to be an exciting and productive school year.


Sonny Bertschinger
Principal


Dorothy King
Assistant Principal

Email: sonny.bertschinger@eu.dodea.edu
dorothy.king@eu.dodea.edu

SMHS 2008-2009 School Year Calendar

2008

Wednesday, August 20

**Reporting date for non-administrative educator personnel
for orientation and classroom preparation**

Monday, August 25

Begin First Quarter and First Semester

Monday, September 1

Labor Day- Federal Holiday

Monday, October 13

Columbus Day- Federal Holiday

Thursday, October 30

End of First Quarter

(47 days of classroom instruction)

Friday, October 31

Teacher Workday/ No school for students

Monday, November 13

Begin Second Quarter

Tuesday, November 11

Veteran's Day- Federal Holiday

Thursday, November 27

Thanksgiving- Federal Holiday

Friday, November 28

Recess Day

Monday, December 22

Begin Winter Recess

Thursday, December 25

Christmas- Federal Holiday

2009

Thursday, January 1

New Year's Day _Federal Holiday

Monday, January 5

Instruction Resumes

Monday, January 19

Martin Luther King, Jr. Day – Federal Holiday

Thursday, January 22

End of Second Quarter and First Semester

Friday, January 23

No School for students- teacher work day

Monday, January 26

Begin Third Quarter and Second Semester

Monday, February 16

Presidents' Day – Federal Holiday

Thursday, April 2

End of Third Quarter

(48 days of classroom instruction)

Friday, April 3

No school for students – teacher work day

Monday, April 6

Begin Spring Recess

Monday, April 13

Instruction Resumes – Begin Fourth Quarter

Monday, May 25

Memorial Day –Federal Holiday

Thursday, June 11

End of Fourth Quarter and Second Semester

(43 days of classroom instruction)

Friday, June 12

No school for students – teacher work day

Last day for non-administrative educator personnel

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Department of Defense Dependents Education Activity

VISION, MISSION AND GOALS

DoDEA Vision

Communities committed to success for all students

DoDEA Mission

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

DoDEA Guiding Principles

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

DoDEA Community Strategic Plan

GOAL 1: Highest Student Achievement

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

GOAL 2: Performance-Driven, Efficient Management Systems

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

GOAL 3: Motivated, High Performing, Diverse Workforce

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

GOAL 4: Promoting Student Development through Partnerships and Communication

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

ACCREDITATION

The North Central Association of Colleges and Secondary School (NCA) AdvancEd accredits Sigonella Middle/High School. This is an accreditation program that provides an on site team visitation every five years. DoD schools are evaluated by using Department of Defense Educational Activity (DODEA) standards as well as the accreditation standards of NCA and the Commission on Accreditation and School Improvement (NCACASI). Sigonella was visited during the spring of 2007 and was found to be fully accredited. The school received an outstanding evaluation report. This report is available for review. We will continue to strive to ensure Sigonella MS/HS not only meets the standards of the Association, but also exceeds them. Parental involvement is crucial to the success of this process and the development of an successful school improvement plan. If you would like to be involved, please contact the Principal at the school, 624-4281.

Sigonella Middle and High School

Education Builds Our Nation

Mission Statement

The mission of Sigonella MS/HS is to foster an educational environment that prepares successful lifelong learners, leaders, and citizens.

Student Performance Goals

All students will improve math skills across the curriculum.

All students will improve science skills across the curriculum.

Guiding Principles

Stimulating Learning Environment for All Students

Inspiring Lifelong Learning

Commitment to Excellence

Interacting with Respect, Kindness, and Joy

Leadership, Ethics, and integrity

Young Adults Prepared to Enter Our Global Society

LOGISTICS and BASIC INFORMATION

SCHOOL TELEPHONE NUMBERS

ADMINISTRATIVE OFFICE (Principal, Asst. Principal, Personnel)	624-4281
REGISTRAR	624-4284
STUDENT AFFAIRS OFFICE (Counselor, Attendance, Grades)	624-4282
TRANSPORTATION	624-3244/3247
SCHOOL SUPPLY OFFICE	624-3004
FAX NUMBER	624-3899/3248
WEBSITE	http://www.sigo-hs.eu.dodea.edu/

SCHOOL OFFICE HOURS

0700 - 1600 Monday through Friday

DoDDS CHAIN OF COMMAND

Local

Mr. Harold (Sonny) Bertschinger
Principal Sigonella Middle/High School
PSC 812 Box 2630
FPO AE 09627

District

Dr. Elizabeth Walker
District Superintendent of Schools
MED District
Unit 31401 Box 11
APO AE 09630-0005

Daily Class Schedules

<u>Middle School</u>			
	<u>A Day</u>		<u>B Day</u>
0745-0910	Period One	0745-0910	Period Five
0910-0920	Nutrition Break	0910-0920	Nutrition Break
0920-1045	Period Two	0920-1045	Period Six
1050-1130	Period Three A	1050-1130	Period Seven A
1130-1215	Lunch	1130-1215	Lunch
1215-1300	Period Three B	1215-1300	Period Seven B
1305-1430	Period Four	1305-1430	Period Eight

<u>High School</u>			
	<u>A Day</u>		<u>B Day</u>
0745-0910	Period One	0745-0910	Period Five
0910-0920	Nutrition Break	0910-0920	Nutrition Break
0920-1045	Period Two	0920-1045	Period Six
1050-1215	Period Three	1050-1215	Period Seven
1215-1300	Lunch	1215-1300	Lunch
1305-1430	Period Four	1305-1430	Period Eight

PERIOD SEVEN - Seminar/Advisory

This purpose of this block of time in the schedule is to provide opportunities for students to receive additional academic assistance, study, make up tests, complete and/or obtain help with missed assignments, complete research, meet with counselors and/or seminar/advisory teachers, and attend class and activity meetings. The school attempts to schedule events such as Academic Award Celebrations during this time frame to ensure maximum class time for students.

Sigonella Middle and High School

Early Release Schedule

	<u>A Day</u>	<u>B Day</u>
0745 - 0830	Period 1	Period 5
0835 - 0920	Period 2	Period 6
0925 - 1010	Period 3	Period 7
1015 - 1100	Period 4	Period 8



SIGONELLA MS/HS SY 2008 - 2009 EXAM SCHEDULE

FIRST SEMESTER EXAM SCHEDULE ~ Grades 9 - 12

Friday ~ B 18 Jan 08	Tuesday ~ A 22 Jan 08	Wednesday ~ B 23 Jan 08	Thursday ~A 24 Jan 08
5	1 Exam	5 Exam	1
6 Exam	2	6	2 Exam
7	3 Exam	7	3
8 Exam	4	8	4 Exam

Sigonella MS/HS SY 2008-2009
Second Semester Exam Schedule ~ Grades 9-11

Friday ~ A 06 Jun 07	Monday ~ B 09 Jun 07	Tuesday ~A 10 Jun 07	Wednesday ~B 11 Jun 07
1 Exam	5	1	5 Exam
2	6 Exam	2 Exam	6
3 Exam	7	3	7
4	8	4 Exam	8 Exam



Sigonella MS/HS SY 2008-2009
Senior Exam Schedule ~ Second Semester

Friday ~ B 30 May 07	Monday ~ A 02 Jun 07	Tuesday ~ B 03 Jun 07	Wednesday ~A 04 Jun 07
5 Exam	1	5	1 Exam
6	2	6 Exam	2 Exam
7	3 Exam	7	3
8	4 Exam	8 Exam	4

Section I: General School Information

Enrollment/Registration

Eligibility requirements to enroll new students must be met and copies of all required documents from the preceding school must be presented. Students and sponsors/parents will meet with the counselor to develop a schedule. The school requests two days to complete the registration process and development of schedule.

A handbook designed to be a comprehensive guide to eligibility and enrollment policies for the DoDDS-Europe (DoDDS-E) schools can be found at www.eu.dodea.eu/enroll.htm. The handbook has been designed to cover the entire spectrum of student eligibility and enrollment. Tuition rates for the 2007-2008 academic year can also be found at this website.

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

Emergency Contact

Parents/Sponsors are requested to keep the school informed of any change in the emergency contact indicated on the registration form. Please send all corrections and changes to the Student Affairs Office (SAO) or call 624-4282. Should a situation arise that calls for immediate attention, the Naval Air Station Sigonella Commander will be notified if there is no emergency contact information or if there is no response to the emergency contacts listed.

Emergency Evacuations

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

Dress Code Regulations

Purpose of Policy

One of the fundamental purposes of school is to provide for the creation and development of a proper attitude toward education. In order to further this purpose, it is essential to create and maintain an effective teaching and learning environment. Student attire can promote or disrupt the educational climate and process. Acceptability of student appropriate attire to the educational environment is essential to the foundation and stability of our school.

Interpretation and Implementation of Policy

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

Enforcement

If a student's attire is found to be improper, administrators will notify the student's parents/guardian and request that the student changes into proper attire. Students who refuse to change the improper attire or who repeat dress code violations shall be subject to disciplinary action up to and including expulsion, depending on all the facts and circumstances, for violating the standards of student conduct.

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

- display obscene, profane, derogatory, violent or gang-related messages, themes, designs or pictures.
- convey messages related to or promoting the use of alcohol, drugs, or tobacco products, or messages that promote illegal activities.
- depict bawdy, salacious or sexually aggressive messages.
- are transparent or exposes the midriff, naval or cleavage when carrying on daily activities such as raising ones hand/or bending over.
- sag below the students natural waistline or must be held in place with the hands. Example: pants, skirts and/or shorts.
- are underwear used as outer garments to include A-shirts unless covered by another shirt.
- are not appropriate for a classroom setting including, but not limited to, bathing suits and pajamas.
- are tank tops, halter tops, garments with spaghetti straps, tube tops, fishnet tops, strapless dresses, or other clothing not appropriate because of tears, rips or holes in the garment.
Note: All tops must have a (minimum) 3” shoulder covering (on both shoulders.)
- are accessories, which could in some way pose a danger to the wearer or others and/or could be used as weapons.
- are too tight and/or inappropriate in length as measured being 3” above mid-knee cap.
- expose underwear.
- are head coverings or accessories not related to or required by student’s bona fide religious practices (including, but not limited to hats, stocking caps, do rags, wave caps, scarves or bandanas). This does not include girls’ headbands as long as they are not bandanas.
- are hats/caps
- are athletic jerseys with large armholes unless a shirt with smaller armholes is worn underneath.

Immunizations

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

Lockers

Students in grades 6-12 will be assigned lockers. The security, contents, and care of the assigned locker are the responsibility of the student. Locker and lock damage will be charged to the sponsor for reimbursement of costs. All students will be provided locks for regular locker use but will have to provide locks for PE lockers.

Study Trips

Study trips are an important part of the Sigonella MS/HS curriculum. They are designed to help students take advantage of the unique opportunities offered by life in Sicily. These trips are a part of every student’s educational program.

Textbooks

All required textbooks are supplied without charge. Students have the responsibility to care for their textbooks in a proper manner. Arrangements for replacement of lost or damaged books will be the sponsor’s/student’s responsibility. It is suggested that amazon.com is utilized for the replacement of lost or damaged books.

Unsecured Property

Government and personal property are to be kept secure at all times on school grounds. The school is not accountable for personal property left unattended.

Inclement Weather/Contingency Plan

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

Daily Bulletin

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

Use of School Telephones

Parents are asked not to call the office with messages for the students unless it is an emergency. We ask that parents/sponsors make all necessary arrangements with students prior to the beginning of the school day. Students are asked not to use the telephone unless the situation is considered to be urgent.

Lunch Program

On Campus

Middle School students eat lunch in the school cafeteria. They are not permitted to leave the school grounds for lunch.

Off Campus

Students in grades nine through twelve with a GPA of 3.0 or higher may eat at the food court. *An administrator must approve any exception to this policy.* Lunch tickets for use in the Cafeteria may be purchased at the NEX. There are ala Carte items available as part of the lunch menu. All menus and service in the cafeteria are the responsibility of the NES. Students may bring a sack lunch to be eaten in the cafeteria or courtyard. If a student is off campus without a 3.0 card they are subject to disciplinary action.

Lunch Tardy Policy for Students in Grades 6-12

Students who are late to class will be marked tardy by that teacher. A daily SIS tardy report will be reviewed by the administration. Students may receive the following disciplinary consequences: warning, lunch detention (with the classroom teacher or administration), suspension of off-campus privileges, parent conference, and permanent loss of off-campus privileges.

Information Center

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

Visitors at School and/or School Events

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

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

SECTION II: SCHOOL ATTENDANCE

Absences

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

Pre-Arranged Absences

The Pre-arranged Absence Form should be used for situations like emergency leave or other extended absences.

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

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

Step 2: Student and sponsor/parent sign this form indicating they are aware of teacher comments and work that must be completed.

Step 3: Form must be taken to the main office for administrator approval. The student retains the assignment section of the form – page two.

Step 4: Student should submit completed work upon their first day back to school.

In the case of an emergency the three-day notice may not be possible.

Excused Absences

Excused absences are granted for illness, family emergencies (e.g., severe illness or death in the family or local hardship situation), pre-arranged absences, medical appointments and religious obligations, which cannot be arranged during non-school hours (DoDEA Inst 1005.1). Excused absences are also granted to those students participating in school-sponsored activities such as athletic events, interscholastic activities, and field trips. Absences for an extended period of time because of hospitalization, emergency leave, etc. will be dealt with on an individual basis by the school administration. When possible, all medical/dental/ID card appointments, etc. requiring a student's presence during school hours should be scheduled during the seminar/advisory period.

Unexcused Absences

Any student who is absent from school without the permission of his or her parents/sponsor or school authority is truant. Students with unexcused absences **will not** be granted make-up privileges for class work. Unexcused absences/truancy may result in disciplinary action (see Section VIII, "Disciplinary Rules and Procedures"), including afternoon detention, temporary removal from class, In-School Suspension (ISS), and out-of-school suspension. (See Section VIII, Truancy)

Returning to School After Absence

Students should report to the SAO before school on the day after any absence other than a pre-arranged absence. The students should bring a note from the sponsor indicating the specific reason for the absence. The absence will be recorded in SMS as excused and the student returns to class. If a student fails to bring a note the absence will be considered unexcused. The student has until the beginning of the second school day after the absence to submit a note in order for the absence to be considered excused. Thereafter, the absence will be entered as unexcused.

Participation in Activities When Suspended

Students under suspension for any part of the week will be unable to participate in practices, competitions, or athletic events through the weekend.

Make-Up Work

When students are absent they are responsible for the work missed during their absence from class. Work missed must be made up in a reasonable amount of time, usually equal to the length of the absence. It is the student's responsibility to make arrangements for make-up work immediately upon his or her return to school. For pre-arranged absences, students must check with the teacher about assignments before the absence.

Homework During Illness

When a student is ill and it is anticipated the absence will be for more than one day, sponsors may contact the SAO to arrange for the pick up of homework assignments.

Signing In and Out of School

Students needing to sign in or out of school during the school day should do so at the SAO. Students may not sign themselves in and out of school. A parent's written note, fax, or email will suffice as documentation.

Students who do not correctly sign out during school hours will be considered truant. Students will receive disciplinary consequences for not signing out of school in the designated manner.

Sponsors' Absence From the Area

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

SECTION III: ACADEMIC PROGRAM/STUDENT RECORDS

Grade level classification is determined as follows:

Grades 6-8	Successful completion of previous grade
Grade 9	Successful completion of 8 th grade.
Grade 10	Student must have earned at least 6.5 credits.
Grade 11	Student must have earned at least 13 credits and be able to meet all graduation requirements with normal scheduling in the Junior and Senior years.
Grade 12	Student must have earned at least 19.5 credits and be able to meet all graduation requirements with normal scheduling.

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

School Records

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

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

GRADUATION REQUIREMENTS

Minimum credit requirement for graduation	Credits Required for Graduation
Language Arts/English: (2 yrs. of ESL may replace of English)	4.0
Social Studies (required courses: US History (1.0) and US Govt. (0.5)) and 1 credit of World History or World Regions	3.0
Mathematics (Algebra 1 and Geometry required)	3.0

Science (Biology and Chemistry or Physics required - Applications classes are acceptable)	3.0
Computers	0.5
Physical Education	1.5
Fine Arts (Music and Visual Arts)	1.0
Professional Technical Studies/Career Educ (Business & JROTC)	1.5
Health	0.5
Foreign Language (two years of the same foreign language)	2.0
Electives	6.0
TOTAL CREDITS	26.0

A cumulative GPA of 2.0 is required for graduation.

Minimum Recommended Requirements For Competitive Four-Year College Entrance:

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

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

Grade Point Average

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

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

DoDDS policy is to accept at face value grades awarded in other school systems. In some case, however, other schools may use weighted scales that are not similar or equitable to the DoDDS’ scale (i.e., honors classes from other schools will not receive a weighted grade). For transfer students, the grades earned in the previous school including marks of + or – will be included. Point values for the mark will be automatically calculated based on DoDDS policy. A plus or minus after the mark will be recorded, but not affect the point of calculation. Home-schooled students should be included in the calculation for GPA and Class Rank utilizing grades generated by final examinations. The same standards should apply to grading these examinations as applied to other DoDDS students. In the case of other appropriate standardized tests, percentiles may be used to generate grades in accordance with DoDDS standards. DoDEA will have an Honors Diploma effective SY 2007-2008. The diploma requirements are a minimum 3.8 GPA and passing 4 AP classes.

Ranking for graduation will be determined using letter grades from all eight semesters including the second semester of the senior year. Class rankings for graduation honors are for seniors enrolled at the end of the fourth quarter. The graduation honors may include selection of valedictorian and salutatorian. Students who elect to graduate early (i.e. after completing 6 semesters of high school) are eligible to compete for this

honor. However, students must have been enrolled in a Department of Defense Education Activity school during the first semester of the graduating year to be eligible.

Grade scale used by DoDEA to determine GPA

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

For further information, please see the Guidance Counselor.

Credit by Examination

Students who earn credit by examination will receive a mark of “P” for passing the examination. The credit is applicable to graduation requirements, but will not be used in computing the student’s GPA.

Repeating a Credit Course

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

Incomplete Grades

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

Honor Roll

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

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

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

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

Academic Award Celebrations

Held four times a year at the end of each quarter to recognize academic achievement in all subject areas as well as outstanding civic and social growth awards. Special recognitions may be awarded at this time.

Course Selection

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

Distance Learning and Correspondence Courses

Course offerings are supplemented by Distance Learning and correspondence courses offered through certain universities. See Counselor for further information.

Changes to Schedule

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

Mid-Quarter Progress Reports

Progress reports are issued mid-way through the grading period. Progress reports may be given to the student and/or mailed to the sponsor. **Parents who are concerned about their son/daughter's progress are urged to contact the teacher(s) involved or the counselor.**

Report Cards

One copy of report cards will be mailed home each quarter. Another copy will be given to the student during seminar/advisory periods.

Homework Policy

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

Transferring From School

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

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

Students should pick up a Clearance Form from the Registrar two school days prior to the withdrawal date. The student will have all teachers complete the Clearance Form over the two-day period. The day before the actual withdrawal date, the student should ensure all obligations have been met to include turning in all materials, clearing with the school nurse, and paying for lost or damaged items. On the day of withdrawal, the student is normally expected to complete the full school day. This must be accomplished before school records may be released. Parents may pick up copies of records to hand carry after completion of clearance procedures.

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

Student Withdrawals

Accelerations

Only students with PCS orders and passing grades may accelerate.

A student who is transferring and planning to leave within **Twenty School Days** prior to the end of the semester may be eligible to complete advance assignments and examinations and receive credit for the semester in an accelerated program. For SY 08-09, these dates are published in fall of 2008. Students must attend school for the entire day on the withdrawal day.

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

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

Early Departures/PCS

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

Early Departure/Non-PCS

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

Transcripts

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

To obtain a copy of an official transcript up to five years after graduation from Sigonella, write to
Sigonella High School
PSC 812 Box 2630
FPO AE 09627

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

Educational Testing Service
POB 6605
Princeton NJ 08541
Phone (609) 720-6740
Fax (609) 720 – 6800

Identify the school from which the student graduated and list all addresses to which transcripts are to be mailed. Once the transcript has been retired, there is a \$3.50 charge for an initial copy and \$.45 for each additional copy. A check or money order should be sent with the request made out to Finance and Accounting Officer, U.S. Army MDW.

Home Schooling

It is the policy of the Department of Defense Education Activity (DoDEA) to neither encourage nor discourage sponsors from home schooling their minor dependents. DoDEA recognizes that home schooling is a sponsor's right and can be a legitimate alternative form of education for their dependents. DoDEA encourages DoD sponsors who wish to home school their dependents to communicate their desire

to the local military community commander to determine if there are any command policies or other rules that ensure that home schooling practices meet host nation requirements.

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

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

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

SECTION IV: STUDENT SERVICES/SPECIAL PROGRAMS

Advanced Placement (AP)

The College Board's Advanced Placement Program is an opportunity for students to pursue college-level studies while still in secondary school. Students may earn credit and/or advanced placement for college. We currently offer AP courses in Biology, Calculus AB, English Language and Composition, English Literature and Composition, and US History. There are also several AP Classes available by Distance Learning such as AP Physics. **All students signed up for AP courses MUST take the test.**

Honors Classes

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

Adolescent Substance Abuse Counseling Services Program (ASACS)

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

Career Practicum

The Cooperative Work Experience course offers students an opportunity to acquire work experience and skills training through on-the-job experience.

English as a Second Language (ESL)

The English as a Second language course is designed to strengthen English language skills (listening, reading, speaking, and writing) of students who speak other languages. ESL is offered to students who are having unsatisfactory academic progress due to difficulty in reading and understanding content area material.

Special Education

The special education program is for students who are declared eligible for special education services under DoDEA guidelines. The program provides services for students with mild to moderate learning impairments. Students are educated in the least restrictive environment to include the resource room through inclusion in the regular classroom. The Case Study Committee (CSC) is comprised of

administrators, counselors, special education teachers, classroom teachers, school nurse, school psychologist, speech/language pathologist, assessors, students (as appropriate) and parents.

Support Classes in Reading, Language Arts and Math

Support classes in Reading, Language Arts, and Math are available. These classes include READ 180, Middle School Math Support, Algebra Lab, and Geometry Lab. Please contact a counselor if you would like additional information.

AVID

The purpose of the AVID program is to prepare underrepresented students for four-year college eligibility and to restructure the teaching methodologies of an entire school to make college preparatory curricula accessible to almost all students. The mission of AVID is to ensure that all students, and most especially students in the middle capable of completing a college preparatory path:

- will succeed in the most rigorous curriculum,
- will enter mainstream activities of the school,
- will increase their enrollment in four-year colleges,
- will become educated and responsible participants and leaders in a democratic society.

SECTION V: STUDENT HEALTH SERVICES

Health Services

The School Nurse provides services to include Health Services, Health Counseling and Consultation, and Health Education.

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

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

Medications will be administered according to DoDDS directives for school nurses. All medications are kept in the School Health Office in a locked cabinet.

- No over the counter medications will be dispensed.
- All medications must be in the original pharmacy container, labeled with the name of the student, name of the drug, dosage, and the time to be administered.
- A permission medication form signed by the parent and the physician must accompany all medication.

SECTION VI: EXTRA-CURRICULAR ACTIVITIES

Sigonella MS/HS has an exceptionally broad and positive program of extra-curricular student activities. The school offers interscholastic sports, music, drama, and other activities to provide students the opportunity to develop talents, interests, and leadership skills. All students are strongly encouraged to participate in extra-curricular activities. To be eligible for extra-curricular activities, students may not be failing in more than one subject and have a GPA of 2.0 from the prior semester for fall and spring activities

and the prior quarter for winter activities. The use of alcohol, tobacco products, or illegal drugs will result in the removal from the activity and may result in the removal from all extra-curricular activities.

Social Activities

All school social activities will be scheduled through the High School Student Council and approved by the administration. *All school sponsored social activities will be chaperoned by faculty members and parents.* All school policies are in effect during social events whether held at the school or another location.

School _____ Sigonella Middle/High School

Activity _____

Student Name _____

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. Each DoDDS-Europe sponsored student activity will incorporate these expectations as a part of their information packet sent to all schools. Activity directors may add to this list but not delete any items. It is required that the list be presented to the students and their parents as a contract to be signed by both parties to insure compliance. Students are expected to comply with these expectations 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 or 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).

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.

9. Students will dress appropriately for the activity. Dress should always be proper and in good taste.
10. Students will respect that girls and boys rooms are “off limits” to members of the opposite sex.
11. Students will ensure that the supervisors/chaperones approve of and know of their whereabouts at all times. This is paramount for safety and security.
12. 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.

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.

We have read these rules, understand them, and agree to comply with their intent.

Student Signature

Parent/Guardian Signature

Dance Guidelines

Requests for a school dance are made to the High School Student Council by the faculty sponsor of the requesting activity. The Student Council reviews the request and, if approved, sends the request form to the administration for final approval and placement on the school's master calendar. The form must include the names of all chaperones. A minimum of one chaperone for every ten students is required. The faculty sponsor, an administrator, and adult volunteers must be in attendance at all dances. If any of the above requirements are not met, the dance will not be held. All school guidelines and rules will apply. In addition, the following will be in effect:

- Dances will be held separately for grades 6-8 and 9-12.
- School rules are in effect.
- Students will sign in and note the time upon arrival and departure. Students leaving prior to the end of a dance will not be permitted to reenter.
- Students attending school dances will wear appropriate attire.
- No lewd or provocative movements or behavior will be allowed while dancing.

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

DoDDS-E Student Activities

DoDDS-E offers students a variety of state level activities and academic competitions. These activities are designed to enhance and extend classroom instruction and provide students with the opportunity to apply their academic skills in reality-based situations. More information can be found at the following web site. www.eu.dodea.edu/ed/ed.htm under Co-Curricular Programs.

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

Sigonella Student Activities

In addition to the DoDDS-E activities, our students have the many activities available for their participation within the school environment. These activities may include class officers, student council, NHS and NJHS, drama, music and etc.

National Honor Society and National Junior Honor Society

The NHS and the NJHS sponsored by the National Association of Secondary School Principals recognizes and fosters academic achievement while developing additional characteristics essential to citizens of a democracy. Through chapter service activities, members maintain and extend the qualities that were the basis of their induction. Membership is both an honor and a continual responsibility. Applications can be received through the sponsors of each organization.

National Art Honor Society

The NAHS is a program for students in grades 10-12 designed to inspire and recognize students who show outstanding ability in art. It also strives to aid members in working toward their highest potential in art areas and to bring art education to the attention of the school and community.

Student Council

At Sigonella Middle/High School, both the high school and the middle school have a Student Council. The Student Councils offer opportunities for students to develop positive civic responsibilities through participation in student government. Eligibility rules for candidates and rules for conducting campaigns

and elections are published, announced, and uniformly enforced. Throughout the school year the executive board is responsible for school-wide activities and directing class events.

Future Educators Association

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

Yearbook

Students may be part of the Yearbook program as an extra-curricular activity. The yearbook is published annually.

Drama/Music

The Music and Drama Departments present several productions throughout the school year. Students and community members participate in these productions.

SECTION VII: STUDENT RIGHTS AND RESPONSIBILITIES

All students are entitled to an educational program comparable to those offered in public schools in the United States, in accordance with pertinent directives and regulations governing eligibility for enrollment. Students, regardless of age, have the responsibility for conducting themselves in a manner that does not violate the rights of other people. They share with administrators and teachers the responsibility of developing a climate within the school that is conducive to productive learning and living. It is the responsibility of students to complete a course of study necessary to obtain a high school diploma. Students and parents must take the responsibility for class attendance. In accordance with the local school policy, students are responsible for properly maintaining the textbooks and other equipment issued by the school, for obeying school rules, and for accepting just and appropriate consequences if responsibilities are not fulfilled. For more information, or a detailed description, see the pamphlet entitled *Students' Rights and Responsibilities in the Department of Defense Dependents Schools System (SDM 2051.1)*, available in the school Information Center or at the DoDEA web site. This pamphlet includes the topics, *Access to Learning, Freedom of Expression, Student Governance, School Records, School Discipline, Protection of Personal Property, and "Community Resources*.

Anti-Discrimination

DoDDS staff will extend to all students equal opportunities to participate in educational and school-sponsored activities.

Students, regardless of age, are responsible for conducting themselves in a manner that does not disrupt the educational opportunities of others or disturb the orderly operation of the school. (DoDEA Regulation 2051.1)

Sexual Harassment

Students will be free from verbal, physical, visual, and psychological sexual harassment, including uninvited sexual advances from adults and other students. Under Executive Order 13160, any individual involved in a federally conducted education and training program (e.g., DoDEA) who believes he or she has been discriminated against on the basis of race, sex, color, national origin, disability, religion, age, sexual orientation, or status as a parent may file a complaint with the DoDEA Office of Compliance and Assistance.

Smoking Policy

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 administration. The consequences may include referral to counseling or appropriate authority for any student found to be smoking or in possession of tobacco products during the school day whether on or off campus. No designated smoking areas will be defined or condoned by DoDDS-Europe schools.

School Property and Use of Facilities

Students may use school facilities, equipment, and services for student-planned activities scheduled through the school activity program.

Students have the responsibility for respecting school property and adhering to reasonable regulations governing the conditions for such use.

Students and their families may be held financially liable for acts of vandalism that cause damage to school property, including school buses. Desks, lockers, and storage spaces provided by the school are school property and as such may be searched by school officials.

Search and Seizure – Students and/or Lockers

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

General Search

The principal or designee may conduct unannounced general inspections of school property, including desks, lockers, and storage spaces provided to students by the school, when there is a general notice that such searches may be undertaken. **This handbook hereby provides notice to all parents and students that principals may undertake unannounced inspections of 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's official conducting the search may seize any stolen items and items that are specifically prohibited by law, school policy, applicable regulation, or local law. 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 will keep seized items in a safe place until their utility, as evidence, has been exhausted.

SECTION VIII: DISCIPLINARY RULES AND PROCEDURES

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

DoDEA has published a regulation containing guidelines for student discipline, including in school, to and from school, on school sponsored activities and excursions, and on the school bus. These guidelines form

the basis of the school discipline policy. For further details of the DoDEA Regulation 2051.1 see the DoDEA website.

School rules apply in the classroom, on school grounds, and at all school functions held on campus or at an off-site location. This includes after school and weekend events.

Each teacher has a classroom discipline plan approved by the administration. Consequences will follow the guidelines contained within the handbook.

Parents should be aware that some inappropriate behaviors could result in suspension of base privileges and/or expulsion from the host nation.

An appeals procedure is available to all students and is discussed in the pamphlet *Students Rights and Responsibilities*.

TYPES OF INAPPROPRIATE BEHAVIOR

Abusive Behavior Toward Peers

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

Minimum – Counseling and/or detention

Maximum – Suspension or recommendation for expulsion

Alcohol

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

Minimum – Counseling and/or suspension

Maximum – Counseling and/or suspension

Arson

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

Minimum – Counseling and/or suspension

Maximum – Suspension or recommendation for expulsion and parent restitution

Assault

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

Minimum – Counseling and/or suspension

Maximum – Suspension or recommendation for expulsion

Battery on School Staff

Physically accosting any staff member

Minimum – Suspension

Maximum – Suspension or recommendation for expulsion

Bomb Threats

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

Minimum – Counseling and/or suspension

Maximum – Recommendation for expulsion and financial reimbursement

Bullying

Intimidation of others either verbally or physically.

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

Maximum – Suspension and participation in a counseling program.

Cafeteria and Courtyard Behavior

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

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

Maximum – Suspension and parent notification

Cell Phones, IPODS and other Electronic Devices

Cell Phones, iPods, and other Electronic Devices

Students may use these devices before and after school hours. These devices must be turned off and secured in book bags, purses, or pockets before entering the building. They must remain secured (put away) and turned off inside school common areas. The use of any electronic devices during class times and/or during transition periods is not authorized.

Exception: Teachers will post their policy for use of these items within their individual classrooms.

Students are cautioned to turn off and secure devices before leaving the classroom.

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

Maximum – Item will be confiscated and held in a secure area for parent pick-up. Referral for detention may follow.

Cheating, Academic Dishonesty and Plagiarism

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

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

Maximum – Suspension

Computer Programs

Students are responsible for their own accounts. Any behavior, which constitutes deliberate destruction of, or flagrant disregard for computer programs will result in disciplinary action.

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

Maximum – Suspension

Disrespectful Behavior

Disrespect to any person, student or staff.

Minimum – Teacher conference and/or detention

Maximum – Suspension

Disruptive Behavior

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

Minimum – Teacher conference and/or teacher detention

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

Drugs

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

Minimum – Suspension/ referral to ASACS Counselor.

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

Extortion

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

Minimum – Parent conference/suspension

Maximum – Suspension

Fighting

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

Minimum – Counseling, parent notification and suspension

Maximum – Suspension or recommendation for expulsion

Forgery

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

Minimum – Referral to administration and parent notification/detention and/or Saturday school

Maximum – Suspension

Gambling

Wagering or betting in any form involving money or favors

Minimum – Referral to administration, parent conference, and detention

Maximum – Suspension

Gum

Sigonella MS/HS is a *No Gum School*.

Minimum – Teacher/student conference/detention

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

Harassment and Hazing

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

Minimum – Teacher/student conference/counseling and detention

Maximum – Suspension and participation in a counseling program

Hats/Caps/Other Head Coverings

Students may not wear hats inside the school buildings.

Minimum – Confiscation of item and teacher conference

Maximum – Confiscation of item/parent notification/parents must collect the confiscated item

Horseplay and Play Fighting

Activities that are unsafe or unacceptable in a school environment

Minimum – Verbal correction by staff

Maximum – Detention and/or parent notification

Inappropriate Dress

Wearing appropriate attire is expected for all students. A teacher may defer decision to an administrator

Appropriate attire is described in the student handbook under Dress Code Regulations.

Minimum – Student will be asked to change into appropriate attire

Maximum - Parent notification and detention

Inappropriate Speech

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

Minimum – Counseling and referral to a counselor

Maximum – Suspension

Insubordination

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

Minimum – Referral to administration, parent notification, detention, and/or Saturday school

Maximum – Suspension

Leaving Campus Without Permission

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

Minimum – Parent notification, administration referral and detention

Maximum – Suspension

Lying

Providing false information.

Minimum – Counseling, administration referral and detention

Maximum – Suspension

Prohibited Items

Using or having item(s) visible at school or school activities that include, but are not limited to:

water guns, toys, toy guns (see WEAPONS)

matches, lighters, firecrackers, fireworks, caps

shoes with wheels

laser pens

The school reserves the right to ban any item considered disruptive or inappropriate at any time. Students and parents will be informed of any additional items that are deemed a nuisance.

Minimum – Confiscation of item and parent notification
Maximum – Confiscation of item and parent conference with administration

Public Display of Affection

Undue displays of affection can be disrespectful and disruptive. PDA is inappropriate and should not occur at the school.

Minimum – Verbal correction by staff
Maximum – Parent notification and administrative detention for both parties

Restricted Items

Scooters, roller blades, and skateboards are not permitted on school grounds during the school day. Cell phones, MP3's, iPods, headphones, and/or other similar electronic items may be used before school (prior to 0745), after school (after 1445) or at lunch period outside of the school building. These devices should not be visible during passing periods between classes. Students will abide by general school guidelines everywhere on the school campus except with individual classrooms. Teachers will develop and post individual classroom guidelines for the use of the restricted items.

Any restricted items that are visible at a time not permitted during the school day or ring/vibrate in the classroom will be confiscated for parent pick up.

Minimum – Confiscation of item and parent pick-up
Maximum – Detention

Safety Violations

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

Minimum – Suspension and counseling
Maximum – Suspension and referral to Fire Marshall

Sexual Harassment

Acting in a manner defined as sexual harassment. This includes, but is not limited to:

- letters, telephone calls, printed materials, or objects of a sexual nature that are unwelcome and objectionable
- deliberate touching, leaning over, cornering, pinching, or grabbing
- unwelcome pressure for sexual favors or dating
- sexually oriented teasing, jokes, remarks, questions, or discussions, gestures, or catcalls
- activities that result in a hostile, offensive, or intimidating atmosphere for other individuals present

Minimum – Detention and parent notification
Maximum – Suspension and/or recommendation for expulsion

Tardiness

Failure to be on time for classes.

Minimum – Conference and/or detention with teacher
Maximum – Suspension

Theft

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

Minimum – Suspension, parent notification and compensation
Maximum – Suspension, parent conference, and referral to Sigonella security

Threatening a Staff Member and/or Student

Threatening verbally or physically in an attempt to intimidate.

Minimum – Suspension and parent notification
Maximum – Suspension, parent conference and recommendation for expulsion

Tobacco

Possessing, using, or distributing any tobacco product.

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

Truancy

Absent from school without school and parent permission.

Minimum – Detention, parent and teacher notification, Saturday school and/or administrative referral

Maximum – Counseling and suspension

Vandalism

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

Minimum - Detention and restoration of property

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

Weapons

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

- guns or replicas of guns
- knives, razors, box or carpet cutters, scissors
- slingshots, numchucks
- mace, pepper spray, or similar propellants
- clubs or any object that may be used as a club.
- Minimum – Suspension and parent notification
- Maximum – Parent conference and recommendation for expulsion

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

SECTION IX: STUDENT SCHOOL BUS BEHAVIOR MANAGEMENT POLICY

The Transportation Office and the school Administration are responsible for monitoring school bus safety and disciplinary control.

Student Responsibilities

Students are responsible for complying with the behavior standards for school bus students.

Each student will travel to and from school on the assigned bus.

School Bus Passes

School bus passes are obtained from the School Bus Office (SBO).

Students will be responsible for safekeeping their assigned student pass. Students are required to present their school bus pass to the driver of the bus as they board the bus. Students who fail to present their passes must provide their names to the bus operator who will report the student to the administration and the SBO. Students or their sponsors must report the loss or damage to school bus passes to the local SBO before the office will replace a pass.

- Most rule infractions are cumulative for the SY. A series of minor infractions may result in more serious consequence.
- All misconduct must be evaluated on a case-by-case basis. Depending upon severity, warnings, suspensions or expulsions may be deemed appropriate regardless of sequence or frequency of misconduct instance.
- Discipline of students with disabilities must be taken consistent with the provisions of Encl. 5 to DoDEA Reg. 2051.1

SECTION X: CODE FOR INTERSCHOLASTIC ATHLETICS

The Interscholastic Athletic Program provides excellent opportunities for students to participate in an organized athletic/sports program at Sigonella. The program includes: Volleyball, Basketball, Tennis, Soccer, Track and Field, Cross Country, Cheerleading, Wrestling, and Football.

Athletic Eligibility

A student must have a minimum of a 2.0 GPA and no more than one failing grade to participate in interscholastic activities. Initial eligibility for the sport season will be determined by the semester or quarter grades as outlined below.

For the fall and spring sport seasons, the preceding semester grades will be used to determine eligibility. First quarter grades will be used to determine eligibility for winter sports only. Incoming 9th grade students are eligible for the fall sport season if they are not failing more than one class weekly.

Students will be monitored for D's and F's on a weekly basis throughout the season. Students who have more than one failing grade in the classes in which they are enrolled are ineligible for competition. A student participant who has been identified as being ineligible for three consecutive weeks may be dropped from the team. Grades during the period of monitoring will be cumulative from the beginning of each quarter. If a sport season carries over from one quarter to the next then the quarter grades will be used to determine eligibility for the week following the end of the quarter.

Students who do not meet the GPA requirement: Students may request reinstatement of eligibility after the first three weeks of ineligibility. This request must be supported by demonstrated academic achievement which meets the basic eligibility requirement of 2.0 GPA and no more than one failing grade. The GPA of students who are reinstated will continue to be monitored every three weeks through the end of the season to ensure students maintain eligibility requirements. Students unable to maintain eligibility after reinstatement will become ineligible for the remainder of the season.

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

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

Schools may not establish additional eligibility criteria. Schools will provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to monitoring sessions, enrollment in support classes (math, reading/language arts), tutoring, before and after school study halls/instruction, etc. This paragraph is intended to establish equity for all students, to include those transferring to other DoDDS schools and who wish to continue participating in the IAP/student activities.

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

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

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

should either increase the provisions available through their respective employers or supplement their existing coverage through a private company.

SECTION XI – PARENT/SCHOOL ORGANIZATIONS

SCHOOL ADVISORY COMMITTEE

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

PTSO

The Sigonella MS/HS Parent, Teacher, Student Organization is an active support group for the school. The Executive Board meets on a monthly basis during the school year. The PTSO sponsors numerous school-wide fund raising events and supports school programs. In addition, the PTSO is involved in school curriculum through sponsorship of educational activities.

JAGUARS ATHLETIC BOOSTER CLUB

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

INSTALLATION ADVISORY COMMITTEE (IAC)

An **IAC** addresses areas of common concerns to both schools (elementary and high school). Representatives on this committee are selected from the School Advisory Committee with the addition of the NAS Commander.

**Sigonella Middle/High School
Student Handbook
SY 2007-2008**



**Acknowledgement and Understanding of Student Handbook
2007-2008**

The Jaguar School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the Handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school. Students are to return this signed portion to their Advisory/Seminar period teacher NLT than Friday, 31 August 2007.

Parent Name (Printed)	Date	Student Name (Printed)
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Parent Signature*	Date	Student Signature*
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*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2007-2008