

**VICENZA  
MIDDLE/HIGH  
SCHOOL**



**STUDENT-PARENT HANDBOOK**

**2008-2009**



## INTRODUCTION

In this handbook we have attempted to compile as much information as possible that we believe will be of value to parents and students. Both students and parents are responsible for knowledge of its contents; hence, parents are also expected to read this handbook. There will always be some questions that are not answered, and we encourage anyone with a question or concern to contact the appropriate school official. The following areas of responsibility are listed for your convenience:

### SOURCES OF INFORMATION

**VHS website: [www.vice-hs.eu.dodea.edu](http://www.vice-hs.eu.dodea.edu).**

<u>CONTACT</u>	<u>TELEPHONE</u>	<u>QUESTIONS CONCERNING</u>
<b>Principal</b> Ms. Lauri Kenney	634-7656	Matters concerning school policies and practices
<b>Assistant Principal</b> Mr Chris Beane	634-7656 634-7072	Matters concerning school specific athletic activities, discipline, attendance and facilities.
<b>Classroom Teachers</b>	634-7374	Individual classroom activities
<b>Guidance Counselors:</b> Mr. John Zaborek and Ms Carol Kabonick	634-7882	Academic, counseling, college information, selection of classes, career and transition counseling
<b>Secretaries</b> Ms. Clitta Frigo Ms. Paola Battaiola TBD	634-7656 634-7072 634-7656/7072	Appointments with teachers and principals Student records, Report Cards, Transcripts Attendance
<b>Athletic Director</b> Mr. Garrett Barton	634-7656	Athletic program
<b>Supply Technician</b> Ms. Jodi Giesbrecht	634-7505	School supply and inventory
<b>Student Transportation Office</b> Mr. Don Evans	634-8366	School bus matters
<b>School Nurse</b> Ms. Susan Vanderbeek	634-7584	Student health matters
<b>School's Liaison Officer</b> Ms Norie McCall	634-5998	School and community liaison activities





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



**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 yourself 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.  
Superintendent, Mediterranean District**



# WELCOME

Dear Vicenza Middle High School Parents and Students:

Welcome back to our school. A special welcome is extended to those who are joining us for the first time. We hope you have had an excellent vacation and are ready, once again, to start the world's most rewarding job: **LEARNING**.

We welcome and solicit your involvement in your child's educational program. The PTSA, Booster Club, and the School Advisory Committee provide parents the opportunity to become active in the school community.

We have prepared this handbook in the hope that it will provide you with a source to find many of the answers to questions that may arise during the school year. This handbook is also intended to provide you with an idea of what practices are valued at this school.

Should you have questions about the contents of this handbook or concerns that are not answered in this guide, then please talk to the office staff or an administrator for clarification of school procedures or guidelines.

We wish you an enjoyable, successful year and hope you will work with us to make this an educational institution of which all of us can be proud.

Ms. Lauri Kenney  
Principal

Mr. Chris Beane  
Assistant Principal

## TOP TEN ITEMS FROM SCHOOL HANDBOOK FOR PARENTS TO KNOW

1. Students in DoDDS schools need to have a 2.0 GPA in order to graduate. Know your child's GPA.
2. Keep the school informed of your current email address, phone numbers and address. We try to keep you informed, so we need your contact information.
3. If your student is going to miss school, inform the attendance clerk. Students must carry a family trip form to teachers before being absent for a family trip.
4. If your student is absent from school, email or phone the school to explain why as soon as you can. The school is charged with knowing the location of all our students.
5. Medications can only be administered at school by the school nurse. Keep the nurse informed of medical information.
6. Students are expected to be in school every day. Only illness, pre-planned trips (with advance notification), school trips, promotion ceremonies of parents, religious services, and family emergencies are legitimate reasons for absence or tardiness. Medical appointments should be scheduled outside of school hours.
7. Check your student's planner daily. In it you should find homework assignments.
8. Check your student's homework. Ask to see the homework when your child says he or she has finished all the homework.
9. The *Cougars Roar* is sent via email each Friday. In it are policies, news, and hints that you will want to see.
10. Follow the school chain of command. If you or your child has a question or concern about a class, first see the teacher. The principals will not meet with parents concerning classroom behavior or grades until the parents and teachers have had an opportunity to meet.

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.

Refer to <http://www.dodea.edu/> (under "Support Offices" – "Compliance and Assistance") for detailed information on the scope of the program and how to file a complaint.

**VICENZA MIDDLE/HIGH SCHOOL**  
**Student Handbook**  
**SY 2008-2009**



**Acknowledgement and Understanding of Student Handbook**  
**2008-2009**

The Vicenza Middle/High School Student Handbook is a valuable resource for parents and students. Information includes attendance policies, behavior expectations, grading policies, dress code, etc. Please read the handbook and then sign below to acknowledge your receipt and understanding of the information it contains and return this portion to the school office. Students are to return this signed portion to their seminar/advisory teacher NLT August 29, 2008.

\_\_\_\_\_  
Parent/Guardian Name (Printed)

\_\_\_\_\_  
Student Name (Printed)

\* \_\_\_\_\_  
Parent/Guardian Signature                      Date

\* \_\_\_\_\_  
Student Signature                                      Date

\*Signatures represent receipt of the student handbook and parent/student awareness of school policies and procedures for School Year 2008-2009



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# **VICENZA MIDDLE HIGH SCHOOL**

## **MISSION STATEMENT**

VICENZA MIDDLE HIGH SCHOOL PROVIDES CHALLENGING LEARNING OPPORTUNITIES THAT PREPARE STUDENTS FOR THE FUTURE.

### **SCHOOL IMPROVEMENT GOALS:**

1. All students will develop critical thinking skills across the curriculum.
2. All students will develop information skills across the curriculum

### **ACADEMIC ELIGIBILITY**

(see next pages)

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Academic Eligibility.pdf

PAGE 1

**INSERT ACADEMIC ELIGIBILITY**

PAGE 2

**INSERT ACADEMIC ELIGIBILITY**

PAGE 3

## ACCELERATION

### PCS BEFORE END OF SEMESTER OR SCHOOL YEAR

A student who is transferred on a Permanent Change of Station (PCS) within twenty school days prior to the end of a semester, and who notifies the office one month prior to his or her transfer, may accelerate. The student may be given an examination and will receive a grade and credit for the semester in the subject based on his or her examinations, effort, and achievement on the advanced assignments, as well as regular class work. For those students who withdraw but are **not** accelerating, withdrawal grades with no credit will be provided.

**NOTE: Only students leaving on PCS orders will be considered for acceleration. This policy is not intended to apply to, or be extended for, the convenience of family travel, visits, or other discretionary reasons. It is ONLY for permanent change of station moves.**

**First day a student can withdraw and receive semester credit for first semester: 11 Dec 2008.**

**First day a student can withdraw and receive semester credit for second semester: 14 May 2009.**

#### Procedures:

1. A request for acceleration should be made to the office as soon as a student knows that he or she is Permanently Changing Station within the prescribed time limits.
2. A copy of orders indicating the PCS move must be submitted to the office with a note from the parent indicating the port call date and the student's last day of school.
3. The office will issue the request for acceleration form, which the student takes to each teacher for an approving signature, and then returns the form to the office.
4. The student will complete the work for the remainder of the quarter and take examinations, as required.
5. A parent must come to the school, screen the student's school records, and sign a release form on the student's last day of school.
6. On the day of departure from Vicenza High School, the student will check out of school by getting a clearance form from the office, clearing with each teacher and office indicated on the form. This requires a **FULL** day. Students are expected to attend all classes on their final day. Students must return all materials. Grades may not be ready at the time of departure; in this case, grades will be sent to the parents and the next school, if known.
7. **Only students whose sponsors have PCS orders may accelerate. Others receive a withdrawal grade, not a final grade. Students leaving school early who are not Permanently Changing Station will not be given final examinations. This will cause a negative impact on the student's final grades.**

## ACCREDITATION

Vicenza High School is accredited by the North Central Association Commission on Accreditation and School Improvement (NCA CASI) of Colleges and Secondary Schools and submits reports to, and is visited by, officials of the NCA CASI to ensure adherence to high, established standards. Therefore, diplomas and credits earned at Vicenza High School are fully recognized and transferable to any stateside high school, college, or university. The last NCA CASI accreditation of VHS was school year 2004-2005.

## ACTIVITIES

School activities are an integral part of the total educational program at Vicenza Middle High School. Each student is encouraged to benefit from the wide selection of activities available, as indicated in the list below. While this list is not inclusive, it does give an idea of what is planned for the school year.

After-school activities/athletics for middle school and elementary school children are the responsibility of Youth Services, not DoDDS-E. DoDDS-E does not have authority, nor does it receive funding, to initiate such services.

Many of the activities are limited to students in grades 9-12 only; however, those followed by an asterisk are also available to students in grades 7 and 8. Individual sports are open to middle school students, but those students may not compete against high school students and may not travel overnight.

Band	Music Festival*
Basketball	National Honor Society
Cheerleading	National Junior Honor Society*
Chess Club	Newspaper
Chorus	Rifle Team
Creative Connections	Soccer
Cross Country*	Student Council* (High School and Middle School)
Drama*	Tennis*
Drill Team	Track & Field*
Football	Volleyball
Guitar Club*	Wrestling*
Knowledge Bowl	Yearbook*
Middle School Fitness Club*	
Model Senate	

All students who wish to participate in extracurricular activities must maintain a grade point average of 2.0 and an "F" in no more than one class.

All activities sponsored by the school are under the direction of a faculty sponsor. Requests for all school activities and fund raisers must be submitted to the principal.

## ACTIVITIES CODE

These expectations are based upon DoDEA Regulation 2051.1 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, report 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.

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

16. 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.

A complete Athletic/Activity Code form will be supplied to each student trying out for a team. We require that a copy of the code signed by the student and a parent is on file with the administration.

### **ACTIVITY RULES**

School rules apply to students when they are engaged in the various activities sponsored by the school such as field trips, athletic events, and dances.

### **ADVANCED PLACEMENT COURSES**

The requirement of DoDEA schools is that all students who enroll in Advanced Placement courses will take the appropriate Advanced Placement Exam. Any student who does not take the AP exam will not receive the weighted grade or AP credit.

### **APPOINTMENTS WITH TEACHERS**

An integral part of the school program is communication with parents. Parents and teachers should work together to enlighten students about the lifelong value of education. Parents who desire to visit a class must first obtain the approval of the principal and the teacher(s). Conferences to discuss the various aspects of the school function, responsibilities, and student performance are a means to share information.

Parents are encouraged to contact teachers or other school personnel. Parents must meet first with the teacher or other school official concerned before asking for an appointment with the principal or assistant principal. The principals will not meet with parents concerning classroom behavior or

grades until the parents and teachers have had an opportunity to meet. Please make appointments by calling the secretary or counselor at 634-7072/7882, or email teachers directly; a complete list of email addresses is posted on the school web site. Normally, at least one day's notice is required to set up an appointment to allow teachers to adjust their schedules.

### **ARMY JROTC**

The Army JROTC program is designed to present the history, purpose, and objectives of the JROTC program, the wearing of the uniform, respect for the flag and National Anthem, and organizational principles. Our JROTC program offers courses from level I to level IV. These courses are offered to students in grades 9-12.

### **ASACS**

The Adolescent Substance Abuse Counseling Service program is designed to help teens make good decisions based on accurate information. It assists teens in figuring out for themselves what they want instead of bending to peer pressure. Students talk to the ASACS counselor about a wide variety of topics.

The ASACS counselor can be reached at VHS at 634-6775/7656 or at the Vicenza Counseling Center at 634-7127. All contact with ASACS is confidential and free of charge. Parental notification and consent for services is required for students who are fourteen years of age and younger. Older students may use ASACS services without parental notification, although the counselor encourages students to discuss ASACS with their parents and tries to involve parents in the counseling process whenever possible. Please contact Ms. Crow if you have any questions and remember that this resource is available to you at anytime.

### **ATHLETIC TRAVEL AND BEHAVIOR POLICIES**

All student athletes must comply with the Activities Code on page 19 and the policy on controlled substances, pages 22-23. Students will not participate in sports programs if they have suffered an injury, especially concussion, until cleared by the medical clinic. Neither school officials nor parents may decide to let an injured student practice or play without medical clearance.

**The student/athlete must attend a full day of school the day prior to and the day of any scheduled contest in which he/she is to play.**

Students cannot ride/fly to games with their parents or any adult(s) other than the coach(es), but they can ride/fly with parents from games.

After-school activities/athletics for middle school and elementary school children are the responsibility of Youth Services, not DoDDS-E. DoDDS-E does not have authority nor does it receive funding to initiate such services. DoDDS-E does allow middle school students to participate in individual sports (cross country, tennis, wrestling, and track and field), but team sports are the responsibility of Youth Services.

See policy next pages. For additional athletic rules please see complete policy in Appendix A.

INSERT

POLICY

ON

CONTROLLED

SUBSTANCES

INSERT POLICY ON CONTROLLED SUBSTANCES  
Athl.

Elig-Controll.Subst..pdf

## ATTENDANCE

All students at Vicenza High School are required to attend classes on a daily basis unless they have a valid excuse as determined by the school. Sponsors are required to ensure each dependent child attend school sessions unless the child has a valid excuse or is suspended. Chronic absences affect a student's school progress. **It is the responsibility of the parent or guardian to call or email the school every time a student is absent.** Please note the following guidelines as they pertain to attendance. These are provided for your guidance.

- 1) **Absence** means those times that a student is not in class or is more than 10 minutes late to class.
- 2) **Excused absences** are those that entitle a student to full privileges for make-up work.
  - a) Excused absences are personal illness, family trips/travel\*, religious services, family emergencies, promotions and changes of command ceremonies for a member of the immediate family, school-sponsored activities, and medical appointments when they cannot be scheduled after school.

\*A family trip is one in which a student accompanies a parent or guardian. Prior to going on a family trip, the student must obtain an ***Application for Permission to be Absent*** form from the office and have it signed by each of his/her teachers. Forms must be turned in to the office prior to departure. Students may be excused to travel with their families for a maximum of 10 days if they complete the excused absence form in advance. Family trips scheduled during the last two weeks of a semester will **not** be approved since the student may miss critical material or exams.

  - b) Verification of an excused absence is necessary in all cases.
- 3) **Unexcused absences** are those that cost a student loss of grade/credit for the period of absence. Examples of unexcused absence are truancy, oversleeping, missing the bus, seeing friends or relatives off at the airport, non-school-sponsored events, heavy traffic, care of siblings, and babysitting. Students should keep in mind that unexcused absences result in a loss of credit or a grade reduction for assignments or exams missed during their absence. This could result in a lowering of their overall grade in the class. School administrators make the final decision as to whether an absence from school is excused or unexcused.
- 4) **Make-up work** for an excused absence is allowed.
  - a) Students who return to school after an unanticipated excused absence will have one make-up day for each day of excused absence to complete work not previously assigned.
  - b) Students who are absent as the result of a school-sponsored activity (to include athletic trips) or students whose absence is known in advance are expected to function fully in all class activities **on the day of return.** **ANTICIPATED ABSENCES REQUIRE THE STUDENT TO PLAN AHEAD.**

- c) Appropriate teacher assistance will be provided to students requiring make-up work.
- d) **Notifications of absences may be handled by e-mail or phone**
- e) When a student is absent, the parent should phone the school at 634-7656, preferably in the morning, or e-mail to explain the reason for the absence.
- f) Parents may also send the student to school with a signed note explaining the reason for the absence and the dates of the absence. Notes should be turned in to the office.
- g) When parents know in advance that a student is going to be absent, they should send a note to the office with the student explaining when and why the student will be absent. Students can then obtain the Permission to be Absent Form.
- h) Students whose parents do not contact the school about absences and who cannot be contacted will be considered truant, and appropriate discipline will result.

5) **Absence Notes.**

- a) Normally no tardy passes will be issued. It is the student's responsibility to get to class on time.
- b) Students must attend all class periods up to the departure time of a study trip or athletic trip. Students must be present on Friday to participate in sports for the entire weekend.
- c) Students enrolled in **Career Practicum** come under the same attendance rules stated above. The training station (job site) is considered an extension of the classroom and attendance is mandatory on the same basis as a regular class.
- d) Students may not go to a medical appointment without a note from the sponsor or an appointment slip from the post clinic or hospital.
- e) Students may not enter or leave school during the school day without being signed in or out by a parent or an adult with Power of Attorney on file at school for that student, or having a letter from their sponsor. To sign out of school during the day, each student must present a note to the office before school on the day they wish to check out. If a student does not have a note, **the parent may call** the high school office. Students must be signed out even when attending an appointment during their lunch hour.
- f) If the parents must leave the area because of an emergency, the school should be provided with the name of the person who has the Power of Attorney for their dependent's welfare. A copy of the Power of Attorney should be provided to the school.
- g) If for any medical reason a student cannot participate in a **specific** instructional course (e.g. physical education), a written exemption notice from a physician must be given to the school

health nurse. The exemption notice should include the reason stated for exemption and the date normal instruction can resume.

- 6) **Excessive absences** may seriously affect a student's grade. The office will record all absences, including sports trips, family trips, and school-sponsored study trips, in addition to absences resulting from illness, medical appointments, etc. Parents are encouraged to request attendance records at any time and will be notified of their child's excessive absences periodically throughout the semester. Additionally, when a student reaches 15 absences per semester in any one class, the school will notify parents.
  - a) **After 20 absences in one semester**, the student's teachers, counselor, and administrator will meet with the student and parents to discuss the reasons for the student's absences and to determine the appropriate action.
  - b) **School administration will refer cases of truancy to the USAG Vicenza Civilian Misconduct Action Authority as outlined in the memorandum in this handbook. The Civilian Misconduct Board may refer cases to the post Juvenile Review Board.**
- 7) **Tardiness**: Failure to be in class in the assigned place when the tardy bell rings is considered tardy and will be treated accordingly.
  - a) A tardy will be excused if it is the result of a late bus or a medical appointment.
  - b) Teachers will report unexcused tardiness to the office.
  - c) Students will be assigned detention on the fifth tardy (including those after lunch) during a quarterly marking period.
  - d) Students will be assigned lunchtime detention after every tardy after lunch.
  - e) Disciplinary action to include detention, work details, Saturday detention, and suspension may be assigned should tardiness continue to be a problem.
- 8) **Classroom interruptions**: It is important to keep the amount of classroom interruptions to a minimum. In the event of an emergency, VHS will make every effort to assist you in contacting your student. However, we do ask that you keep the following guidelines in mind when it comes to classroom interruptions.
  - a) Messages & any items will **not** be delivered to students during class. Parents who need to contact their student or drop off items may meet students during their lunch hour (1235-1320) to personally deliver such items.
  - b) It is the responsibility of the student to come to the office between classes to retrieve any items that have been dropped off. Items will not be delivered to the classroom.

- c) Parents who have a change of plan and do not want their student to board the bus at the end of the school day must meet their student in front of the school and personally receive them.
- d) Whenever possible, parents should make an effort to pick up students between classes for medical appointments. This allows students to report to the office between classes and minimizes the interruption to teaching.

**INSERT BSB TRUANCY POLICY LETTER HERE**

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## **BEFORE SCHOOL - AFTER SCHOOL HOURS**

Students should not enter the building prior to 0745 hours. After school, students must leave the building by 1510 unless they are involved in an organized school activity with a sponsor. The school will be closed no later than 1730 daily.

## **BOOK ISSUE AND OTHER SCHOOL PROPERTY**

Classroom teachers issue books & other school property to students. The student and his or her sponsor are legally responsible for returning the books & other school property in good condition at the end of the course. Allowances will be made for normal wear and tear. Graffiti in textbooks is beyond normal wear and tear. Students are strongly recommended to cover each of their textbooks. Lost and damaged books, calculators, etc. must be paid for at the supply office of the high school. Teachers will conduct quarterly book checks to ensure that books have not been lost and are still in good condition.

## **CAFETERIA AND MEALS**

The AAFES school lunch program is the sole provider for all school meals for our students. The meals are located in the school cafeteria and are available at 0700 in the morning and during the 1235-1320-lunch period. Students also have the privilege of open campus for lunch as long as they are able to return to classes on time. Students unable to return from lunch on time may lose their off-campus lunch privilege. Every time a student is late to class after lunch, he or she will be assigned a lunchtime detention.

## **CASE STUDY COMMITTEE**

In compliance with DOD Instruction 1342.12, we are required to provide the opportunity to enable each educationally handicapped student in DoDDS to develop his/her potential. The vehicle utilized to achieve this goal is the Case Study Committee. The Case Study Committee will identify students who meet the DoDDS criteria and recommend a procedure for the development of an Individual Education Program (IEP).

## **CELLULAR TELEPHONES**

Cellular telephones must be kept in student's locked hall lockers during the school day except during lunch period. Only during lunch are students allowed to place or receive calls, and then only while off campus (the Cafeteria is on school campus).

If a cellular telephone is seen or heard by a school employee, it will be confiscated by the school employee and returned only to the sponsor or parent.

Our school office is available to assist with any emergency that may arise during the school day and to help you contact your children. Our office telephones are for official school business.

## **CHANGE OF ADDRESS/UNIT/E MAIL**

Please notify the school **immediately** of any change in address, home or duty telephone number, e-mail address, or person to contact in case of an emergency. It is **extremely** important that up-to-date information be on file in the school office. The school should be notified of the adult in charge of students when both parents are on a trip and the students are left at home. If parents are on a trip and the children are being cared for by another adult, the school must have a copy of the appropriate power of attorney, as well as contact numbers for parents and those adults responsible for the children during the parents' absence.

## **CHAIN OF COMMAND**

DoDDS, like the military, utilizes a chain of command. Issues are best resolved at the lowest possible level. Parents must follow the chain of command. If an issue cannot be resolved directly with teachers, sponsors have access to the assistant principal or principal. If there is no resolution at the principal level, sponsors then have access to the District Superintendent.

**DODEA-DODDS Director**, Office of Dependents Education

↑

**Director**, DODDS Europe

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**District Superintendent**, Mediterranean District

↑

**Administration**, Vicenza Middle High School

↑

**Teacher**, Vicenza High School

## **CHILD FIND**

All students, ages birth-21, who have not graduated from school are eligible for screening in math, reading, spelling, language, hearing, and vision. If your child has a history of placement in special classes, or you suspect your child is having problems due to improper placement, please contact the guidance counselor at 634-7882.

## **COLLEGE INFORMATION**

The process of choosing a college can be very challenging, sometimes frustrating, but most often a rewarding experience. Contact the guidance office for assistance and the date of this year's College Night.

## COMPUTER POLICY

Every student must sign an Internet Agreement Form and is held responsible for all material in their files. Instant messaging, MySpace, downloading shareware, games, music files, pictures, or anything not **directly** related to the educational program of Vicenza High School constitutes misuse of a government computer. All student storage space and usage is monitored by administration. **Access to school computers and networks will be revoked from anyone found in violation of this policy.**

### DEPARTMENT OF DEFENSE EDUCATION ACTIVITY (DODEA) STUDENT NETWORK ACCEPTABLE USE AGREEMENT

#### PRIVACY ACT STATEMENT

**Authority:** DoD Directive 1342.6, DoD Dependents Schools; DoDDS System Notice 22

**Principal Purpose(s):** To permit an individual's use of government-owned computer resources in accordance with DoDEA policies governing use of the Internet and to permit enforcement of DoDEA policies governing access to computers and the Internet..

**Routine Use(s):** In accordance with DoD published routine uses.

**Disclosure:** Voluntary; however no individual is permitted to use DoDEA-controlled computer resources until they have signed this statement indicating agreement to use of such equipment in accordance with DoDEA Computer and Internet Access Policies.

I, \_\_\_\_\_, have completed the required classroom instruction,  
(Student's Name - Please Print)  
understand the Terms and Conditions on the reverse side of this document, and agree to adhere to the principles and procedures detailed within.

Should I breach the guidelines, I understand that I may lose all network privileges on the DoDEA network, school disciplinary and/or appropriate legal action may be taken.

\_\_\_\_\_  
Student's Signature      Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

#### PARENT OR GUARDIAN

I, \_\_\_\_\_, have read the Terms and Conditions. I understand that  
(Parent's or Guardian's Name - Please Print.)

network access is designed for educational purposes. DoDEA has taken precautions to eliminate controversial material. However, I also recognize it is impossible for DoDEA to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting.

I understand, consistent with DoDEA policy to protect individual privacy, my child's written and art work and his or her name may be published, but DoDEA does not authorize the use of photographs, home

address, or home telephone number in association with my child's name. I also understand DoDEA does not authorize the use of the school's Internet service for commercial activity or personal use inconsistent with the Terms and Conditions.

I understand: (1) This form does not relinquish my child's rights in the work. (2) DoDEA is not responsible for subsequent copying or unauthorized use of the work by an outside person or agency. (3) The only personal identification of the work will be my child's name. (4) My child cannot be directly contacted through the page. All contact will go through the teacher.

#### Terms and Conditions of Student Internet Use

##### I. Acceptable Use

A. I agree to use DoDEA's computer services only in support of my education and research consistent with the educational objectives of the DoDEA. I will not download files or subscribe to bulletin boards that are not related to my educational activities. If I have questions about my computer use I will ask my teacher.

B. I will respect and adhere to all of the rules governing access to DoDEA computing resources and the rules of any other network or computing resource to which I have access through the DoDEA equipment.

C. I understand transmission (sent or received) of any material in violation of any U.S. or state regulation is strictly prohibited and may violate criminal law. I will not transmit obscene, sexually suggestive or offensive, lascivious, harassing, or abusive messages, copyrighted material, or material protected by trademark or as a trade secret.

D. I will not publish the name, photograph, home address or telephone number of myself, another student, faculty, or any other person.

E. I understand using the DoDEA computer equipment for commercial, product advertisement or political lobbying is prohibited and may be illegal.

##### II. Privileges

A. I understand that the use of the network is a privilege, not a right, and use inconsistent with these Terms and Conditions may result in a cancellation of those privileges. (Each student will receive instruction regarding the terms and protocols referenced in this document before network access is provided.)

B. I will be disciplined if I send messages or download files inconsistent with these Terms and Conditions. At the discretion of the principal and teacher, I may lose the privilege of using the Internet permanently and face suspension or expulsion. Copies of the inappropriate materials will be reported to the building administration and kept on file.

##### III. Etiquette

A. I will be polite. I will not use sexual or abusive language in my messages to others.

B. I will use polite, respectful language. I will not swear, use vulgarities, sexual, harsh, or disrespectful language. Illegal activities are strictly forbidden.

C. I understand any transmission, including electronic mail, is not private and that my communications and access will be monitored.

D. I will evaluate information carefully. As with any research material, I must review it for accuracy and bias.

E. I will not use the network in such a way that I will disrupt the use of the network by other users. This can be avoided by not sending "chain letters," or "broadcast" messages to lists or individuals.

##### IV. No Warranties

A. I understand DoDEA makes no warranties of any kind, whether expressed or implied, for the service it is providing. DoDEA is not responsible for any damages I may suffer. This includes loss of data, delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or my errors or omissions.

B. I understand the use of any information obtained via DoDEA is at my own risk. DoDEA specifically denies any responsibility for the accuracy or quality of information obtained through its services.

C. I understand DoDEA has no obligation or authority to defend me against any legal actions brought against me by anyone arising from my misuse of DoDEA computer resources or violations of any U.S. or foreign laws.

##### V. Security

- A. I understand security on any computer system is a high priority, especially when the system involves many users. I will notify my teacher if I notice a security problem. I will not demonstrate the problem to other users.
- B. I will not give my user password to other individuals. Any activity associated with my account will be considered my activity. It is my responsibility to protect my account and password.
- C. I may be denied access to the network if I am identified as a security risk.
- VI. Vandalism
  - A. I understand vandalism will result in cancellation of privileges.
  - B. I will not maliciously attempt to harm or destroy data of another user, Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

### **CONFERENCES**

Please see “Appointments with teachers.”

### **CRISIS MANAGEMENT TEAM**

The Vicenza Middle High School Crisis Management Team (CMT) is a group of Vicenza Middle High School staff who have a commitment to help in times of crisis. They prepare for unforeseen events, have a completed Crisis Management Plan, and have identified available community resources. Contact number at the high school is 634-7656 and/or 634-7882.

### **DAILY BULLETIN**

All items submitted by students in the bulletin must be requested and signed or submitted by a faculty sponsor. One copy is also posted on the lobby bulletin board for those students who are late or for some other reason do not hear the bulletin read.

All items must be submitted to the secretary not later than 1430 hours. All students should ensure they read or hear the daily bulletin, as they are held responsible for its contents.

### **DANCE POLICY**

The following rules apply to all dances sponsored by any class or school organization that conducts activities either on or off post.

1. Approval for all dances will be obtained at least three weeks in advance through the student council and the principal.
2. The sponsoring activity is responsible for making the necessary arrangements for use of the cafeteria, gym or other locations.

3. The sponsor will ensure that sufficient chaperones are in attendance at a number of not less than one adult for every ten students. Chaperones should also consist of a minimum of two teachers. Both male and female chaperones must be present. It is the students' responsibility to find the chaperones and put them in contact with the appropriate sponsor.
4. **The sponsors will be in complete charge at the dance** and will take steps, including telephoning parents, if necessary, to ensure that the dance is conducted without incident.
5. **Any non-VMHS student who wants to attend a VHS dance must meet with the Principal to obtain approval for attending a school dance.**
6. **All school rules apply at school-sponsored dances.** Students found to be in violation of these rules will be subject to disciplinary action that will, as a minimum, involve restriction from future dances.
7. Please note that there is strict adherence to the "one entry only" rule. Once a student enters the dance and then leaves, **there is no re-entry.**
8. Students will be allowed to enter dances only during the first hour of the dance.

Dances are designated either high school or middle school. Only students in grades 9 – 12 may attend high school dances, and only students in grades 7-8 may attend middle school dances.

### **DISCIPLINE CODE**

#### **STUDENT STANDARDS OF CONDUCT**

- A. Everyone is responsible for conducting himself or herself in a manner that respects the rights of others.
- B. Honesty, integrity and trust are the keys to the establishment of our way of life. Any actions to the contrary, such as stealing, cheating or lying cannot be accepted at Vicenza Middle/High School.
- C. Conduct that materially and substantially interferes with the educational process is prohibited. This includes the use of obscene, abusive, profane language or gestures throughout the school and at its activities.
- D. Possession of or being under the influence of alcohol or other drugs is not permitted.

- E. Objects that might cause injury or disrupt the educational program are not to be brought to school. Knives, wallet chains, lighters, matches, and weapons of any kind are examples. DoDDS has a Zero Tolerance for Weapons policy.
- F. Electronic sound recording or reproduction devices such as radios, cassette players, "boom-boxes," CD players, I-Pods, cameras, headphones and the like are not permitted in the hallways or classrooms except by teacher permission for school projects. If they are brought to school, they must be placed in the locker and removed at the end of the school day. They are not to be visible inside the school building and must be placed in the locker before 1<sup>st</sup> period begins. They are not to be played or used on school grounds or the cafeteria under any circumstances. **The school is NOT responsible for the loss of any valuables.**
- G. Public displays of affection are severely limited. Anything beyond handholding is not acceptable.
- H. Students are prohibited from possessing or using tobacco products, alcohol, or any other drug during the school day on or off school property, on school-owned and operated buses or on chartered buses, on the way to or from school, or when participating in school-sponsored activities on or off campus.
- I. Eating and drinking are not permitted in the halls or classrooms. The only exceptions are those in which the consumption of food is in connection with the curriculum. There is a designated nutrition break during the first ten minutes second period of every day, but some teachers (e.g. chemistry) cannot allow food in their classrooms.
- J. Hallways are public passageways. Students are not to sit or lie on the floor or windowsills or gather in large groups. Students are not to loiter in the hallways after school. Dressing for after-school activities may not be done in the hallways or the restrooms. Dressing should be done in the locker rooms only.
- K. Conduct in the common areas of the school should be appropriate for an educational institution. Running, shouting, profanity and "horseplay" are not acceptable.
- L. Except for the lunch period, students may not leave the campus without being signed out by a parent or guardian. High school students registered for Career Practicum may sign themselves in and out when the reason is related to their employment.

- M. Dress and grooming standards are to be compatible with and foster a good learning environment. See "Dress Code" for specific guidelines.
- N. Skateboards, roller-blades, etc. are not allowed in school; on the sidewalk or street in front of, to the side of, or behind the school; across the street from the school; or anywhere on the campus at any time.
- O. Departure from school grounds does not automatically mean release from the school's jurisdiction. Conduct away from school that is a result of something that began at school is considered a school issue and will be dealt with accordingly.
- P. Fighting is not permitted.
- Q. Willful damages to and defacing of school, community and the property of others is strictly forbidden.
- R. Failure to comply with a reasonable request by any adult is considered insubordination and may be construed to be willful disobedience.
- R. Students who repeatedly disobey school rules will be referred to the post Juvenile Review Board.
- S. There can be unannounced searches for drugs in our school.

## **SEXUAL HARASSMENT**

*“Sexual harassment” is defined as unwanted, unwelcome sexual advances or overtones, either verbal or non-verbal, which create an environment that is hostile or abusive in our schools. If you have any doubt as to whether you should report it, or if you feel uncomfortable reporting the offender, please ask your parents, teachers, or administrators for advice.*

*To assist students in dealing with student harassment issues, the following guidelines are established. Students who believe they may have been harassed should:*

***Step 1 - determine if the behavior or words are unwelcome or offensive and sexual in nature.***

***Step 2 - specifically identify the behavior, word or deed that is in question. Identify the people involved, including witnesses.***

***Step 3 - inform the offender that it is unwelcome and offensive.***

***Step 4 - if, after notification, the offender continues with the harassment, the student must report it to the administration for investigation and action.***

**Examples of sexual harassment are:**

Non-Verbal

1. Obscene gestures
2. Suggestive looks

Verbal

1. Dirty comments
2. Sexual innuendoes
3. Gender-specific comments
4. Requests for sexual favors

Physical

1. Unwanted touching
2. Patting and/or pinching
3. Physical threats
4. Pressure for sex

Any student who is being sexually harassed should notify a teacher, a counselor or an administrator.

**TABLE OF CONSEQUENCES FOR INAPPROPRIATE BEHAVIOR**

Vicenza Middle / High School

	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>
A	<b>Lunch Detention</b>	<b>After-school detention (2 hrs)</b>	<b>After-school work detail (2 hrs)</b>	<b>Go to Row C</b>
B	<b>After school detention (2 hrs)</b>	<b>After-school work detail (2 hrs)</b>	<b>Go to Row C</b>	
C	<b>Saturday Detention</b>	<b>Two Saturday Detentions or Go to Row D</b>		
D	<b>1 Day Suspension</b>	<b>2-3 Day Suspension</b>	<b>3-5 Day Suspension</b>	<b>Go to Row F</b>
E	<b>1-3 Day Suspension</b>	<b>3-5 Day Suspension</b>	<b>6-10 Days Suspension</b>	<b>Go to Row F</b>
F	<b>Suspension Until Disciplinary Committee Meets</b>			

Some definitions include the phrase "After Teacher Consequence." Teachers are responsible for classroom management. For minor offences, the teacher will follow his or her own behavior management plan. Typically, that plan shows that the first offense results in counseling, the second offense results in parent contact, and the third offense results in a more serious consequence like a teacher detention. On the fourth offense, the student is sent to the office, and the discipline chart comes into play. Principals should be copied on all correspondence with parents concerning discipline. Any student who has accumulated 10 days of suspensions will be referred to the Discipline Board.

### **DEFINITIONS OF INAPPROPRIATE BEHAVIOR FOR SCHOOL AND SCHOOL-SPONSORED ACTIVITIES**

**ALCOHOL** (Row E) – possessing, using, or distributing alcohol. A referral to the alcohol and substance abuse counselor will be initiated as soon as possible.

**ARSON** (Row E) – maliciously setting or attempting to set a fire. A referral to the school psychologist will be initiated immediately. A report will be submitted to the Juvenile Review Board.

**ASSAULT** (Row E) - Physical attack on another student without retaliation from the victim.

**BATTERY ON SCHOOL STAFF** (Row E2) – Physically accosting any staff member

**BOMB THREATS** (Row E2) – implying the threat of a bomb by verbal, written, or any other means.

**BULLYING** (Row C) Bullying (including cyber bullying) another, or a group (e.g. engaging physical intimidation, taunting, hazing, name calling, insulting, cursing, gesturing, or verbally abusing any person; including, but not limited to: comments, abuse, or harassment based, on that person's race, religion, gender, creed, national origin, personal or physical attributes, disability, intellectual ability; and matters pertaining to sexuality, or characteristics of another person or the associates of another person).

**COMPUTER MISUSE** – Violation of the computer usage agreement:

1<sup>st</sup> offense: 5 school days suspension of computer login and use; parent notification.

2<sup>nd</sup> offense: 30 school days suspension of computer login and use; parent notification

3<sup>rd</sup> offense: suspension of computer login and use; parent notification.

SERIOUS INFRACTIONS OF NON-CURRICULAR INTERNET OR COMPUTER ACTIVITIES MAY RESULT IN ACCELERATION TO 2<sup>ND</sup> OR 3<sup>RD</sup> CONSEQUENCE ON THE FIRST VIOLATION.

**DISROBING** in locations other than gym locker rooms (Row C).

**DISRUPTIVE BEHAVIOR** (Row A after teacher consequence if in the classroom)—behaving in any way that is disruptive to the class or the general functioning of the school.

**DRUGS** (Row E and referral to the Juvenile Review Board) – Using, possessing, or distributing any drug is strictly prohibited. The school nurse, in accordance with the student handbook, may only dispense prescription medications ordered by a physician. A referral to the drug and alcohol abuse counselor will be required prior to the student being readmitted to school.

**EATING and DRINKING** (Row A after teacher consequence) – eating or drinking in the cafeteria, outside the building, or with permission in a classroom is permitted. Eating or drinking in other situations is prohibited. In most instances, eating and drinking are allowed for part of periods 2 & 6.

**EXTORTION** (Row C) – threatening another student for money, food, favors, or other items.

**FIGHTING** (Row D) – using aggressive physical contact to include pulling clothes and/or hair and shoving. When a fight occurs, both students will be considered guilty regardless of who started the fight.

**FORGERY** (Row C) – forging the signature of a sponsor, teacher, administrator, or misrepresenting the document, assignment, or paper.

**GAMBLING** (Row C) –wagering or betting in any form involving money or favors.

**HARASSMENT / HAZING** (Row C) – behaving in a manner that persistently disturbs, irritates, or humiliates another student, teacher, staff member, or any adult.

**INAPPROPRIATE DRESS:**

1<sup>st</sup> offense: counseling and sent to the office to change clothes.

2<sup>nd</sup> offense: sent to the office to change clothes and parents notified

3<sup>rd</sup> offense (Row A)

**INAPPROPRIATE SPEECH** (Row B2) – 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.

**INSUBORDINATION** (Row B) – failing to follow a reasonable or legal request made by any staff member. If profanity or disrespect accompanies the insubordination, consequences will be more severe (possible suspension).

**LEAVING CAMPUS W/O PERMISSION** (Row B) – leaving school grounds without prior permission. See student handbook for appropriate methods of gaining permission to leave campus.

**LOCKER SHARING** without permission (Row A)

**MISSING DETENTION** – Missing teacher detention or office-assigned lunch detention will result in two lunch detentions in the school office and then to Row A2. Missing administrative detention after school goes to next step on table of consequences. For example, skipping a two-hour work detail results in a Saturday detention.

**PLAGIARISM** (Row C) – submitting the work of another person as your own or allowing another to copy your work. Students found engaging in either activity will receive a grade of zero on that particular examination, project, or assignment. A discipline referral will be made at the teacher’s discretion.

**PUBLIC DISPLAY OF AFFECTION** (Row A, after teacher consequence if in the classroom) – kissing, caressing, embracing, or other behavior of a sexual nature deemed offensive to a staff member

**SCOOTERS, ROLLERBLADES, AND SKATEBOARDS** are not allowed anywhere at any time in the school building, cafeteria or PE facilities, on the sidewalk or street in front of the school, or across the street from the school. If these items are brought to school, they will be confiscated and will be returned only to the parent(s) or guardian(s).

**SAFETY VIOLATIONS** (Row E2) – acting in a manner that could endanger the health, welfare, or safety of oneself or others including misuse of fire alarms, fire extinguishers, laser pointers, or any potentially dangerous item.

**SEXUAL HARASSMENT** (Row C) – 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

**SKIPPING SCHOOL, TRUANCY, UNEXCUSED ABSENCE:** Cutting one class, row A2; cutting more than one class, Row C.

Skipping school or truancy as part of a group of two or more students: Row E.

**TARDINESS:** After 4 tardies, a lunch time detention. (Then to row A2). Students will be assigned lunchtime detention after every tardy after lunch.

**THEFT (Row C)** – taking or attempting to take property or knowingly receiving stolen property. Monetary responsibility rests with the sponsor.

**THREATENING A STAFF MEMBER / STUDENT (Row E)** – threatening verbally or physically in an attempt to intimidate.

**TOBACCO (Row B2)** – possessing, using, or distributing any tobacco product.

**VANDALISM** – intentionally destroying or damaging school or personal property. This includes writing on walls, desks, and books, tampering with fire alarms, or tampering or misuse of computers or computer programs. Sponsors may be liable for damages. The guidelines below do not include all possible infractions.

- Writing on walls, desks, books: clean off writing and (Row B2)
- Damage to sports PE equipment: (Row B)
- Locker / furniture/ computer breakage: (Row C)
- Tampering with fire alarms: (Row F)

**WEAPONS (Row F)** – 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

DoDDS has a **ZERO TOLERANCE POLICY** for WEAPONS

### **SATURDAY DETENTION PROCEDURES**

Assignment and Scheduling. When a student is assigned to Saturday detention, the assistant principal will contact the parents to determine the date of the detention. Detentions will normally be served the following Saturday but may be postponed one week due to prior plans of the family or the unavailability of a detention monitor.

The assistant principal will let the teachers of the student know that Saturday detention is scheduled so that they can provide the student and the detention monitor assignments.

Students may not participate in any school activity the Saturday of detention.

Procedures.

At 0900 the parents will deliver the student to the front door of the school and meet the detention monitor. The student will bring schoolwork, a snack, lunch, and water. At 1500 the parents return to the school, and the detention monitor hands over the student.

From 0900 to 1500:

Work the entire time. Only school-related work is allowed.

No talking or group work if more than one student is present.

No sleeping

One snack

Lunch

Bathroom breaks

# SAMPLE LETTER

Student Name

SATURDAY DETENTION

DATE 0900 - 1500

You have been assigned Saturday Detention for \_\_\_\_\_ Detention will be in Room \_\_ with TEACHER NAME.

**YOU MUST BE ON TIME.** You will not be allowed to enter after 0900. Failure to follow detention rules are serious offenses and *will result in additional Saturday detentions or suspensions.*

***NO change of time or date will be allowed without written parental request.***

**Saturday Detention Rules:**

**Meet the detention monitor at the front door of the school with your parents at 0900.**

**Bring a snack, lunch, and water.**

**No gum or candy.**

**Work on school-related material the entire time.**

**No talking or group work if more than one student is present.**

**No sleeping.**

**Meet your parents at the front door at 1500.**

Failure to follow the rules will mean that the detention was never served. You will be required to serve a Saturday detention or one day suspension. Your parents will be called to come pick you up if you do not follow the rules.

## SEVERE CONDUCT

There are certain displays of behavior that are considered to be severe and will result in immediate referral to the administration. In most instances, these actions will result in Saturday detention, suspension and/or expulsion from school. The most serious infractions or repeated infractions will result in referral to the USAG Vicenza Juvenile Review Board. These are:

- A. Fighting, including the hitting of students on their birthdays
- B. Possession of and/or being under the influence of drugs or alcohol
- C. Willful, significant damage to school, community or others' property
- D. Abusive, hostile, harassing (to include sexual harassment), or malicious behavior
- E. Any action that is considered to violate Host Nation and/or Caserma Ederle laws and regulations
- F. Willful disobedience/insubordination
- G. Communicating a threat of violence toward faculty members or students
- H. Possessing weapons. Vicenza High School enforces the DoDDS Policy of "Zero Tolerance" for any and all weapons. Students are not allowed:
  - To have weapons
  - To have objects that resemble weapons (replicas)
  - To use any object as a weapon

**A time of disciplinary non-attendance.** The student is responsible for obtaining class assignments and completing them in a timely manner. Normally, if a student misses a day of school for suspension, any work assigned before the suspension should be submitted to the teachers as soon as the student returns to class. A student on suspension will not be eligible to participate in or attend any curricular or co-curricular activities during the term of the suspension or immediately following the suspension. The student must be in school the day of or the day before any school event in order to attend the event.

**A special note to parents concerning discipline:** The school staff takes no pleasure in disciplining students; yet we recognize our responsibility to assist students in this area of development. Effective discipline is a three-way job: parents-school-students. When we contact you by phone, note, or conference about behavior, we are really seeking your support and follow-up in helping the student realize that certain actions and/or attitudes are not appropriate in

school because they make learning difficult or impossible or may create hazards to self or others. Students rapidly adopt socially acceptable behavior when they realize that the home and school share the same standards.

### **DRESS CODE**

At Vicenza Middle/High School, we expect students to dress in modest, clean clothing that is not provocative, revealing, or offensive to anyone. Students should dress in a manner that is not distracting to themselves or to others.

Both boys and girls must wear clothing that covers the shoulders, torso and thighs. Students must wear footwear.

The final determination of whether the dress is appropriate for school rests with the teachers and administration.

The following manners of dress are provided as some examples of UNACCEPTABLE attire:

- 1) Hats, scarves, bandanas, doo-rags or any headgear. Hats and other headgear must be placed in lockers before first period of the school day and may not be on students' heads at any time during the school day in any part of the school buildings/cafeteria.
- 2) Footwear must be worn. Certain classrooms, labs and PE classes, for example, may not allow for the wearing of sandals or flip flops
- 3) Blouses and skirts must be modest and not revealing. Skirts and shorts must be at or below 5 inches above the top of the knees and pass the fingertip rule. Leggings under the skirts do not alter this.
- 4) Sunglasses, beachwear or transparent material or "skin tight" attire (Spandex clothing, bicycle shorts, etc.) and pants with holes are not allowed.
- 5) Tube tops, tank tops, halter-tops, muscle shirts, lingerie on the outside of clothes, robes, pajamas/nightgowns, and bedroom slippers/house shoes, as well as clothing that exposes the midriff and backside, are not allowed.
- 6) Dresses or tops with spaghetti straps (anything under two inches wide) or strapless are not permitted even when covered with a jacket or sweater.
- 7) Clothing, jewelry, accessories, notebooks or backpacks shall be free of writing, pictures or any other insignia that are deemed offensive by any staff member. Any such attire or personal property worn to school that may cause a disruption to the learning environment or advocates prejudice or advertises the use of illicit drugs, tobacco, or alcohol is prohibited. Wearing of any clothing that bears the names of drugs, tobacco, or alcohol is prohibited.

- 8) Pants must not sag to the extent that undergarments or skin are exposed.
- 9) Articles that can cause damage to other students or property (studded bracelets, studded belts, chains, any studded jewelry, or wallet chains) may not be worn.
- 10) Torn, dirty clothing or clothing with holes in it (even if so designed) is not allowed.

The office will provide students who do not follow the dress code with clean clothing to wear. If clothing is not available in the office, parents will be called to bring clothes to the student. Repeated violations of the dress code or refusal to change clothes will result in disciplinary action.

### **EMERGENCIES AND FIRE DRILLS**

Continuous ringing of the fire alarm signals a fire drill. During other emergencies, like lock-down, earthquake, or bomb threat, teachers will be notified on the public address system. Students must follow the directions of teachers and other adults.

When the fire bell is heard, students under the direction of the teacher are to proceed in an orderly manner, without unnecessary noise, to the designated area. All students must wait silently in their designated area until they are released to go back to class. If the fire alarm sounds between classes, students are to proceed outside and join their last period class/teacher. If the alarm sounds when students are in the restroom or hall, students are to join the class from where they came. If the fire alarm sounds during seminar, students are to remain with the teacher they are with when the alarm sounds. They will return to class upon the direction of the teacher. It is each student's responsibility to know the direction of exit for each room in which he or she has a class. Appropriate instructions are posted in all locations. Drills are held weekly during the first month of the school year, monthly thereafter.

### **EXECUTIVE ORDER 13160**

see next pages

EX ORDER PG 1

EX ORDER PG 2

EX ORDER PG 3

EX ORDER PG 4

EX ORDER PG 5

EX ORDER PG 6

EX ORDER PG 7

EX ORDER PG 8

## **FOOD AND DRINK**

Students are allowed to consume light, nutritious food during a morning nutrition break during the first ten minutes of periods two and six from 0940 to 0950. A bell rings at 0950 to signal the end of all eating. Students must put away all food or dispose of it. There must be no trash or mess left in any classroom. Only bottled water is allowed as a drink in the classrooms and halls at any time during the school day. Due to the safety or cleanliness considerations, some teachers may choose not to allow snacks in their classrooms.

- Students must bring their own snack – no sharing.
- Students must not make excessive noise or a mess.
- Students must choose nutritious, healthy foods.
- Students who do not abide by this policy may have their snack privileges revoked.

## **GANG AWARENESS AND PREVENTION**

Gang-like activities, such as vandalism and bullying are a community problem, a problem of the unit, the garrison, the parents, and the schools. DoDDS-Europe, as part of that community, will work with installation agencies and units to help ensure coordinated actions are in place.

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

Fortunately, the overseas military environment is not a fertile ground for gang recruitment, as we have strong families, close communities, and high values. Nonetheless, gang-wannabes, and other forms of bullying do occasionally surface. When it does surface, the entire community takes swift action to ensure appropriate measures are taken.

Teachers and school administrators are proficient at recognizing wannabe activities and the wearing of specific colors (identifying garments), drawing of symbols associated with a certain gang, and or club by flashing a unique hand or body gesture or symbol.

Gang-like activities or bullying may have once been considered a rite of passage. However, parents, educators and community leaders now see bullying as a devastating form of peer abuse that can have long-term effect on youthful victims, robbing them of self-esteem, isolating them from their peers, causing them to drop out school, and even prompting health and mental problems.

Gang-like, or wannabe activities and bullying normally includes: joining a fight in progress that is not yours, making threats on behalf of another person or group, and intimidation using a group threat. This list is not all-inclusive. Students engaged in these types of behavior can expect suspension for two to five days depending on the nature and severity of the offense.

Students that engage in or have association with acts of hazing on or off post are also subject to disciplinary actions. Hazing is defined as, “any intentional, knowing, or reckless act by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, or holding office in an organization.”

Graffiti in any form will not be tolerated. A person or persons who, without the consent of the owner, utilizes aerosol paint or other permanent markers to intentionally or knowingly make markings, including inscriptions, slogans, drawings, or paintings will be suspended based upon the nature and severity of the offense.

DoDDS-Europe schools prohibit wearing of specific colors associated with or intended to identify the wearer as a gang member wannabe. This can include certain sports franchise merchandise, or certain kinds of jewelry. School dress codes also prohibit wearing clothing that promote or advocate the use of drugs, violence, or other undesirable behaviors.

DoDDS-Europe promotes open and honest communications with parents should they have concerns regarding dress requirements. The primary consideration in making such decisions is concerns for the wellbeing and security of all students.

### **GRADE POINT VALUES**

Teachers assign students a letter grade at the end of each nine-week period. The letter grade given by the teacher indicates the level of performance the student has achieved. Grading is the individual responsibility of the teacher, and each teacher has his or her own criteria for establishing grades.

Computation of grades and grade point average for high school students is as follows:

<u>MARK</u>	<u>PERCENTAGE</u>	<u>GRADE POINTS</u>
A-EXCELLENT	90-100	4.0
B-GOOD	80-89	3.0
C-AVERAGE	70-79	2.0
D-POOR	60-69	1.0
F-FAILURE	0-59	0.0
I-INCOMPLETE		0.0

AP courses have a weighted grade point system as follows:

A	5.0
B	4.0
C	3.0
D	2.0

F 0.0

An "I" grade will be given ONLY when a student has been unable to complete required work because of circumstances completely beyond his/her control, (i.e. serious illness). These should be made up before the end of the second week of the next marking period. If this is not done, the "I" grade will be removed and a grade of "F" will be given.

### **GRADES FOR NEW STUDENTS**

Teachers, when submitting report card grades of new students, must use the new student's withdrawal grades from the previous school. A formula for grade computation should consider the amount of semester time spent in class at Vicenza High School and time in class at his/her previous school.

### **GRADE POINT AVERAGE (GPA)**

The GPA is computed by applying the following formula: "sum of the products of the total credit earned for each mark and the grade point value of the mark divided by the number of credits attempted." All courses having grade-point value must be used in computing GPA. Credits earned in a Pass/Fail course are applicable to graduation requirements but are not used in computing the GPA. "WF" (withdrawn failing) is used to denote a withdrawal that is counted as an "F" in the course for purpose of GPA. The "+" or "-" does not have any value in computing a student's GPA. Computation of a GPA for a student who arrives in DoDDS from another school will be accomplished in the same manner as indicated above, using the grades provided from the previous school. Computation will be accomplished without regard to the method (to include weighting) that may have been used at the previous school. In other words, all incoming grades (not incoming GPA's) will be used to compute the GPA using the DoDDS scale.

High school courses taken for credit in grades 7 and/or 8 will not be used in the calculation of a grade point average or class ranking.

Valedictorian and salutatorian are determined as follows:

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.

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

AP classes do carry a weighted grade as long as the student has also taken the respective AP exam(s).

## **GRADUATION REQUIREMENTS**

### **STUDENTS MUST HAVE A 2.0 OR HIGHER CUMULATIVE GRADE POINT AVERAGE IN ORDER TO GRADUATE.**

Graduation requirements for number of credits are determined by the year in which students enter ninth grade. Beginning with the class of 2008, students will need a minimum of 26 units of to graduate from a DoDEA High School. See the guidance counselor for specific information regarding graduation requirements.

## **GUIDANCE AND COUNSELING**

The guidance counselor provides a full range of student counseling functions through a competency-based guidance program focused primarily on student, parent and faculty competencies. The program is designed to aid in the facilitation of the DoDDS educational program and to promote the welfare of the students.

Parents who wish to see the counselor are encouraged to make an appointment by phoning 634-7882.

## **HALL PASSES**

Students who are in the hallways during class time must have a **written** pass or planner signed by a teacher or office personnel. A teacher issues hall passes when a student leaves the room for any purpose. Teachers will use the pass section in student planners for writing of passes. Students are to take care of office or personal business before school, during lunch, or after school. Any student out of class without a written pass may be considered truant.

## **HEALTH SERVICES**

A school nurse is on duty to evaluate any student who becomes ill or is injured at school. Students must report to their assigned teacher and obtain a pass before reporting to the nurse.

**In order to be considered excused, an ill student must check out through the nurse.** If there is a need for the student to go home, the nurse will phone the parent.

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

Medications at school must be administered according to DODDS directives for school nurses. All medications are kept in the School Health Office in a locked cabinet. Certain

medications, such as asthma inhalers, may be kept by the MS/HS students IF there is a signed consent form on file in the School Nurse Office. (The DODDS form is located in the nurse office and needs to be taken to the clinic for MD signature. The clinic also has a supply of these forms.)

If it is necessary for the child to take medication during school hours, please ask the pharmacist to give you a separate bottle for school administration. The school bottle MUST have the pharmacy label which includes the name of the student, name of the drug, the dosage and the time it is to be administered. Reminder: all medication must be accompanied by a permission slip signed by the physician and the parent.

If the child is on a medication that is given constantly throughout the school year (for example Ritalin or asthma rx), new documentation is required at the beginning of each year for school administration. All medication that is not picked up at the end of the school year is returned to the clinic pharmacy for disposal!

Students are NOT allowed to carry medication unless cleared through the School Nurse's office.

\*\*\*NO "OVER THE COUNTER" MEDICATIONS WILL BE DISPENSED!!\*\*\*

School Nurses do NOT administer Tylenol, cough syrups, Aspirin, etc. unless the proper procedure mentioned above has been followed.

If you have any questions, please contact the School Nurse at DSN 634-7584.

Vision screening will be performed on all students. Scoliosis screenings will be performed on all 7th and 8th grade students. Notification will be sent home prior to the screenings. Height and weight screening will be requested of students for statistical records; it is not required. Hearing screenings will be performed during the school year as necessary. Parents will be notified if there is a problem with any of the screenings. In addition, screenings will be done throughout the school year if requested by teachers and / or parents.

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

## **HOMEWORK**

Success in school depends upon outside study. The amount of time required by a subject will vary according to the ability of the individual and the courses he or she chooses. Each student in high school should spend 1 - 2 hours a day in outside study. Students preparing for further education or those who have a difficult time with their studies will probably have to do more than others.

## **HOMEWORK POLICY**

## **Vicenza M/HS H<sub>2.0</sub> Homework Policy (Students have clean slate each quarter):**

### 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> Missed Assignments

- Teacher notifies the parent and principal.
- Student has the opportunity to make up the assignment. Time and grades are to be determined by the teacher.

### 4<sup>th</sup> Missed Assignment

- Parent conference is scheduled no later than the 4<sup>th</sup> missed assignment. (Team conference is welcomed.)
- Student has the opportunity to make up the assignment. Time and grades are to be determined by the teacher.

### 5<sup>th</sup> Missed Assignment

- Student is assigned to Saturday school to make up missing assignments. Grades are to be determined by the teacher for whom the assignments are being completed.

1. Homework assignments are reinforcements for classroom curricular areas and are assigned to support student learning as appropriate for the ability of the student. Every student is issued a student planner to write down all assignments.
2. Assigned homework reinforces instruction presented in class.
3. Homework assignments are designed to meet the needs and abilities of individual students.
4. Homework will be done outside class time, not during the instructional period.
5. Teachers will consider the burden that homework places on a student when assignments are made. In making homework assignments, consideration should be given school events and other subject area requirements.

As appropriate to the nature of the assignment, teachers shall evaluate and return homework assignments to students.

### **How Parents Can Help With Homework:**

Take an interest in your child's school activities.

Develop a family plan that provides recreation, family activities and rest, as well as study.

Provide a good environment for study and a definite, consistent time for homework to be done.

Develop a study plan. Agree as a family on an effective time for study. This should avoid distractions from younger children, television and radio programs, and excessive noise.

Reinforce desirable study habits by giving praise.

Give encouragement and help when needed.

Guide the pupil toward independent and effective use of time.

Use family trips to stimulate interest and increase knowledge.

### **How Parents Can Help With Homework: Supervision**

1. Homework assignments are to be written down. This will prevent confusion or forgetfulness on the part of the student. Check out notes.
2. Students always have something to study. If your son or daughter says he or she has completed the homework, insist on seeing the work. If your son or daughter truly does not have any homework, this may be a good opportunity for:

Review of past work.

Daily assignments that involve reading (the rest of the paragraph)

Long-range projects. Students frequently put off such assignments until the last minute.

Often daily assignments may involve reading in preparation for classroom requirements. Although they do not include written work, they are extremely important to the student's performance.

### **HONOR ROLL AND COUGAR ROLL**

Students are recognized quarterly for academic successes. There are four distinctions:

Straight As: All A's in all classes whether the A is weighted or not.

Honor roll: GPA of 3.5 or above

Honorable mention: GPA from 3.0 to 3.49

Cougar Roll: GPA improved by .5 or greater from the previous quarter.

### **HONORS DIPLOMA**

Beginning with school year 2007-08, the DoDEA will award an Honors Diploma to students who meet the following criteria: (1) completion of all graduation requirements; (2) earn passing

course grades and take the requisite examinations in a minimum of four advanced placement courses; and (3) earn a grade point average of 3.8, or higher, based on grades received through the end of the second semester of the graduating year.

### **INCLEMENT WEATHER / EMERGENCY SCHOOL CLOSING**

If an emergency closing of school is required, it is usually due to the weather. Cancellation of classes because of inclement weather is extremely rare in Vicenza. However, conditions will be announced on AFN radio/TV.

The USAG Vicenza Commander will contact the DoDDS school principals to formulate a joint recommendation for the school closure or delay. The decision for a delayed start will be made no later than 0500 of the day the delay is to occur. Other factors that may bring about the closing of school are lack of water or heat, a health epidemic, military alerts that affect the civilian community and other emergencies that allow the community commander to close the school.

### **INFORMATION CENTER**

#### **USE OF THE INFORMATION CENTER**

Individual students: The Information Center is open for students to read, do research or study quietly. During school hours, a student must have a valid library pass from his/her teacher.

#### **BOOK CHECK OUT**

Students: The loan period for materials is three weeks, with renewal if needed. Reference books may be checked out on an overnight basis.

#### **RETURN OF MATERIALS**

Materials may be deposited in the book return at the circulation desk. A student is responsible for the books he/she checks out of the library. Therefore, advise your students not to send their books to the library with friends, as they may get lost or become overdue. If a book is lost, sponsors must pay for a replacement of the lost book or material.

**REFERENCE MATERIALS: OVERNIGHT CHECKOUTS ONLY.** Students may check out reference materials at the end of the last class period and it must be returned the next morning before the first class period.

### **LETTERS**

Athletic Letters - See policy below.

Academic Letters - Students in grades 9 – 12 who have a GPA of 3.5 or above for the first semester will receive an academic letter. Students in grades 7-8 who have a GPA of 3.5 or above will receive a junior varsity academic letter. Students must meet the following criteria:

1. Must be full time
- Or
2. Must attend 4 classes, not including seminar

#### Policy for Athletic Letters at Vicenza High School

1. Only students in grades 9 – 12 may receive a letter varsity or JV letter. Students beyond the eighth semester of high school are ineligible to participate in athletics.
2. Students are expected to exhibit a high level of self-discipline and control AT ALL TIMES. Students who violate school or athletic policies may be deprived of a school letter by the administration or coach, even if they meet all other criteria. For example, a student who is ejected from the tournament due to poor sportsmanship or a student who is suspended from school for rule violations may be deprived of a school letter.
3. A student who is a member of a given school team on the date of the first scheduled contest is ineligible to compete in another school sport during that season.
4. Students who move due to PCS orders may earn letters provided they meet the criteria below up to the time of departure and they participate in at least 50% of the season. Students, who arrive on PCS orders and join a sport late, must participate in 50% of the season.
5. All coaches and sponsors must follow these criteria. Coaches and sponsors may add criteria to these guidelines but additions must be cleared through the athletic director and administration.
6. Lettering Awards: First letter – chenille letter; second letter – bar; captain or co-captain – captain pin; selected for all tournament – star.
7. For Team Sports Varsity Letter (Football, volleyball, basketball, soccer team)
  - 50% participation – played in 50% of the quarters or games during the regular season and season ending championships. For tennis participated in 50% of regular season matches (forfeiture by the other team still counts as participation).
  - Attended any post-season games for which they were selected.
  - Participated in practice and games the entire season.
  - In good standing at the end of the season. (This includes academic eligibility.)
  - All gear and equipment turned in within five days of the end of the season.
8. For Team Sports Junior Varsity Letter
  - Less than 50% participation in all quarters/games during the regular season
  - Attended any after season tournaments for which they were eligible

- Participated in practice and games the entire season
  - In good standing at the end of the season. (This includes academic eligibility.)
  - All gear and equipment turned in within five days of the end of the season.
9. For individual sports – Varsity letter (cross country, wrestling, track and field, tennis, and rifle)
- 75% participation in scheduled meets including ASIL regionals
  - Participated the entire season
  - Attended any tournaments for which they were qualified.
  - Scoring points at the ASIL regional earns an athlete a varsity letter.
  - In good standing at the end of the season. (This includes academic eligibility.)
  - All gear and equipment turned in within five days of the end of the season.
10. For Swimming Varsity Letter
- Achieved United States Swimming (USS) time in at least one event.
  - Attended 75% of scheduled practices (exceptions are illness, HS sport practice, or injury)
  - Attended four of the scheduled meets to include Southern Divisional.
  - Abided by Swimmer’s Contract signed by swimmer at the beginning of the season.
11. For individual sports JV letter.
- Less than 75% participation in scheduled meets including ASIL regionals
  - Participated the entire season
  - Attended any tournaments for which they were qualified.
  - In good standing at the end of the season. (This includes academic eligibility.)
  - All gear and equipment turned in within five days of the end of the season.
12. For Swimming JV letter.
- The same as number 11 above except the swimmer need not achieve USS time.

### **LOCKERS**

Each student will be assigned a locker. Students should **make sure the locker is locked at all times**. The school cannot be held responsible for loss or theft from lockers. The office makes assignment of lockers. Failure to comply with the guidelines below may result in suspension of locker privileges.

The following rules apply to use of lockers:

1. Students will use the locker assigned: ***NO TRADING.***

2. Students ***will not share*** lockers unless assigned to do so.
3. Only decorations promoting school activities or spirit may be placed on the outsides of lockers. Flyers must have the principal's approval before they can be placed on lockers or anywhere else in the school.
4. Pictures may be placed on the inside of the lockers. Pictures should be in good taste and not from magazines designated as adult reading material.
5. Students will be responsible for removing decorations at the end of the school year or when checking out of school.
6. Cleanliness of lockers is the business of the student, but lockers will be monitored periodically.
7. Though assigned to a student, the locker remains the property of the U.S. Government. Abuse of the locker will result in the student being held financially liable to the U.S. Government.
8. Lockers for physical education classes will be handled within the Physical Education Department.
9. Students will be responsible for the purchase of their own locks.
10. Lockers will remain locked when not in use.
11. Students who do not have locks on their lockers may have the contents temporarily removed to the office for safekeeping.

### **LOST AND FOUND**

The school cannot accept legal responsibility for items that are lost or found at school. Found items are to be turned in to the high school office. We make every attempt to help you recover your lost item; however, each year we have clothing, keys, watches, glasses, etc., which are unclaimed.

The school is not responsible for stolen items such as musical equipment, calculators, books, clothing, or other items. The school cannot reimburse students for missing items. **DO NOT STORE VALUABLES AT SCHOOL.**

### **LOST BOOKS**

If a student loses a book, he or she will not be issued a replacement book until the book is paid for, returned, or replaced.

### **NATIONAL HONOR SOCIETY (NHS)**

The National Honor Society (NHS) is an honorary organization with members selected from the junior and senior classes. Prospective candidates are screened from all students compiling a minimum of 3.5 cumulative grade point average. A faculty council makes selections based on scholarship, character, service, and leadership. Students providing the proper documentation of being National Honor Society members at their previous school will be automatically accepted.

Members who fail to maintain a semester average of 3.5 or fail to demonstrate leadership, character or service will receive a warning letter. If, at the end of the second semester, the second semester average is still not 3.5 or if the student still fails to demonstrate leadership, character or service, the student will be dismissed from the organization.

### **NATIONAL JUNIOR HONOR SOCIETY (NJHS)**

This activity is organized the same as the NHS, except it is open to eighth and ninth graders. The two organizations work closely on many projects.

#### **NOTICES**

All notices for bulletin boards, posters, daily bulletins, flyers or handbills, or any type of advertisement distributed on school premises (other than faculty sponsored) must have prior administrative approval and must be removed as soon as they are no longer in effect.

### **PARENT, TEACHER, STUDENT ASSOCIATION (PTSA)**

The PTSA Executive Board has elected representatives of parents, teachers, students, and administrators. The PTSA is a positive and vital force in bringing about a closer cooperative relationship between parents, teachers, students, and administrators so that our united efforts will secure for all youth the best possible mental, physical, and social education.

The PTSA is a nonprofit organization that depends upon volunteers to help with projects that provide monetary assistance for supplies and activities to support school and student needs. The PTSA is a member of European Congress of American Parents, Teachers and Students (ECAPTS) and thus, of the National PTA.

The PTSA is your organization and needs your involvement to be a successful bridge between home and school. The PTSA seeks to keep parents and students informed about school issues and to provide support for school and student endeavors.

### **PERSONAL PROPERTY**

**STUDENTS SHOULD NOT BRING VALUABLES TO SCHOOL!** Large amounts of money, expensive jewelry, walkmans, CD players, radios, etc., should be left safely at home. The school is **NOT** responsible for any stolen items.

**PROGRESS REPORTS**

The purpose of the progress report is to inform parents of their son’s or daughter's school performance. Experience shows that the greatest amount of achievement by students is made when there is close cooperation between students, teachers, and parents. Progress reports are required of each teacher for students who have “F’s” and are sent home about the fifth week of each marking period.

**PROHIBITED ARTICLES**

The following list includes articles that are **NOT** to be brought to school; however, this list is not all-inclusive. Students who have any doubt about bringing any article to school should consult teachers or the principal. Prohibited articles may be confiscated by any teacher or by the principal. Students possessing these articles may face disciplinary action.

firecrackers	shaving cream
knives	water pistols
toys of any kind, including computer games	weapons
laser pointers	any article considered a nuisance-causing device
lighters or matches	skateboards
wallet chains	

**PUPIL PERSONNEL SERVICES**

Vicenza Middle High School has two guidance counselors, Mr. Zaborek and, Ms. Kabonick; one school psychologist, Ms. Vidrini; and one nurse, Ms. Vanderbeek.

**REPORT CARDS**

Report cards will be issued every 9 weeks. Parents are notified of unsatisfactory student achievement of a “D” or “F” in the middle of each marking period; parents and students will receive this notification in sufficient time to allow students to correct the cause of the unsatisfactory achievement.

The report card uses the following approved system-wide marking system: A=Excellent, B=Good, C=Average, D=Poor, F=Failing, I=Incomplete, P=Passing, N=No Grade (used in Pass/Fail courses in lieu of “F”), WP=Withdrawn Passing and WF=Withdrawn Failing. The

use of “+” and “-“ to denote slightly higher or lower grade marks is approved for use on report cards, but will not place any value on the grade point average.

Use of the incomplete “I” Mark. The “I” for incomplete may be given to a student in a subject, with the approval of the principal, when the student is not able to complete the required assignments due to late entry, prolonged illness, or excessive approved absence from school. If the work is not completed in the allotted time, the “I” grade should be changed to a grade representing the value of the work accomplished in the course. The time allotted for completion is 2 weeks after the end of the 9-week grading period. 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 incomplete is equivalent to zero grade points.

No Grade “N”. The “N” for no grade is used to show that a student did not achieve passing mastery in a Pass/Fail course. The “N” grade will result in the course appearing on the student’s transcript, but no credit will be awarded and the course will not be included in the computation of the student’s grade point average. This mark may be used whenever, in the opinion of the principal, the assignment of a grade is not appropriate.

Use of the Withdrawn “WP” and “WF”. The mark “WP” for withdrawn passing is used to denote a withdrawal without prejudice (e.g. the course is not used in the computation of the grade point average). The mark of “WF” for withdrawn failing is used to denote a withdrawal that is counted as an “F” in the course for purposes of grade point average computation. Students who withdraw, either passing or failing, do not receive credit for the course, but it does appear on their transcript.

Use of “+” or “-“. The use of “+” or “-“ with grade marks is authorized for use on report cards and permanent record cards, however, the “+” or “-“ does not have any value in computing a student’s grade point average.

### **SCHEDULE CHANGES**

The school expects students to register for the courses that meet their needs. Students who have schedule conflicts with their schedules should request a schedule change through the counselor. For semester-long courses, there will be no schedule changes after the end of the second week of the respective first or second semester. For year-long courses, there will be no schedule changes after the second week of the first semester. A list of courses is available in the VHS guidance office and on the Vicenza High School Website: <http://www.vice-hs.eu.dodea.edu>.

### **SCHOOL ADVISORY COMMITTEE (SAC)**

The purpose of the Vicenza Middle High School SAC is to advise school administrators on program matters that impact on the quality of education in the local high school. It is mandated by law and consists of five voting members: three parents, three teachers and one student. Other parents and teachers are always welcomed and encouraged to attend.

The SAC may make recommendations and advise the principal on all matters within its jurisdiction. Specifically, this includes:

1. School policies toward students and parents, student activities and administrative procedures affecting students
2. Instructional programs and educational resources within the school
3. Allocation of resources within the school to achieve educational goals
4. Pupil services (health, special education, testing, evaluation, and extra-curricular activities)
5. Student standards of conduct and discipline

Committee members are elected on an annual basis, with elections being held in the spring. Regularly scheduled committee meetings are held the third Thursday of each month in the high school library at 1500. Meetings are open to the public, and the public is welcome to attend.

### **SCHOOL OFFICE HOURS**

Registration for school and requests for records and other administrative issues can be addressed to the school administrative personnel during office hours 0730-1600 on regular school days.

### **SCHOOL SUPPLY GUIDELINES**

DoDDS-Europe has provided the following basic guidelines for school supplies. Parents are expected to provide the following for their children as needed:

Pens and pencils	book bag or backpack	notebook – 3 ring binder
Rubber eraser	spiral notebooks	paints (watercolor)
Colored pencils	plastic supply box	colored markers
Glue (sticks/bottles)	notebook dividers	tissues (1 box, max.)
Paper – loose leaf	bound composition book	planners
Pocket folders	highlighters	gym shoes
Clipboards	scissors	protractor
Compass	rulers	

For Middle School only: add Crayon

### **SEMINAR/ADVISORY**

Students in grades 9-12 have a seminar period; students in grades 7 and 8 have an advisory period. Seminar/advisory is a required class for every student of Vicenza High School. The purpose of seminar is to provide students a time during the school day to receive individual assistance. The purpose of advisory is to provide students time for individual assistance but also a time for special projects, events, and intramural sports.

**Seminar/Advisory Schedule:**

- Seminar meets the last period of the day every other day. On weeks when three seminar sessions are scheduled (MWF), there may be school assemblies or special events scheduled during one of the seminar periods
- 1325 -1345 Sustained Silent Reading (SSR)
- 1345 – 1350 Passing time for those students with passes
- 1350 – 1415 First seminar period
- 1415 -1420 Passing time for those students with passes
- 1420 – 1445 Second seminar period
- 1445 - All students return to seminar

**Students will**

- Use the first 20 minutes of seminar for SSR. Students are expected to bring reading material to class and use the time solely for reading. Teachers may ask students to keep reading logs and may periodically discuss individual or class reading.
- Actively engage in the following learning tasks during seminar periods one and two, listed in order of priority:
  1. Individual assistance from a teacher on a recent lesson
  2. Completion of assignments missed due to absence(s)
  3. Completion of quizzes/tests not finished during class
  4. Completion of in-class assignments not finished during class
  5. Completion of homework assignments
  6. Reading for school or leisure
- Take responsibility for arranging visits to other teachers before Seminar class begins
- Fully participate and cooperate throughout all Seminar activities

**Teachers will**

- Schedule students to visit them during Seminar to engage in the following learning tasks, listed in order of priority:
  1. Individual assistance on a recent lesson
  2. Completion of assignments missed due to absence(s)
  3. Completion of quizzes/tests not finished during class
  4. Completion of in-class assignments not finished during class
  5. Completion of homework assignments
  6. Reading for school or leisure
- Ensure that students assigned to their Seminar class engage in the tasks listed above.
- Fully participate and cooperate throughout all Seminar activities.

**Seminar guidelines**

- 1) Students and teachers pass **quietly** through the halls during seminar.
- 2) Students may pass to another seminar only with a standardized pass from that teacher (All teachers must use the standardized pass--no emails.)
- 3) Students remain for the whole sessions--no early returns.
- 4) Teachers keep a seminar log showing where students are located.
- 5) Teachers keep a seminar folder and place to keep it so that the folder is easily found and used by a substitute teacher.
- 6) Students who do not follow seminar guidelines are subject to disciplinary action, first by the seminar teacher and then by the administration.
- 7) Students must adhere to the bell for passing, using the 5 minutes in between for bathrooms and lockers visits.

### **Seventh and eighth grade advisories**

- Students in grades seven and eight are assigned to advisory periods rather than seminars.
- At the teacher's discretion, students may not participate in intramurals if they are failing any classes; those students should remain in class or report to an advisory section that does not have intramurals scheduled for the day.
- Celebrations and class activities may also be scheduled during advisory periods.
- When there is no class celebration or intramurals scheduled, advisory students and teachers should follow the seminar procedures.

### **Assignment to seminar**

- Students are assigned by grade level as close to their lockers as possible. In general, students are assigned to a teacher with whom they have another scheduled class. With the permission of the principal, seminar/advisory teachers may move students from one section to another.

## **SMOKING**

Students are prohibited from possessing or using tobacco products during the school day on or off school property, on school-owned and operated buses or on chartered buses, on their way to or from school, or when participating in school-sponsored activities on or off campus. Violation of this policy will result in disciplinary action in accordance with the table of penalties and referral to counseling.

## **SPECIAL EDUCATION PROGRAM**

Vicenza Middle High School has a teacher of the learning impaired. Each student enrolled in our special education program has an Individual Education Plan (IEP), which outlines the specific education requirements. Supplementary specialists within the district include: speech therapist, nurse, psychologist, and counselor.

## **STUDENT GOVERNMENT**

Vicenza Middle High School has two active student governments, one for grades 7-8 and another for grades 9-12. There are separate high school and middle school officers. Elections for Student Government officers are usually held in May.

## **STUDENT RECORDS**

Student records are developed and maintained by DoDDS schools in order to record and store information about students for legitimate educational purposes.

### **Types of school records maintained:**

1. **Student Cumulative Folder:** This folder contains official administrative records, permanent record cards, transcripts, standardized group achievement test results, records of honors and activities, permission slips, attendance reports, progress reports, etc.

2. **Student Personal Folder:** This folder contains information on reports from the Case Study Committee such as individual test results, IEP's special action reports, reports of in-school incidents, psychologist reports, legal reports, individual test scores, etc. The Case Study Committee must obtain parental permission prior to initiating any form of student assessment.

3. **School Health Records:** This folder can include the standard DoDDS health record, power of attorney for emergency treatment, physical fitness forms for participation in sports, certification of immunization, etc.

**Maintenance of Records:** The school administrator is responsible for the maintenance, updating, dissemination, and security of all school records. Records may not be removed from the school, but parents may request that a copy of their child's record be made for their own personal use.

**Access to information:** Teachers have access to the records of students in their classes. Other DoDDS personnel with a need to know may have access to student records with approval of the school administrator. Parents and legal guardians have the right to review all records of their children. The school administrator or qualified guidance professional staff member will be made available to parents within a reasonable length of time to interpret record information, when appropriate. No one granted access or authorization to these records may remove these records from the office.

Persons other than authorized school officials will not have access to student records without written permission of the parent except where a student's record is formally requested by an

authorized investigative agency. Student records will be made available to properly identified agents of Department of Defense investigative agencies upon presenting the school principal with a written request, outlining the scope and purposes of the investigation, and signed by the senior investigation official supervising the investigation. An accurate accounting will be kept of all disclosures. However, neither parents nor student shall be advised of disclosures to law enforcement activities without prior authorization of the law enforcement agency concerned.

**Collection of additional information:** When it is necessary to collect information concerning a particular student other than that which is collected on all students, permission of the parent must be obtained. The parent has the right to deny the placement of additional information into the official record.

**Periodic review of information:** The school administrator or his/her designee will review the records periodically to ensure that relevant, current and accurate information is being maintained in each student's folder.

**Dissemination of information:** Information from the student's folder will be released to sources who have a need to know (such as classroom teacher) and to others whom the parents have given consent in writing for its release.

**Records of disclosure:** The school administrator or his/her designee will ensure that each release of records will be recorded.

**Forwarding of records upon transfer to another school:** Each parent is encouraged to review his or her child's records before they are released to the new school. Parents may hand-carry copies of records with them to their new duty station.

**Retirement of records:** Student records (permanent transcripts) will be maintained at this school for four years. During this period, you may request transcripts through us, at the following address:

Guidance Office  
Vicenza High School  
Unit 31401, Box 11  
APO AE 09630

During the fifth year, transcripts are maintained at the Area Office. The correct address for the Area Office is:

DoDDS-European Region  
Executive Services Division  
Unit 29649, Box 285  
APO AE 09096

At the end of the fifth year, transcripts are retired to:

Thomson Prometric

2000 Lenox Drive  
Lawrenceville, New Jersey 08648  
Ph# 609-895-5287, fax # 609-895-5026  
Web site: www.dodea.edu

**REMEMBER:** No copy will be provided without appropriate written authorization and signature of either parent/guardian or student if 18 years or older.

### **STUDY TRIPS**

Study trips are an important aspect of the school program. The school provides transportation, but students are responsible for admission fees and lunch expenses. All study trips are chaperoned with at least one adult for every ten students. Parents must give written permission for students to participate in study trips on and off post.

### **TELEPHONES**

Our office telephones are for official school business.

**Cellular telephones:** See “cellular telephones”

### **TRANSPORTATION**

All issues regarding school bus transportation are the responsibility of the Student Transportation Office, which is located on the Vicenza Schools’ campus or at phone 634 8366.

### **VISITORS**

The school welcomes visitors. Parents wishing to visit classes are to meet first with the principal to determine the classes to be visited and the reason. DoDEA Regulation 4700.2, Enclosure 4, **requires ALL VISITORS to report to the main office to obtain a visitor’s badge** prior to going to the classroom. With the teacher’s and principal’s approval, a time and date can be determined for a classroom visit.

Students wishing to bring visitors must obtain at least one-day prior approval from the school administration and each of the student’s teachers before bringing a visitor to school. On the day of the visit, the student and the visitor are to report to the principal before attending any classes. Student visitors are not allowed during the first month of school and the final month of each semester.

## **WITHDRAWING FROM SCHOOL**

When the student withdraws from school he or she will observe the following procedures:

1. The student will report to the guidance counselor with a note and a copy of orders from his or her parents noting that the family is moving, stating the date of the last day of attendance for the student. If at all possible, the school would appreciate an advance notice of two weeks. Students will be expected to attend school the day of clearing.
2. On the last full day of school for the student, he or she will report to the guidance office where he or she will be issued a checkout form. The student will give his or her teacher the checkout form at the beginning of each class and turn in the books for each individual class. Each teacher will record the grade in progress at the time of withdrawal, clear the student of all records and textbooks, and sign the form.
3. After the student has all grades and teachers' signatures, he or she will go to the library, main office and nurse's office in order to have the form signed.
4. The student will then report to the guidance office where he or she will be officially withdrawn from school.
5. Once a student checks out of school, he or she is not allowed to be on school grounds or in the building without the principal's approval.
6. Official student records cannot be hand-carried to the next school. An unofficial copy of the transcript and a copy of the withdrawal form will be provided.
7. Additional information can be found under acceleration.

### **IMPORTANT TEST DATES**

<b>TEST</b>	<b>TEST DATE</b>
SAT	4 Oct 08
SAT	1 Nov 08
SAT	6 Dec 08
SAT	2 May 09
Terranova	9-13 Mar 09
ACT	25 Oct 08
ACT	13 Dec 08
ACT	7 Feb 09
ACT	4 Apr 09

Registration for the SAT and ACT can now be done on-line! Be sure to register at least five weeks in advance. Avoid the time and hassle of registering by mail. See your counselor for details or go to The College Board web site: [www.collegeboard.org](http://www.collegeboard.org)

### **DAILY BLOCK SCHEDULE**

Vicenza Middle High School is using the following daily schedule for the 2007-2008 school year.

<b>TIME</b>	<b>A DAY</b>	<b>B DAY</b>
8:10 - 9:35	1	5
9:40 - 11:05	2	6
11:10 - 12:35	3	7
12:35 - 13:20	LUNCH	LUNCH
13:25 - 14:50	4	SeminarAdvisory



## **2008-2009 SCHOOL YEAR CALENDAR**

### **VICENZA MIDDLE/HIGH SCHOOL SCHOOL YEAR 2008-2009 CALENDAR**

Wednesday, August 20

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

#### **FIRST SEMESTER** **2008**

Tuesday, August 19

Orientation for New Students at 13.30

Monday, August 25

Begin First Quarter and First Semester

Monday, September 1

Labor Day – Federal Holiday

Friday, October 10

No school for students - Staff Development Day

Monday, October 13

Columbus Day – Federal Holiday

Thursday, October 30

End of First Quarter

Friday, October 31

No school for students – Teacher work day

Monday, November 3

Begin Second Quarter

Tuesday, November 11

Federal Holiday - Veterans Day

Friday, November 7

No school for students – Report card conferences

Thursday, November 27

Thanksgiving- Federal Holiday

Friday, November 28

Thanksgiving- Recess Day

Monday, December 8

Staff development Day – early release of students

Monday, December 22

Begin Winter Recess

#### **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

**SECOND SEMESTER**

Monday, January 26	Begin Third Quarter and Second Semester
Friday, February 13	No school for students – Staff Development Day
Monday, February 16	Presidents’ Day – Federal Holiday
Thursday, March 5	Staff development Day – early release of students
Thursday, April 2	End of Third Quarter
Friday, April 3	No school for students – Teacher work day
Monday, April 6	Begin Spring Recess
Monday, April 13	Instruction Resumes – Begin Fourth Quarter
Friday, April 17	No school for students - Registration for SY 09-10 & Report Card Conferences
Friday, April 24	Staff development Day – early release of students
Monday, May 25	Memorial Day – Federal Holiday
Thursday, June 11	End of Fourth Quarter and Second Semester
Friday, June 12	No school for students – Teacher work day Last day for non-administrative educator personnel

**Acceleration Dates—School Year 2008-2009 (PCS)**

**Semester 1**

Students must attend school all day on December 11, 2008

**Semester 2**

Students must attend school all day on May 14, 2009

**Parents are requested to plan their leave to coincide with school vacations and holidays.**

## **APPENDIX A**

**VICENZA MIDDLE/HIGH SCHOOL  
Vicenza, Italy  
Unit 31401, Box 11  
APO AE 09630**

### **STUDENT ATHLETIC CODE AND LETTERING POLICY SCHOOL YEAR 2008-2009**

**REFERENCES:** DoDEA Regulation 2740.1, "High School Interscholastic Athletic Program (IAP)", August, 1997  
DoDEA Manual 2740.2, "Interscholastic Athletic Program", August, 1997  
DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures"., August, 1996

See also these websites: [www.dodea.edu](http://www.dodea.edu) and [www.eu.dodea.edu](http://www.eu.dodea.edu) for more information and references.

#### **A. PURPOSE**

This Athletic Code and Lettering Policy for participants at Vicenza Middle/High School provides uniformity among the students by setting down minimum requirements for participants.

#### **B. GENERAL ELIGIBILITY REQUIREMENTS**

To participate in any Vicenza Middle/High School athletic program, a student must meet all of the following requirements:

1. Provide a completed record of physical examination determining physical capability to participate in the sport desired for the current school year.
2. Provide the signature page of this Code and Policy signed by the student and parent to the Athletic Director (AD) or coach for the current season.
3. Provide current passport and/or Social Security number, ID Card Number, DOB and other details to AD or coach as required for traveling with the team. (Students who do not have U. S. military or civilian I. D. cards are requested to provide a copy of the picture and ID pages from their passport).
4. Provide a valid Medical Consent (Medical Power of Attorney) as required for the current season.
5. Be a bona fide full time student in grades 9-12 and under the age of 19 on September 1 of the current school year. (See Reference for Details).

6. Be a participant who has not exceeded seven previous semesters of participation during his/her high school career. (See Reference for Details).
7. Have a clear record of all obligations for materials and equipment for previous athletic seasons.
8. Have participated in a minimum of ten (10) practice sessions prior to the first competition. (This rule also applies to students entering a team late or transferring from one sport to another or students who were absent (excused) at the beginning of the season. Students transferring from another school who were participating in the same sport at their previous school at the time of transfer may compete immediately at the new school.)

There is no official DoDDS policy on the requirements of selection to varsity or junior varsity teams. Individual coaches, with the approval of their principal, will determine the guidelines.

### **C. ACADEMIC ELIGIBILITY REQUIREMENT**

1. Prior to each season of each school year that a student indicates interest in going out for an athletic team, the Athletic Director will conduct a grade check as follows:
  - a. A student is eligible to participate if the student has a 2.0 GPA or higher AND has no more than 1 “F”:
    - (1) For the Fall season, grades from the 2<sup>nd</sup> semester of the previous year are checked;
    - (2) For the Winter season, grades from the 1<sup>st</sup> quarter of the current year are checked;
    - (3) For the Spring season, grades from the 1<sup>st</sup> semester of the current year are checked.
  - b. Eligible students who meet the 2.0 GPA/1 “F” requirement are eligible, but will be monitored on a weekly basis.
  - c. Any student athlete who has more than 1 “F” will be ineligible for all scrimmages and DoDDS-E scheduled games, commencing on Wednesday at 0800 hours through the following Wednesday at 0800 hours.
  - d. Students can regain their eligibility on a weekly basis.
2. Ineligible students: if a student athlete does not meet the 2.0 GPA/1 “F” requirement then he/she must adhere to the following:
  - a. The student is ineligible for 3 weeks and will continue to have his/her GPA checked every 3 weeks throughout the entire 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 three-week period.
  - b. He/she may still practice during this time, but participation in all scrimmages and DoDDS-E scheduled games is prohibited.

#### **D. MIDDLE SCHOOL PARTICIPATION**

Middle School students may only participate in individual sports. They are not permitted to participate in team sports.

Extract from DoDEA Manual 2740.2

“4. 7th and 8th Grade Eligibility. Exceptions that include 7th and 8th grade students in unofficial or exhibition capacity are granted for the following sports:

- a. Cross Country
- b. Golf
- c. Gymnastics
- d. Tennis
- e. Wrestling
- f. Track and Field
- g. Swimming

These exceptions are granted with the following limitations:

- (1) No varsity or junior varsity participation.
- (2) No overnight travel unless specifically authorized by the Area Superintendent.
- (3) Participation does not exclude a willing 9-12 grade student.
- (4) No team points awarded for 7th or 8th grade participation.
- (5) All 7th and 8th grade participants are clearly identified before the contest begins.
- (6) 7th and 8th grade students are not authorized to travel to or participate in conference, district, or area championships.”

#### **E. LETTERING POLICY**

A varsity letter is awarded by the school to a student athlete as a means of recognizing his/her contributions to the success of the team in its participation in the league and as a means of recognizing personal development as an athlete and team member. In order to be eligible for consideration for a letter, the student athlete **MUST**:

- 1. Remain academically eligible for the entire season. (A season includes league and tournament competition. A season ends with the sports banquet for that season).
- 2. Be a successful team member!
- 3. Not later than five school days following the last competition of the season, the athlete will return or replace all equipment and/or uniforms lost or ruined.
- 4. Meet all athletic code and training rules as set out in this document.

5. Meet the general requirements outlined in this document and any specific requirements as written and distributed by each sponsor/coach of the sport in which engaged.
6. An athlete will receive no more than one felt or velour letter for each level of competition. Sport insignias and bars may be awarded to indicate further achievement. Only students in grades 9 - 12 may earn a varsity letter.
7. Students who move due to PCS orders may earn letters provided they meet the criteria up to the time of departure and they participate in at least 50% of the season. Students who arrive on PCS orders and join a sport late, must participate in 50% of the season.
8. Rules for lettering in specific sports:
  - a. Team Sports Varsity Letter (football, volleyball, basketball, soccer, rifle team):
    - i. 50% participation – played in 50% of the quarters or games during the regular season and season ending championships.
    - ii. Participated in practice and games the entire season.
    - iii. In good standing at the end of the season. (This includes academic eligibility.)
    - iv. All gear and equipment turned in within five days of the end of the season.
  - b. Team Sports Junior Varsity Letter
    - i. Less than 50% participation in all quarters/games during the regular season.
    - ii. Attended post season tournaments for which they were eligible.
    - iii. Participated in practice and games the entire season.
    - iv. In good standing at the end of the season. (This includes academic eligibility.)
    - v. All gear and equipment turned in within five days of the end of the season.
  - c. Individual sports – Varsity Letter (cross country, wrestling, tennis)
    - i. 75% participation in scheduled meets including ASIL sectional tournament.
    - ii. Must score team points.
    - iii. Participated in practices and events the entire season.
    - iv. Attend any post season tournaments for which they were qualified.
    - v. Scoring team points at the ASIL sectional tournament earns an athlete a varsity letter.
    - vi. In good standing at the end of the season. (This includes academic eligibility.)
    - vii. All gear and equipment turned in within five days of the end of the season.

- d. Track and Field – Varsity Letter
  - i. 75% participation in scheduled meets.
  - ii. Athlete must compete in a minimum of three events and score team points in at least one event.
  - iii. Participated in practices and events the entire season.
  - iv. Attend any post season tournaments for which they were qualified.
  - v. In good standing at the end of the season. (This includes academic eligibility.)
  - vi. All gear and equipment turned in within five days of the end of the season.
  
- e. Swimming Varsity Letter
  - i. Achieve United States Swimming (USS) time in at least one event.
  - ii. Attended 75% of scheduled practices (exceptions are illness, HS sport practice, or injury)
  - iii. Attended four of the scheduled meets to include Southern Divisional.
  - iv. Abided by Swimmer’s Contract signed by swimmer at the beginning of the season.
  
- f. Individual sports JV Letter
  - i. Less than 75% participation in scheduled meets including ASIL regional’s
  - ii. Participated the entire season.
  - iii. Attended any tournaments for which they were qualified.
  - iv. In good standing at the end of the season. (This includes academic eligibility.)
  - v. All gear and equipment turned in within five days of the end of the season.
  
- g. Swimming JV letter
 

The same as Swimming Varsity above except the swimmer need not achieve USS time.

**F. RULES OF PERSONAL CONDUCT**

All student athletes are required to conduct themselves in a manner which reflects favorably on themselves, their school and community, Vicenza Middle/High School, DoDDS and the USA. The following are examples of prohibited behaviors:

1. Use or possession of tobacco or tobacco products. (See DoDDS-Europe Athletic Policy on Controlled Substances, March 17, 2004)
  
2. Use or possession of drugs or other illegal substances. (See DoDDS-Europe Athletic Policy on Controlled Substances, March 17, 2004)

3. Use or possession of alcoholic beverages. (See DoDDS-Europe Athletic Policy on Controlled Substances, March 17, 2004)
4. Acts of vandalism, insubordination, or incidents within the school or community (whether "at home" or "away") which reflect adversely on the integrity of the individual or the school.
5. Gambling in any form or manner.
6. Curfew violations or failure to meet schedules for practice, play, departure, etc.
7. Black-marketing (giving or selling goods purchased from AAFES (PX) or DECA (commissary) to others not authorized to purchase from those facilities.
8. Carrying or possessing weapons of any type.

Acts of the above type will result in suspension from athletic activity and/or school attendance pending disposition of the offenses by the school administration and/or civil and/or military authorities. Disposition of an offense within the school will range from suspension from participation, loss of letter award, to suspension from the team and/or suspension/expulsion from school. A student who is suspended from school may not participate in any extra curricular activity on that day, including athletics.

#### **G. TRAINING RULES**

All coaching staff and administration will support and encourage good training habits which include:

1. Eating nutritious meals and snacks.
2. Getting an appropriate amount of rest and sleep.
3. Informing the coach, nurse, on-site medical personnel of any injury immediately and seeking medical assistance when required. (A written medical approval for participation from a doctor must be presented upon return to practice).

#### **H. ATTENDANCE**

The athlete is first and foremost a high school student; therefore, regular classroom attendance and the maintenance of satisfactory academic progress is imperative. Athletes must be present at school and in classes the full school day to be eligible to participate in after-school athletic practices, competition or travel to another school. The day following a home or away competition, students must be in attendance at school for the full day. Students/athletes may not participate in an athletic contest if they are absent from school on the day of that activity due to illness. If a student is absent from school on Friday due to illness, he/she may not play on Friday

or Saturday. If Friday's absence is excused and not due to illness, then the athlete may participate on Saturday with the approval of the coach and/or administration.

Additional criteria regarding attendance:

1. Attendance at all scheduled practices and games/matches/meets.
2. Absences from games and practices may be excused for:
  - a. all day illness (or illness resulting in student leaving school).
  - b. family emergency.
  - c. hospitalization.
  - d. religious observations.
  - e. field trips and pre-planned family trips with prior approval in advance by the coach.
3. Athletes may not miss a game or practice to attend a game or practice of another sport. DoDEA Manual 2740.2: "Any athlete or team participating in the DoDDS IAP 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."
4. Two or more unexcused absences precludes earning a varsity letter.
5. Completion of the season in good standing (includes academic eligibility, return of equipment).

## **I. PERFORMANCE STANDARDS**

Performance standards are to be established and attached to this document by the coach/sponsor. Minimum participation is required. Standards are to be signed by the participant and sponsor. Injury default is considered on an individual basis in conjunction with the coach/sponsor, participant and the parent.

## **J. TRAVEL RULES**

1. All student athletes and managers will travel with the team they represent to competitions at other schools or to local competitions when transportation is provided. Any exceptions to this rule must be requested by the parent/sponsor in advance of the trip in writing and approved by a school administrator in sufficient time to keep coaches and chaperons informed. The only exceptions to this rule which will be granted are the picking up of a student after the competition by his/her parent/guardian.
2. Upon return from a trip, students will be released to their parent/guardians once the bus is satisfactorily cleaned and all team requirements are met. It is the responsibility

- of the parent/guardian to ensure that they are on time when picking up their student athletes. If there is a change in the expected arrival time listed on the trip ticket, the coach will notify the SETAF Operations Center and inform them of the new arrival time. Parents should call the SOC (634-7711 or 634-7720) to verify the arrival time.
3. If traveling by bus, school bus rules will be in effect.
  4. Students will not have electronic devices with video capability on sports trips.
  5. On overnight trips, chaperones will sleep in the same rooms as the students. Students must respect that boys and girls rooms are “off limits” to members of the opposite sex.
  6. Students are expected to complete all required school assignments prior to or immediately after the activity. Sports travel is not an excuse for postponing assignments or tests.
  7. Serious infractions of rules while on a trip will result in student removal from the activity. Parents and the principal will be notified immediately. 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.

#### **K. APPROPRIATE DRESS AND SOCIAL BEHAVIOR**

Appropriate attire must be worn by students for all athletic activities and travel whether at home or away or in-transit by bus, train or by air. The Vicenza Middle/High School Traveling Dress Code will be in effect on trips (see paragraph R below). Hosting ADs will advise visiting ADs and coaches of appropriate attire for activities while they are guests in the host community.

Athletes are expected to display only commonly accepted social behavior at all times. In the school community (including practices and competition), in the Italian-American community and when traveling with a team, all athletes are expected to provide an outstanding example that reflects credit upon them, their families, their country and their school.

Inappropriate language will not be tolerated. Excessive vulgarity or profanity may result in an athlete being suspended from the team. Repetition may result in dismissal or indefinite suspension from the team.

#### **L. SPORTSMANSHIP**

The highest standards of sportsmanship are expected from Vicenza Middle/High School athletes whether involved in practices or competition at home or at other schools. Good sportsmanship is learned by exercising self-discipline and control, playing fairly, working hard to perform to the best of one's ability and accepting the results with dignity.

#### **M. TEAM TRANSFERS**

Based on his/her own desire to quit a team or the coach's recommendation to switch sports during a season, a student may quit one team and join another under the following conditions:

1. Such decision must be made and acted upon during the first ten (ten) days of practice, or in any case, prior to the first Vicenza Middle/High School competition. (Once the first Vicenza Middle/High School competition has been played, this option is forfeited).
2. The student desiring to transfer must notify the coach whose team he wishes to quit, or the coach will recommend to the student that he change sports.
3. The coach of the team the student wishes to join must agree to the transfer. (General Eligibility Requirements, #9 applies).

#### **N. UNIFORMS AND EQUIPMENT**

All articles issued to the student athletes are government property and must be returned in reusable condition. The student athlete and his/her parents are pecuniarily liable for payment for lost or damaged uniforms and equipment. A student with an unsettled financial obligation will not be allowed to participate in subsequent extra-curricular activities/athletics until financial obligations are settled.

#### **O. ENFORCEMENT**

Violations of this Vicenza Middle/High School Code and Policy will be addressed and acted upon under the following condition:

The offense was observed by a coach, a school administrator, the athletic director, a faculty member K-12, or a parent/community member serving in an official capacity as a team chaperone or reported by a military person or local national person functioning in his/her official capacity.

#### **P. DUE PROCESS**

Each student must be guaranteed the rights of due process procedures as provided by DoDEA Regulation 2051.1, (1996), "Disciplinary Rules and Procedures".

#### **Q. APPEAL PROCEDURE**

Any student athlete disciplined under this code may appeal the decision by contacting the athletic director (AD), a school administrator, or a coach. In the event that a disciplinary matter cannot be resolved between the coach and student or coach and student and administrator, it will be presented to the Athletic Council, chaired by the Athletic Director and composed of two (2) coaches (one male and one female), one (1) teacher (not a coach), one (1) member of the community, one (1) student, and one (1) school administrator. Matters that remain unresolved by the Athletic Council may be referred to the District Superintendent serving in the capacity of Commissioner.

#### **R. VHS TRAVELING DRESS CODE**

All clothing must meet the school dress code.

**Bus Trips:**

Boys – Pants and Collared Shirt.

Girls – Pants or Skirt w/appropriate top that meets school dress code.

No t-shirts, sweatshirts or tank tops.

No flip-flops or shower shoes.

No jeans, no clothing with holes.

**Return Bus Trip:**

Boys and Girls –

No shorts or tank tops.

No pajamas.

No flip-flops, shower shoes, or slippers.

Sweats and t-shirts allowed at coach's discretion.

No jeans, no clothing with holes.

**Flights:**

Boys - Slacks, Shirt, Tie.

Girls - Pants/Skirt, appropriate top.

No t-shirts.

Appropriate footwear that meets the School Dress Code to be worn at all times during transportation, events, and meals. No flip-flops or shower shoes.

**Meals:**

Clothing must meet the School Dress Code Policy at all times. Students should not coordinate outfits so that everyone dresses the same.

**Other Transportation Rules:**

1. Mediterranean District has guidelines for orders and numbers of travelers.
2. Bus Rules will be followed. Anyone that does not follow bus rules will not be allowed to travel to the next event. Everyone must sit in his or her seats when the bus is in motion – noise level needs to be kept low. There is no eating/drinking on the bus, except water.
3. Coaches must escort students off the bus at rest stops. The coach will board the bus last.
4. Restroom stops will be made when needed – a coach will accompany student(s) to the restroom area. Shopping is only permitted at scheduled rest stops.
6. Girls and boys will be separated on the bus. Coaches will sit behind players – one coach will sit in the front of bus to coordinate with the driver.

